2016 Camp Registration Guide

Pecometh is switching to a new registration system this year, so we created a step-by-step guide to walk our camper families through the registration process and some of the helpful features.

To get started, go to www.pecometh.org/registration

Step 1: Create a new account

Because this is a new system, **every user must create a new account.**

The upside: This one account is all you need to register for programs, manage health forms and medications, make payments, and access camper photos and email!

To get started, **Click Create New Account** in the righthand box.

Enter your information and **create a user name and password**. This will allow you to log back in to manage your account and make payments.

Click to View Important Message ⊖

Welcome to our online registration system. To get started, create an account. The information you provide below is to create a LOGIN and is not the Participant information. You will be ask for Participant information once you click NEXT.

Two things to remember:
1. All required fields will have a red asterisk
2. Data in other fields is optional but welcomed

If you need additional assistance, please click the [Contact Us] button to get our contact information. (Contact Us)

Create a New Account Here

First Name: * | Middle Name: | Last Name: *

Your First Name | [ ] | Your Last Name

Create Your Username: * | Create Your Password: * | Confirm Password: *

[ ] | [ ] | [ ]

International Keyboard? | Your Email Address: *

(No) | [ ]

Select a Security Question: * | Answer to Security Question: *

Select... ⌄ | [ ]

If you are registering campers from your church or organization, you can create one account and manage all of your campers from there. You will be able to specify guardians and emergency contacts later.

Step 2: Create a Program Participant (Camper)

Enter the information for **the first camper** you are registering.

Participant Personal Information

First Name: *	Middle Name:	Last Name: *
Camper		Last Name

Preferred Name:

Birth Date: (Click to display calendar) *
12/14/2005

Gender: *
Female

Please enter the grade your camper/participant is completing this current school year. For adults, choose the 'Adult' grade option.

Grade: *
Grade 5

Participant Photo:
(No Photo exists, click button below to add.)
Choose File No file chosen

If you are registering more than one camper, you will be able to create and register multiple campers before you complete your registration and pay the deposit.

Follow the prompts to fill in additional information about the camper.

Participant Address Information

Address Type: *   -
Permanent Address   ☑ Make this a Primary Address?:

Address 1: *	Address 2:
Address	

Note: Please select the country before typing the postal code. Enter Postal Code below and tab out. City & State will appear at the bottom.

Country:
United States

Postal Code: *
Enter ZipCode...

City: *
Enter City...

State/Country:
MD/US

For participant email, put parent email address.

Step 3: Find and Select a Program

You may find it helpful to **filter out programs** that you are not interested in. For example, if you are looking for a traditional overnight program, selecting "Overnight Camps" will filter out day camps and family programs.

Program Classifications?

Program Classifications help to filter the programs. If you are unsure about which classification to use, make no selection and select NEXT to move to the next screen and see all available programs for which the Participant qualifies.

Check all that are applicable:

☐ Day Camps

☐ Overnight Camps

☐ Youth Events

☐ Family Programs

☐ Adult Programs

☐ Clergy Programs

Please note, you will only see programs that are available to your camper based on the grade level entered in Step 2.

Find and select the program of your choice.

Select Programs From Available Sessions

You may select a Programs from one or more sessions. However, you may select only one Program per session.

2016 Week 1 Overnight Camp Jun 19 2016--Jun 24 2016

Check one, from the available options:

☐ Horseback (E 4-5)   🔍 Details…   ⚠ Available?

☐ Splashdown 1 (F 4-5)   ⚠ Available?

2016 Week 2 Overnight Camp Jun 26 2016--Jul 1 2016

Check one, from the available options:

☐ Horseback (E 4-5)   🔍 Details…   ⚠ Available?

☐ Riverside 2 (F 3-5)   ⚠ Available?

2016 Week 4 Overnight Camp Jul 10 2016--Jul 15 2016

Step 4: Choose a Tier

For overnight camper, you will be offered a choice of 3 payment tiers. You must choose a tier to make a deposit and ensure your spot.

For more information about our Tiered Pricing program, visit www.pecometh.org/tiered-pricing.

Select Sub Program For Selected Program		

Options vary from program to program.
Overnight Camp Tiered Pricing: You must select a tier to be enrolled in the program. For a description of Tiered Pricing visit our Tiered Pricing Page.

2016 Week 2 Overnight Camp Jun 26 2016--Jul 1 2016 - Riverside 2 (M 3-5)

Check one or more, from the available options:

☐ Riverside Tier 1	$539.00	Available
☑ Riverside Tier 2	$489.00	Enrolled
☐ Riverside Tier 3	$439.00	Available

Step 4: Enter Guardians and Emergency Contacts

One or two guardians may be specified for each camper.

Guardian 1 (Personal Information)		
Salutation:	First Name: *	Last Name: *
	Parent 1	Last Name
Gender: *		
Male		
Marital Status:		Relation: *
Divorced		Father
Occupation:		Employer:
Participant Lives with Contact?		Release Participant to Contact?
Yes		Yes

In addition, **one emergency contact** must be specified. *This is someone other than the guardians* who would be called in case of emergency if the guardians cannot be reached.

Step 5: Complete Registration Forms

Some additional information will be required before you are able to complete your registration.

List of forms required to be completed before registration.

