



# Registration Instructions

## Getting Started

- Use a desktop or laptop computer to register, not a mobile phone.
- Current physical and immunization record for each child is required prior to attendance.
- Collect contact information for two local emergency contacts other than yourself.
- Have a credit or debit card ready for payment – we do not accept Paypal.
- Google Translator is available and supports 10 different languages. Look to the left side of the page for a colorful G.

## Fees

- There is a \$50 annual registration fee per child. This fee is nonrefundable and nontransferable.
- Camp Fire charges a \$35 deposit for reserving a spot in our program. This is later credited to your bill upon enrollment.
- If you have questions about financial assistance opportunities, please call.

## Setting Up an Account

1. Navigate to <http://www.campfireak.org/register>
2. If new user, select **Create New Account**. Please contact our main office for lost account details – do not create a new account. If able to login: skip second page and read **Registering a Child**.
3. Enter contact information for registering adult – fields marked with a red star are required. Blank entries will not be accepted by our registration software.
  - a. For fields that are required, but do not apply to your family, please write "N/A"
  - b. Some fields require certain formats – like phone numbers. If you only have one phone number, please enter it twice.
4. If there is a second adult you would like associated with your account, check the box to indicate "two" adults own the account.
  - a. Any adult with their checkbox marked as a "registering parent" will receive Camp Fire's emergency text alerts, and informational emails.
5. Parents will create a **username and password** for their account. Please write these down.
6. Demographic information is collected to assess our outreach. Participation is optional and has no bearing on enrollment.
7. A confirmation email will be sent. Parents must log in with their username/password.

## Registering a Child

1. Login to our registration system, and select **My Family** from the left sidebar.
2. Click **Add a Child**, and fill out the form.
3. Parents should send any custody or court order arrangements to our main office prior to program attendance. This step is not required to complete online registration.
4. Parents grant photo permission and field trip/activities permissions to Camp Fire by default. If an exception is needed, submit your request in writing to our main office.
5. Parents must agree to Camp Fire policies as outlined in our Program Handbook. The handbook is linked at: <http://www.campfireak.org/before-after-programs/>
6. Upon completion, parents will be redirected to the **My Family** page. Registered children will be listed. Select **No Current Medical Data** to fill out the child's medical history
  - a. Camp Fire serves families at all levels of ability. Depending on need, our Family Services Manager may help program staff and parents develop a Plan of Care.
7. Once complete, parents will return to the **My Family** page. Select **Add a New Contact** and add two local emergency contacts who are not the registering parents.
8. List additional persons allowed to pick up your child. List anyone whom you refuse to grant pick-up permission to. Camp Fire only releases children to authorized adults.
9. Once finished, select **Save Emergency Contact Changes** before leaving the page.

## Enrolling in Programs

1. After logging in, click **Program Selection** in the left sidebar and select the boxes for whichever programs you plan to have your child attend. Then, select **Continue**.
2. Select the school your child attends. Camp Fire Alaska hosts programs at 27 schools, and is only able to offer programs to students enrolled at one of these schools.
  - a. Students at Chester Valley attend program at a neighboring site.
3. Select enrollment plan. If full, select plan to join waitlist at no cost. Select **Add to Pack**.
4. During checkout, parents must select all checkboxes regarding our policies to continue. Parents will be directed to a payment policy contract to digitally sign.
5. Finally, parents will need to enter their credit/debit card information, and billing address.
6. Parents seeking scholarship funds must first complete registration. Scholarships are not distributed before program enrollment. The fees you pay may be reimbursed.
  - a. Applications may be found at: <https://bit.ly/2mtlE4R>

**Need help?** Call us at (907) 279-3551 between 8 am - 5 pm, Monday through Friday.

Or, visit our office at **161 Klevin St., #100** and use the public computer in our lobby.

Fax records and paperwork to (907)-278-9829