



Basic Fit Kids Camp Online Registration

1. Click the down arrow under **View Sessions** to see each day.
2. Check by **Day Rate** for each session. **Note some days require a \$3 transportation fee.**
3. Click **ADD** (at the bottom) to add to **Your Sessions** cart (on the right).
4. Continue to add sessions. If you have more than one child attending a camp session, adjust **Quantity** in the **Your Sessions** cart.
5. Click **Continue** under **Your Sessions** cart.
6. Parents or Guardians will set up an online account with their email. Note: If customer does not have an online account, they will type an email address and password to create a new account upon the completion of registration.
7. Under: **#2 Participants**: Select person for session or add new person
8. Register children under their name under **Who Are Your Registering**. (You can have brothers and sisters under one parent's account, but you will have to add them. See "Register Multiple Campers" below.)
9. Click **Continue**
10. Under **#3 Registration Form**: Complete **Registration Form** questions for each camper
11. As campers are under 18, fill out **Parent/Guardian** questions
12. You will need to have a **code word**, in the system, when someone different than the approved transportation picks up your child.
13. **Accept** that you have reviewed four waivers
14. Sign electronic signature
15. Click **Continue** under **Your Sessions**
16. See: **Payment Processing**.

Register for Multiple Day Sessions

1. If you have more than one child attending a camp session, adjust **Quantity** in the **Your Sessions** cart.
or
1. To the right of **Participants & Options**, select **+Add Sessions**
2. Follow steps 1-5 from Basic Registration Section
3. Click **Continue** under **Your Sessions** cart.

Register Multiple Campers for a Day Session

1. Follow steps 1-9 from Basic Registration Section
2. To the right of **Participants & Options**, select **+Add Sessions**
3. Under appropriate session, Check box beside chosen **Day Rate**
4. Click **ADD** (at the bottom) to add to **Your Sessions** cart (on the right).
5. If you have more than one child attending a camp session, adjust **Quantity** in the **Your Sessions** cart.
6. Proceed with steps from Basic Registration Section 7 – 9
7. Register children under their name under **Who Are Your Registering**. Select **Register a new person** under the **Person** drop-down.
8. Underneath each week's sessions is where you assign the camper.
9. The form will show the name on the child, and what sessions they are assigned to by chronological order.
10. Click on the **Pencil** (or **Edit**) to edit the sessions or assigned camper.



Payment Processing

NOTE: DISCOUNTS ARE APPLIED DURING THE LAST PART of PAYMENT PROCESSING.

As you build your cart, you will see full rate for all sessions—*Don't panic.*

1. **Registration Fee Protection:** This is an optional insurance for camp registration fee refunds. It is operated by a third party vendor. Read "**Coverage Details**" for more information.
2. You can **pay in full** or on a **payment plan**.
3. Payment plans are available on a two week cycle. You are required to pay 25% of your total at registration. You must pay in full before the start of the camp session's week.
4. You can pay by electronic check or credit card (**VISA, MC, AMEX, or DISC**).
5. Enter payment information
6. You will also enter a password for your **Online Account**.
7. Click **Complete**
8. **NOTE: Active Network Membership** below

Online Registration FAQ

Online Accounts versus Online Registrations

It is important to note that the online account and online registration are not the same. A good way to think about the difference is that the online account contains the past online registrations. When online registrations are complete, they will appear in the online account. Customers can create their account during their online registration if they do not already have an account. If they do have an account, during registration they will type their email address and if the system recognizes their email address, it will attach the registration to the appropriate account

Active Advantage Membership

When you **Complete** your payment and registration, you will land on a webpage that offers you enrollment into "Active Advantage." **YOU DO NOT HAVE TO JOIN ACTIVE ADVANTAGE NETWORK.** Click "**No Thanks,**" at the bottom. Active Network is the service the Wellness Center is using for Fit Kids Camp management. Active Advantage membership is their rewards program similar to Amazon Prime.

Waitlists

If an online offering is full, customers can still register into a waitlist. In order for customers to move from the waitlist to the offering, you must manually move them into the class.

1. Under appropriate session, click Waitlist beside chosen tuition
2. Click OK
3. Click Continue
4. Enter Email address and Password for account
5. Follow Steps 8-18 from Basic Registration

Registration Fee Protection and Refunds

The Wellness Center Fit Kids Camp has a no refund policy. We are offering **Registration Fee Protection** through a third party vendor: Booking Perfect Ltd. for an additional fee. If you opt in for the Registration Fee Protection, any claims would be processed through Booking Perfect Ltd.