

# 2019 SUMMER CAMP REGISTRATION INSTRUCTIONS

Register online beginning on Monday, January 14<sup>th</sup> at 8:00am.



**Registration for 2019 will be online only.** We will not be offering paper registrations this year. This decision was based upon several factors including our efforts to be more environmentally conscious and to ensure all families complete the necessary paperwork.

## Here are some tips to make things smoother on Monday, January 14!

1. Visit our online registration site to complete all paperwork ahead of time (Steps below).
2. Have your Immunization Records, physician information and health information ready to enter. If you have previously entered your Medical Form online you will have the option of verifying all previous information.
3. Take a look at our online calendar for a layout of the summer.
4. We are once again offering a discount to the **First 40 Campers** who register for 8 or more full time weeks. **The first child in a family will receive \$500 off their last two weeks of camp, each additional child will receive \$350 off their last two weeks of camp.** Please note that you must register for 8 or more FULL time weeks. The 4<sup>th</sup> of July week does count in this promotion.



## Steps to Complete Required Paperwork Online Prior to January 14<sup>th</sup>:

1. You can “register” ahead of time by visiting <https://campketcha.campbrainregistration.com>
2. If you are a new user create your new account. Returning families will already have an account.
3. In order to complete your registration for Summer Camp on January 14<sup>th</sup> you MUST complete all necessary Forms which include: A Medical Form, Minor Participant Waiver and an Equine Release Form (all programs will have a chance to visit the barn)
4. To complete these ahead of time once you are logged into the Camp Brain Registration system select the camper you wish to register under Step 1/6-Select People for Registration.
5. Once a camper has been selected (or added) it will bring you to Step 2/6-Select Sessions. Click on any program for the session Camp Ketcha 2019 and click **ADD TO CART**. After a program has been added select **CONTINUE** on the bottom right.
6. You are now at Step 3/6- Fill out Forms. Once you have completed all of the necessary forms you can click **PREVIOUS** on the bottom left.
7. This will return you to Step 2/6. You can then delete any programs that you added that you do not intend to register for by clicking the X in your cart.
8. You will now be ready to register quickly on January 14<sup>th</sup>!