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.
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