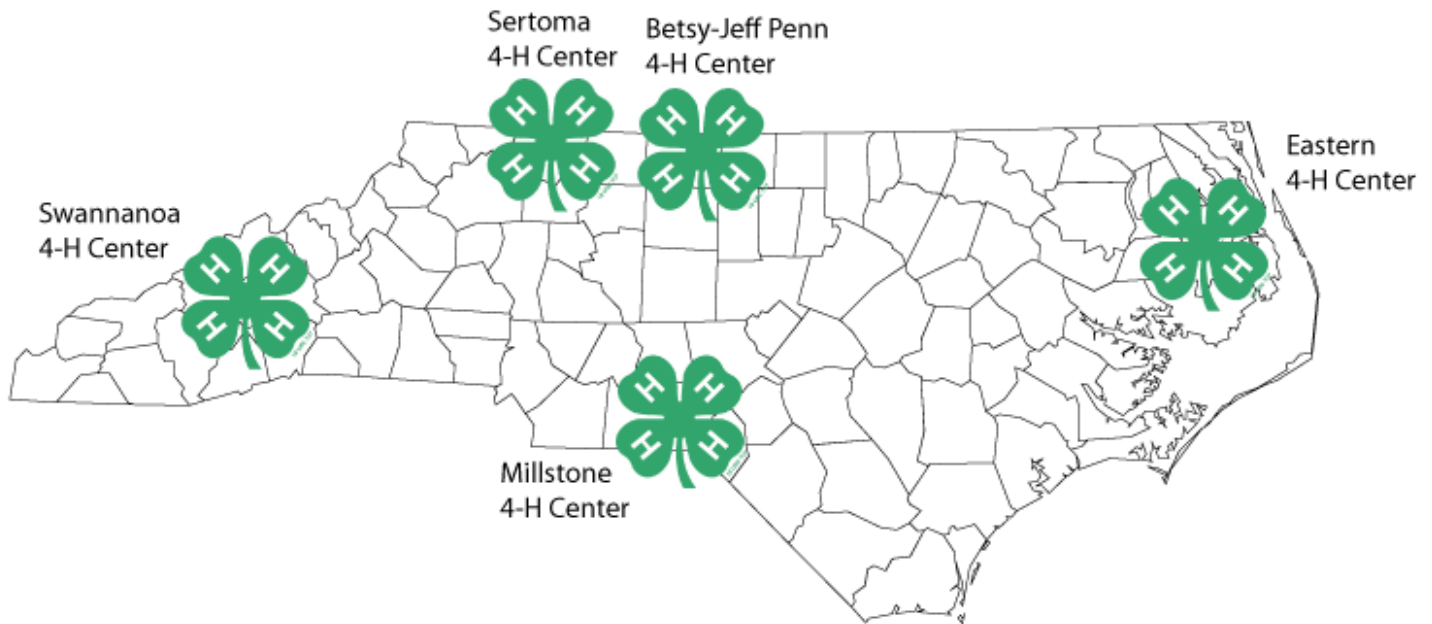


NORTH CAROLINA 4-H CAMPS ONLINE REGISTRATION

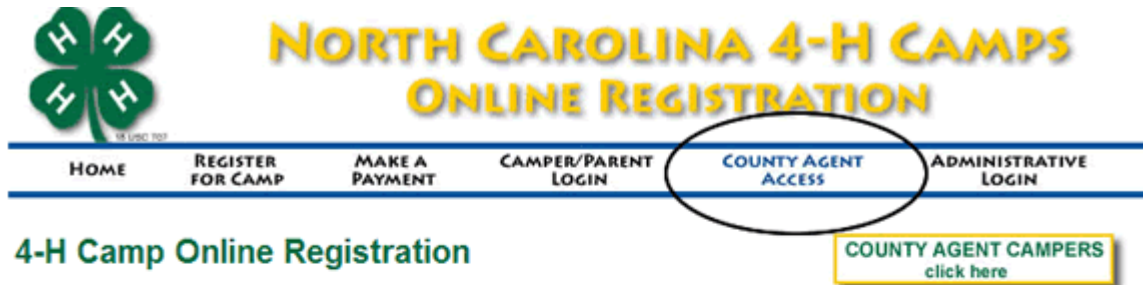


COUNTY EXTENSION AGENT USER'S GUIDE

County Extension Agent Instructions for 4H Camp Online Registration Payment System

The 4H Camps and Centers in North Carolina have developed an online registration and payment system for their facilities. This system has access set up for County Extension Agents so they can register campers and make online credit card payments for camps.

To access the system, go to <http://www.nc4hcamps.org> and select the County Agent Access link.