Camper Profile Sheet   ❌   **Required Items Missing. Please complete form before next step.**

Additional Camper Registration Information   ❌   **Required Items Missing. Please complete form before next step.**

Horseback Waiver   ❌   **Required Items Missing. Please complete form before next step.**

Click on a form title to open and complete.

These brief forms ask similar questions to our old registration form.

Additional Camper Registration Information

Please provide the information requested below:

Answering these questions will allow our staff to better understand how to best care for and serve your camper. Please answer each question as thoroughly as you are able, and then allow your camper to answer the next form labeled 'Camper Questions'. Information will be shared with your camper's cabin counselor, and *only as needed* with the Camp Nurse, Program Assistant, and specialty staff.

Are you a returning camper? *

⚪ Yes   ⚪ No

Number of years at Pecometh?

50 Chars Left

[   ]

Thrifty Fifty For Returning Campers.

As a RETURNING camper, if you refer a friend who is a FIRST-TIME camper, and that camper registers for camp, both campers

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Additional required forms, like our Health History Form, will be available in your account, to be filled out by June 1.

Step 6: Enter Medication Information

Prescription and over the counter medications can be entered at this time.

Select Medication Type:					

Prescription | Over the Counter

Medication Name: * | Dosage: | Route: | **Quantity ***

Select...

Reason: * | Comments:

Date	Breakfast ☐	Lunch ☐	Dinner ☐	Bed Time ☐	As Needed ☐
2016-06-19	☐	☐	☐	☐	☐
2016-06-20	☐	☐	☐	☐	☐
2016-06-21	☐	☐	☐	☐	☐
2016-06-22	☐	☐	☐	☐	☐
2016-06-23	☐	☐	☐	☐	☐

Please note: **you will be able to update medication information in your dashboard** at any time after registration.

Step 7: Cabin Mate Request

One cabin mate request per program may be made during registration.

Please enter Cabin Mate information below.

You may request one cabin mate. We may use the parent email address to confirm that the request is reciprocal.

2016 Week 2 Overnight Camp Jun 26 2016--Jul 1 2016 - Riverside 2 (M 3-5)

	First Name	Last Name	Cabin Mate Parent Email	
Cabin Mate 1:	Enter First Name	Enter Last Name	Enter Cabin Mate Parent Email Here...	✖

Step 8: Request Discounts

Discounts may be requested, but must be approved by the Registrar.

Please choose from available discounts.

Below are discounts which can be requested. Although the final payment amount will be reduced by the amount of the discounts requested, the camp will need to approve the request before the discounts will be reflected on your account.

2016 Week 4 Overnight Camp Jul 10 2016--Jul 15 2016 - Riverside 4 (M 3-5)

Check all that is applicable:

☐ Pay in Full by Feb. 1 and save 10% (Available only for Overnight Camp, Summer Day Camp, and Friends & Family Camp) Not Requested
Discount Available is 10.00% on the main session-program charge   Available

Eligibility Details:
Enrolled/Registered between *Dec 16 2015 AND Feb 1 2016*
Enrolled for *2016 Week 4 Overnight Camp Jul 10 2016--Jul 15 2016* session.

For example, if a parent requests the 10% discount above, their balance owed will be adjusted to reflect the discount. If full payment is made by February 1, the discount will be approved.

If full payment is not made by February 1, the discount will be declined, and the balance owed will be updated to reflect the full price of camp.

Step 9: Continue Adding Registrations or Check Out

At this point, more participants/registrations can be added to the account.

If there are no additional registrations to add, **click View Dashboard** to continue to payment options.

What would you like to do?

To add a new Session/Program to a Participant already on your account, select the Participant and click [New Registration] option
Camper Last Name ⌄   New Registration

To add a brand new Participant to your account and add Session/Program to the Participant, click [Add New Participant] option
Add New Participant

To review all your information including registration selections,
click [View Dashboard] option. You will be able to make payment from the Dashboard.
View Dashboard

Step 10: View Dashboard and Manage Account

Before continuing to the dashboard and payment options, registrants will have a chance to add an optional donation.

Click Next to continue.

Our new registration system puts the control in your hands. Log into your account at any time to update information, complete forms, and make payments.

Here are three important dashboard panels to note:

1. Forms

Log in at any time to fill out or update required forms. Please make sure these forms are complete before you bring your camper to camp!

2. Participants

Your camper's information and medication information can be updated at any time. Please make sure you double check that everything is up to date before coming to camp!

You can also toggle between different campers in this panel, to see registrations, charges, and forms for each person.

3. Financial

Click Make Payment to proceed to payment options. Registration is not complete until a minimum deposit has been made for each session.

Step 11: Make a Payment

The registration payment page allows you to apply payments to particular campers and sessions, and to choose the amount to pay.

After you make your initial payment/deposit, you can log in at any time to make payments as you are able.

To complete registration for a program, you must pay at least the minimum payment.

One you have designated your payment amounts, **click on the Payment Options tab.**

On the Payment Options tab, designate your payment type, and click next to process the payment.

If you would like to make your deposit by check, mail to:

Pecometh
Attn: Julie Lutz
136 Bookers Wharf Road
Centreville, MD 21617

Your camper will be listed as "Enrolled." Once your check is received the camper's status will change to "Registered."