

Online Application Instructions

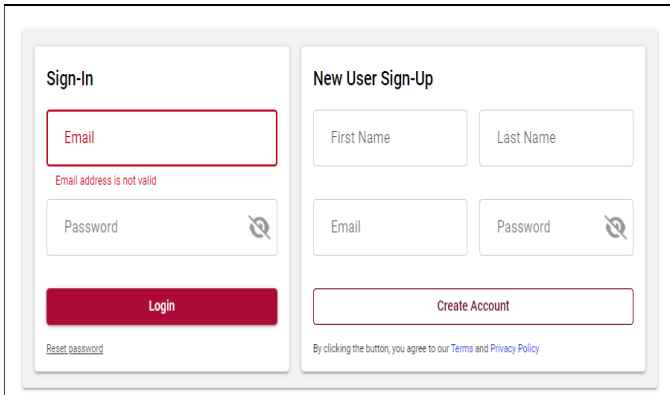
The screenshot shows a login and sign-up interface. On the left, the 'Sign-In' section has an 'Email' field with a red border and an error message 'Email address is not valid', a 'Password' field with an eye icon, a 'Login' button, and a 'Reset password' link. On the right, the 'New User Sign-Up' section has 'First Name' and 'Last Name' fields, 'Email' and 'Password' fields with an eye icon, a 'Create Account' button, and a note about terms and privacy policy.

Figure 1 Camp Huckins Registration Log in Screen

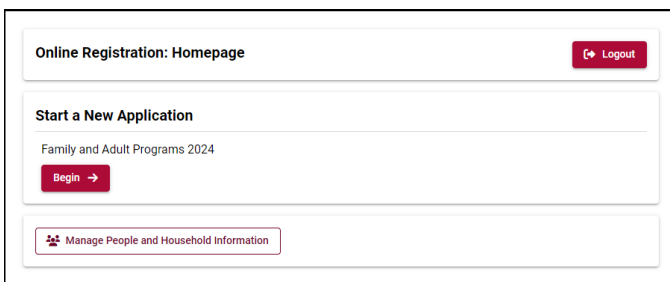
The screenshot shows the 'Online Registration: Homepage'. It includes a 'Logout' button in the top right. The main content area has a 'Start a New Application' section for 'Family and Adult Programs 2024' with a 'Begin →' button. Below this is a 'Manage People and Household Information' button.

Figure 2 Online Registration Homepage

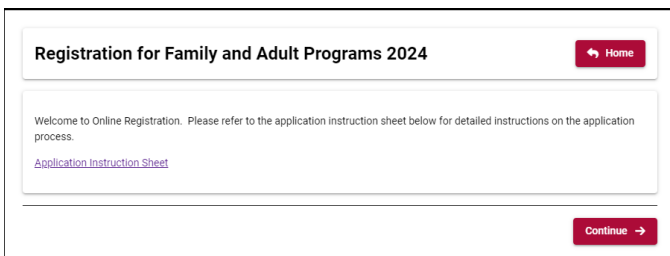
The screenshot shows the 'Registration for Family and Adult Programs 2024' page. It has a 'Home' button in the top right. The main content area contains a welcome message, a link to the 'Application Instruction Sheet', and a 'Continue →' button at the bottom right.

Figure 3 Registration for Family and Adult Program 2024

Step 1: Selecting/Adding Family Members Attending

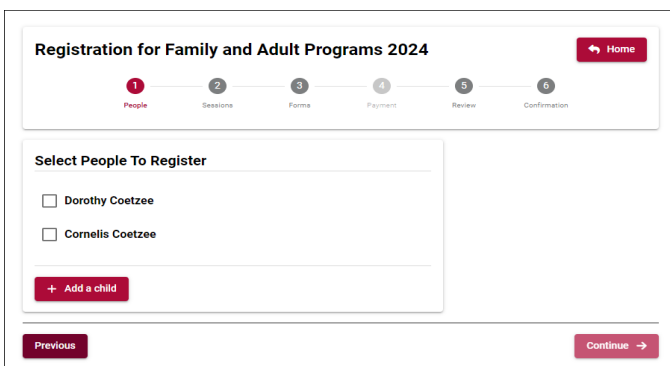
The screenshot shows the 'Registration for Family and Adult Programs 2024' page at Step 1: People. A progress bar at the top shows steps 1 through 6: People, Sessions, Forms, Payment, Review, and Confirmation. The main content area is titled 'Select People To Register' and lists two names with checkboxes: 'Dorothy Coetzee' and 'Cornelis Coetzee'. There is an 'Add a child' button with a plus icon. At the bottom, there are 'Previous' and 'Continue →' buttons.

Figure 4 Step 1 of Application- select/add all family members that will attend.

Families that have already used our system please log in with the same log in credentials. You may have used CampBrain to sign up for summer camp or complete a staff application. The family/Adult application will not affect any previous application.

If you have not used our system yet, please create a new account.

***If you receive the message that you are already in our system, please use the reset password option to create a password.