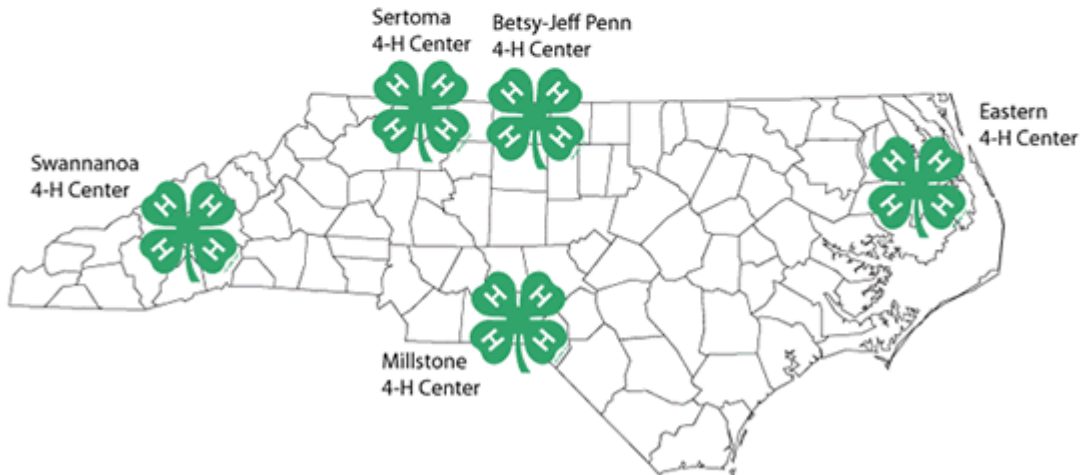
NORTH CAROLINA 4-H CAMPS ONLINE REGISTRATION

HOME REGISTER FOR CAMP MAKE A PAYMENT CAMPER/PARENT LOGIN **COUNTY AGENT ACCESS** ADMINISTRATIVE LOGIN

4-H Camp Online Registration

COUNTY AGENT CAMPERS
click here

Welcome to our online registration/payment web site. To begin the camp registration process, click on the 4-H Camp location that you are interested in. If you would like more information about any of these locations, links are provided below.



When you select that link you will see the County Agent login screen. You will need your password to login. Your initial password is the name of your county. The first time you login, the system will make you change that password. If you don't have or have forgotten your password, the system can retrieve it for you and send it to the email address on file for you.

Agent Login

If you are a County Extension Agent, login below.

Email :

Password:

[Forgot your password?](#)

Login

Once you login, you will be able to see the Agent Access screen. If you have not made reservations at one of the 4H Camps you will only have access to editing the information that we have on file for you, so you can go there to update your email, phone, or password. It will help our system if you check this information for accuracy the first time you log into the system.

County Agent Access

[EDIT YOUR INFORMATION](#)

[LOGOUT](#)

You have not made reservations at any camps yet. Please contact the camp you are interested in. See [camp information](#).

If you have reservations you will also see the details about it and you will be able to add campers and make online payments. Below is an example of what you will see.

County Agent Access

[EDIT YOUR INFORMATION](#)

[LOGOUT](#)

AGENT RESERVATIONS/BOOKINGS 1						
Location	Camp Name	Camp Cost	Girl Slots Reserved/Filled	Boy Slots Reserved/Filled	Agent Code	Action
Betsy-Jeff Penn 4-H Educational Center	Cave Rage Adventure 6/1/2009-6/7/2009	\$295.00/ \$320.00*	3 / 0	3 / 1	alle-penn	Add a camper See Camper List

* Higher price includes T-Shirt and store money.

AGENT PAYMENTS 2	
Date Paid	Amount Paid
3/18/2009	\$100.00
3/18/2009	\$100.00
TOTAL PAID:	\$200.00

PARENT PAYMENTS 3		
Date Paid	Camper Name	Amount Paid
3/19/2009	Donald Duck	\$100.00
TOTAL PAID:		\$100.00

ACCOUNT STATUS 4	
Total cost for your campers:	\$1,795.00
<p>Total cost is calculated based on the number of slots you reserved times the basic county cost (which does not include T-Shirt money or store money). Actual total may be more if you want to include those items.</p>	
Total paid for your campers:	\$200.00
Balance Due:	\$1,595.00
Make an online payment	

In the example above, you can see the reservation details in **Box 1**. This agent reserved 3 girl spots and 3 boy spots for Cave Rage Adventure camp (not a real camp) at the Betsy-Jeff Penn for the dates of June 1- 7. So far this agent has entered one boy camper, and s/he can add more by clicking the

Add a Camper link. If they want to see the information on the campers who are already signed up, they can click the **Camper List** link and they will see the following screen:

Camper List

Camper Name	Sex	Parent Name	Parent Phone(s)	Parent Email	Camper Payments	Remove This Camper
Donald Duck	M	Daffy Duck	Home: 336-349-9445 Daytime: 336-454-0099	daffy@hotmail.com	No payments	Remove this camper

Return to [Agent Access](#) page.

