



CAMP REGISTRATION GUIDE

In your account, the **Camper Dashboard** (or home page) allows you to access and update your camper's information and manage your camp registrations. You may access the Camper Dashboard by logging into your account through the link at www.youthfront.com/account. Please use the links below to learn about each section.

I want to...

[Register my camper for a session of camp.](#)

[Add a new camper or edit information for my camper.](#)

[Pay for camp.](#)

[Pay my balance, but the system won't let me.](#)

[Add/edit cabin mate requests.](#)

[Edit my information or add contacts to my account.](#)

[I still have questions!](#)

Information available to you in spring 2019:

Important Information and details about camp

Add Camp Bucks

Purchase Splash Park pass and Care Packages

Add medications

Fill out medication form

ENROLLMENT: This section displays currently selected Camper registrations and allows you to add a new session of camp. The Registration Fee is a one-time \$3 fee. Please note that the September date associated with the Registration Fee is an internal reference for us. **Your camper will not be confirmed until the minimum deposit is paid.**

***Check back here in the spring for information on how to purchase Care Packages and Splash Park passes.**

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Enrollment

2016 Camp West Session 10 (08/08/2016-08/11/2016) -10. Camp West Youth - Male	Registered	This status changes from "Enrolled" to "Registered" after paying the minimum deposit
Registration Fee (09/01/2016- 09/01/2016) -Registration Fee	Enrolled	

Add new sessions
of camp here → Add New Program

CAMPERS: This section displays all of the campers in your account. Switch between campers using the dropdown menu, manage camper information, add a new Camper, and enter information about administering camper medications (**note: the medications feature will be available closer to camp season**).

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Campers

Select from available Campers:

Bob User (dropdown arrow circled in red)

Remove Camper (red button)

Switch between camper dashboards (green text)

Personal | Address | Phones | Emails | Medical (+ icon)

Date of Birth: 10/21/2005
Gender: Male
Grade: Grade 6

Edit Camper information and add medications (green text with arrows pointing to Date of Birth and Grade)

Add Camper (red circle around button)

Edit Personal (button)

Add multiple campers to your account (green text with 5 dots)

FINANCIAL: This section displays the balance due for the selected Camper's session of camp. Click the "View Transactions" button to view all transactions related to the selected camper. Use the **MAKE PAYMENT** button to pay balances due for your Camper(s).

***Check back here in the spring to add Camp Bucks to your camper's account.**

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Session Program	Reg Bal	Camp Bucks Bal
2016 Camp West Session 10 (08/08/2016-08/11/2016) -10. Camp West Youth - Male	\$300.00	(\$15.00)
Registration Fee (09/01/2016-09/01/2016) - Registration Fee	\$3.00	\$0.00

Click here to pay registration balances and add Camp Bucks

View Transactions Make Payment

CONTACTS: This section displays the selected Camper's contacts. Switch between contacts using the dropdown. Here, you may manage the Contact information as well as add a new contact.

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Select from available contacts:

Mother User

Remove Contact Switch between Contacts

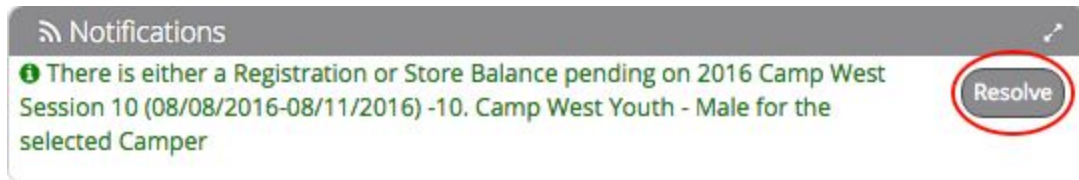
Personal Address Phones Emails

Relation: Friend (Parent/Guardian1)
Gender: Female
Marital Status: Married
Release Camper: Yes
Lives With: Yes
Employer:
Occupation:

Add Contact Edit Personal

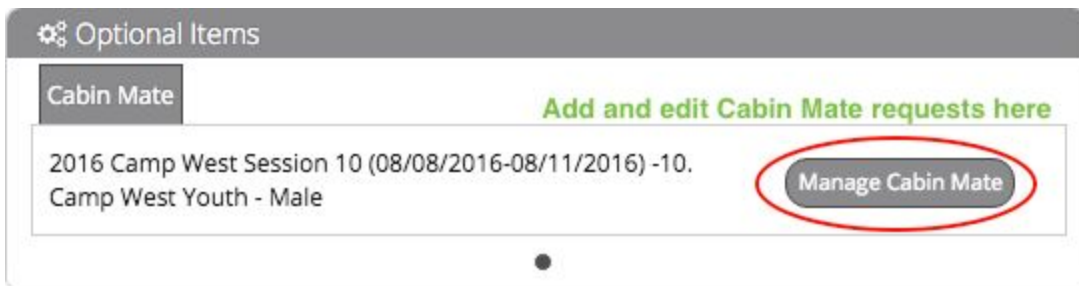
NOTIFICATIONS: This section displays alerts related to the selected Camper, such as missing required information. **You must complete any notifications in RED prior to making payment.** Click Resolve to complete necessary steps.

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OPTIONAL ITEMS: This is where you may request and manage cabin mates (overnight camp) or friends (day camp). You may list up to three. We commit to placing each camper in the same cabin with at least one requested cabin mate, and we do our best to honor all cabin mate requests.

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Questions? Please contact us at 913-262-3900 or info@youthfront.com.

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