***If you receive the message that you are in the system multiple times contact angela@camphuckins.org or 603-539-4710 and we will merge your records.

Click begin to start a New Application.

Select continue to start the application.

Step 1: Select or add all family members that will be attending. Birthdates are required.

- **NOTE: You should only apply for people that live in your household.** Adult children with their own household should complete a separate application.

Feel free to contact the office if you are unsure who can be added to your household.

Step 2: Selecting Session for Each Family Member

Registration for Family and Adult Programs 2024

1

2

3

4

5

6

People

Sessions

Forms

Payment

Review

Confirmation

Home

Select Sessions for...

Dorothy

Nols

daughter

Search by name...

▼

Expand all

Application for Family and Adult Programs

Application for Family Week50.00

August 19 - 23, 2024 | Hide Details

Add to cart

Application for Labor Day50.00

August 30 - September 2, 2024 | Show Details

Application for Mother Daughter50.00

September 6 - 8, 2024 | Show Details

Application for Mother Son50.00

June 7 - 9, 2024 | Show Details

Application for Women's Wellness50.00

September 13 - 15, 2024 | Show Details

Cart Summary

Nols Coetzee

daughter Coetzee

Dorothy Coetzee

Subtotal-

Taxes-

Total-

Dorothy

Nols

daughter

Figure 5 Add family members session to cart.

Registration for Family and Adult Programs 2024

1

2

3

4

5

6

People

Sessions

Forms

Payment

Review

Confirmation

Home

Complete Required Forms

Forms marked with an asterisk(*) are mandatory.

Household Form*Completed

View Form

Mother/Son Participant Information*Completed

View Form

Womens Wellness Participant Information*Completed

View Form

Adult/Family Waiver and Agreement*Completed

View Form

Participant Health Information Form*Completed

View Form

Angela

Richard

Cart Summary

Angela Lavoie

Application for Family and Adult Programs

Application for Mother Son50.00

Application for Women's Wellness50.00

Richard Lavoie

Application for Family and Adult Programs

Application for Family Week50.00

Subtotal150.00

Taxes-

Total150.00

Figure 6 Completing the Household, participant information and health information.

Step 2: Select session(s) per family member.

For each family member you have selected you should choose the sessions (e.g. Family Week, Labor Day, Mother Daughter etc.) they would like to attend.

The selected family member will be underlined in red.

- Click on the session or click show detail
- Click add to cart

Once all sessions have been added to cart for the selected family member, repeat the process for all other family members using the tabs at the top until everyone has at least one session in your cart.

Once everyone has items in the cart hit continue to proceed to the forms page.

NOTE: The Total amount in the cart is for the application deposit only. Once accepted you will receive an invoice via email. The invoice will include balance and payment date information.

Step 3: Completing/updating the Household form for each family, the Participant Information Form for each family member per session and the Participant waiver per family member.

The Household Form-includes email, phone number, address, gender identity, and a few family program questions.

The Participant information includes alumni years and maiden name (if you attended summer camp), dietary choices, if it is a special year at that program for you and questions about cabin sharing.

Each person in the family will have a participant form for each program they are applying for.

The participant Waiver form includes emergency contact and allergy information. Parents may sign this form for their minor children.

A green checkmark on each form indicates the form is complete. All forms must be completed before you can proceed to the payment option step.

Once forms are complete, hit continue to proceed to step 4 for payment options.

Registration for Family and Adult Programs 2024

1 People 2 Sessions 3 Forms 4 **Payment** 5 Review 6 Confirmation [Home](#)

Choose a Payment Option

- ☒ Pay the 200.00 non refundable application fee now and the remainder on March 30th.
- ☐ Request Financial Aid
- ☐ Pay the 200.00 non refundable application fee now and have the remainder charged to your card on file in three equal installments; March 30, April 30 and May 30.

Select a Payment Method

- ☒ Credit Card

Cart Summary

Second Coetzee
[Application for Family and Adult Programs](#)
 Application for Family Week
 • Age 12-15
 Application for Mother Daughter
 • Child or Additional Mother/Gram/Aunt

Cornelis Coetzee
[Application for Family and Adult Programs](#)
 Application for Family Week
 • Adult- 16 and Above 50.00

Step 4: Choosing payment option.

Review your application, select your payment option, and continue.

Enter a credit card for the deposit and scheduled payments and select submit.

Note if you select the financial aid option we will be in contact.

Acceptances and invoices will be sent via email. Payments will be processed as per your selected payment option.

If you have any issues, please contact angela@camphuckins.org or call the office 603-539-4710.

Figure 7 Selecting payment option.

Payment

Payment Option

- Pay the 200.00 non refundable application fee now and the remainder on March 30th.

Date	Amount
Today	200.00

Payment Method

- Credit Card

Credit card details

Cardholder Name

Card Number Expiry (MM/YY) CVV

Street Address City Zip/Postal Code

[Use this card](#)

[Return to Payment Options](#)

[Previous](#) [Submit →](#)

Figure 8 Enter credit card information and submit application.