You will see this information for each camper that you have entered into the system, or any camper who has entered themselves in the system as one of your campers. If you look at the Agent Reservations/Bookings table, **Box 1**, you will see a column called Agent Code. You will have a different code for each reservation that you make. If you want parents to use our system to enroll their children for your camp, you will give them the Agent Code and they can enter their child's information and pay online. (This is explained more fully later in these instructions)

If you want to enter another camper, you would select the **Add a Camper** link. You are only allowed to enter campers to fill the slots that you reserved. If you have filled your slots you would see the screen below. You would need to contact the camp directly if you wanted to try and add another camper.

AGENT RESERVATIONS/BOOKINGS						
Location	Camp Name	Camp Cost	Girl Slots Reserved/Filled	Boy Slots Reserved/Filled	Agent Code	Action
Betsy-Jeff Penn 4-H Educational Center	4-H Traditional 6/28/2009-7/3/2009	\$295.00/ \$320.00*	3 / 3	3 / 3	alex-penn	All your reserved slots are full See Camper List

If you do have slots available and you select to add a camper you will see the full camper registration form. It requires the same information as the standard printed registration form. When you are entering the Parental information on that form, you will enter a password for the parent in this portion of registration form:

PARENT OR GUARDIAN INFORMATION:

NAME: First*: Middle: Last*:

Is Parent/Guardian address the same as camper's address?

- Yes
 No (Please fill address below)

Address*: City*:

State*: Zipcode*:

Home Phone*: (xxx-xxx-xxxx) Daytime/Cell Phone*: (xxx-xxx-xxxx)

Email*:

Password:

If you give the parent their password they can make payments for this camper on this web site.

You can then share that password with the parent and they can use our system to make a credit card payment online for their camper.

Previous Payment Information

On the screen shown above you can see that this agent has made two payments online so far, shown in the **Agent Payments** table, **Box 2**. And a parent has made a payment of \$100, shown in the **Parents Payments** table, **Box 3**. This shows you at a glance all payments that have been made on behalf of your campers, whether by you or a parent.

Making a Payment

The **Account Status** table, **Box 4**, shows you what (if any) you still owe. As it explains in that table, the Total cost for your campers is based on the number of slots you reserved times the lower county cost (which does not include T-Shirt and store money). You will need to pay more than this amount if you want to include T-Shirt and store money.

If you want to pay money, there is a link to **Make an online payment**. This is for credit card payments only. If you need to pay by check, or cash, you can give that money directly to the camp as you have in the past. If you click that link you will see this screen:

Make a Payment

You currently owe: \$1,495.00

Enter the amount you want to pay now:

You may only pay for one location at a time.

Select the location you want to pay for.

Continue

You can choose to pay all or part of your balance. You may include extra money if you want to cover T-Shirt and store money. If you happen to have reservations at more than one 4H location, you may only pay for one location at a time, so you would need to select which location you are paying for. To pay you simply enter the amount you want to pay, pick your location and when you hit Continue you will have a chance to verify the payment amount and then proceed to a secure online payment screen.

Access for Parents of Agent Campers

On the home page of the web site, <http://www.nc4hcamps.org>, is a link for County Agent Campers. This is the link parent can use to enter a camper for one of your reserved spots.

**NORTH CAROLINA 4-H CAMPS
ONLINE REGISTRATION**

HOME REGISTER FOR CAMP MAKE A PAYMENT CAMPER/PARENT LOGIN COUNTY AGENT ACCESS ADMINISTRATIVE LOGIN

4-H Camp Online Registration

COUNTY AGENT CAMPERS
click here

Welcome to our online registration/payment web site. To begin the camp registration process, click on the 4-H Camp location that you are interested in. If you would like more information about any of these locations, links are provided below.

Swannanoa 4-H Center Sertoma 4-H Center Betsy-Jeff Penn 4-H Center Millstone 4-H Center Eastern 4-H Center

They would then see the following login screen:

County Agent Campers

4H County Extension Agents may book camp reservations at any of the 4H camps in North Carolina. If you have received a code from your County Extension Agent for camp, enter it below, as well as the Camper's age and sex. We let you know what camps are available for that agent.

Agent Code:

Camper's Age:

Camper's Sex: Male Female

If their child is the right age and sex to fill one of your available slots, they will see the camp information:

Available Agent Camp

Register	Location	Camp Name	Camp Dates	Cost
<input type="checkbox"/>	Betsy-Jeff Penn 4-H Educational Center	4-H Traditional	6/21 -6/26	Special County Agent Prices: Basic County Cost: \$295.00 County Cost with T-Shirt and store money: \$320.00
<input type="button" value="Continue"/>				

If their child is not the right age and/or sex they will see an error message:

Available Agent Camp

We did not have camps for that Agent Code for 14 year old males.

