



2024 Summer Day Camp NEW Camper Registration Guide

Initial Steps:

- Click the link below-
https://ywco.campmanagement.com/p/request_for_info_m.php?action=enroll
- Fill in all information on this initial page
- **NOTE: Remember to put the grade your child will be in as of this Fall 2024**
- Don't forget to add each participant if necessary (the links to add a participant can be easy to miss)
- Click Continue to enrollment options
- Click the Enrollment Tab
- Click blue Enroll for 2024 button under the child you wish to enroll first

Step 1: Select Programs

- Filter by Summer Day Camp and all available weeks will appear
- Add all the weeks you want your child to attend (as little as 1 to as many as 11)
- Click Save and Continue

Step 2: Enrollment Questions

- Fill in the guardian info and photography section
- Click Save and Continue

Step 3: Participant Forms/Authorized Pickups

- Click on and fill out the
 - 2024 YWCO Summer Day Camp Participant Form
 - 2024 YWCO Summer Day Camp Policies Form
- If your child has allergies and/or emergency medication he/she needs to take at camp. Please fill out the
 - 2024 YWCO Summer Day Camp Medication Authorization
 - 2024 YWCO Summer Day Camp Allergy Emergency Action Plan.
- Make sure you click Submit for each form

- If you have anyone else besides the guardians that need to be authorized as a pickup person, then do that here and it will text them a message that gives them their PIN code for checkout.
- Click Save and Continue

Step 4: Payment and Checkout

- Here you will see all the weeks you chose for your child to attend and that only the registration fees are due now:
 - **Registration Fees** = \$80 **non-refundable fee** per child due now to secure your child's registration. This will be charged to your card on file within 5 business days.
 - **Weekly Fees** = \$175 for the first child and \$165 for each additional child due every Friday prior to the week that your child is registered for, not now.
 - This applies to 4 (such as the week of Memorial Day) and 5 day weeks.
 - However, for the 3 day week of July 4th (closed July 4th and 5th) the weekly fee will be a flat fee of \$115/child for the week with no sibling discount.
- Click Payment method: credit card. The card on file should pop up to choose or you can add a new card here.
- **All accounts are on WEEKLY autopay this summer.** You will be charged on Friday of the week prior for the following week your child is enrolled for.
- Enter your Full Name and the Date
- Click Submit Enrollment Request - you will receive a Summer Day Camp specific email with FAQs and registration confirmation information and an email receipt for the registration fee(s).
- If you need to register another child, just click on the Enrollment Tab again and start the process for the next child
- You will receive a confirmation email for each child within 2 business days.
- You must continue all the way through checking out to officially register. If you do not receive a confirmation email, then you did not complete your registration.