If there is a camp available, and they want to register they just check the Register box and hit the continue button, which takes them to the Registration form page.

After completing the registration form, the parent can enter a cabinmate request:

Registration

Below is the camp that you indicated you wanted to register for at Betsy-Jeff Penn 4-H Educational Center .				
<ul style="list-style-type: none"> If this is an overnight camp you may request a cabinmate. If you do not want to request a cabinmate, just click the Continue button. 				
Camp	Dates	Cost	Cabinmate: First Name	Last Name
4-H Traditional	6/21-6/26	Basic county cost: \$295.00 County cost with T-Shirt and store money: \$320.00	<input type="text"/>	<input type="text"/>
<input type="button" value="Continue With Registration"/>				

Then they will see this screen:

Registered Camps - Pick Payment Amount

<p>You have been registered for the camps listed below. You may either pay a minimum deposit or the total amount due. For each camp select which amount you want to pay.</p>		
<p>For this camp you are receiving a special price as a County Agent camper. You may select either the lower County cost, or if you want to include a T-Shirt and store money, select the higher County cost.</p> <p>Which fee do you want to select (you may still pay the deposit amount no matter which you choose): <input type="radio"/> \$295.00 <input type="radio"/> \$320.00</p> <p>Select the amount you want to pay now below.</p>		
<p>4-H Traditional 6/21-6/26</p>	<p><input type="radio"/> \$100.00</p>	<p><input type="radio"/> \$295.00 <input type="radio"/> \$320.00</p>
<p style="text-align: center;"><input type="button" value="Continue"/></p>		

They are required to select what the full payment will be for this camper, and then they can either pay that amount, or pay the minimum deposit. In the camp shown above, that deposit is \$100.00. When they select their payment amount they see a confirmation screen and then go to a secure online payment form.

Subsequent Online Payments

Once a camper has been entered into the system, either by you or a parent, the parents can login and make subsequent payments by selecting the Camper/Parent login:



4-H Camp Online Registration

[COUNTY AGENT CAMPERS](#)
click here

Welcome to our online registration/payment web site. To begin the camp registration process, click on the 4-H Camp location that you are interested in. If you would like more information about any of these locations, links are provided below.

They will get a login screen. If they have forgotten their password, the system can retrieve it for them and send it to the email address on file for them.

Camper Login

If you have already signed up for a camp, enter the primary parent's email address and password to access your account.

Email :

Password:

[Forgot your password?](#)

Login

Once they log in they will see their child (or children's) information:

The following campers were found using your login information.

Peter Jacky Add another camp for this camper	Betsy-Jeff Penn 4-H Educational Center 4-H Traditional 6/21/2009-6/26/2009
MAKE A PAYMENT	
ADD A NEW CAMPER	

For each camper they will see what camps they are signed up for, they can add camps, add campers or make a payment.

If they select to **Add another camp for this camper** they first select the 4H Location, then they will see an appropriate list of camps, both those that are available and those where they could wait list.

Available Camps

The following camps are available for 8 year old boys at Betsy-Jeff Penn 4-H Educational Center. Check the box next to each camp you want to register for.

Register	Camp Name	Camp Dates	Cost
<input type="checkbox"/>	4-H Traditional	6/28/2009 -7/3/2009	\$470.00
<input type="checkbox"/>	4-H Traditional	7/5/2009 -7/10/2009	\$470.00
<input type="checkbox"/>	4-H Traditional	7/12/2009 -7/17/2009	\$470.00

Wait List Camps

The following camps are full, but you may request to be waitlisted for them. You may select up to two camp that you will be waitlisted for. You will be contact by the camp if a spot becomes available.

Register	Camp Name	Camp Dates	Cost
<input type="checkbox"/>	4-H Traditional	6/21/2009 -6/26/2009	\$470.00

Continue

Once they pick a camp they will see this screen:

Registration

Below are the camps that you indicated you wanted to register for at Betsy-Jeff Penn 4-H Educational Center.

- For overnight camps you may request a cabinmate. If you do not want to request a cabin mate, just click the **Continue** button.
- If you wish to Remove a camp, check the Remove box.

Available Camps

Camp	Dates	Cost	Cabinmate: First Name	Last Name	4H Agent Code	REMOVE
4-H Traditional	6/28/2009-7/3/2009	\$470.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Here they can enter a cabinmate request as well as enter an Agent Code if they have one for this particular camp. Next they pick their payment amount, either deposit or full payment:

You have signed up for the following camps at Betsy-Jeff Penn 4-H Educational Center:

Registered Camps - Pick Payment Amount

You have been registered for the camps listed below. You may either pay a minimum deposit or the total amount due. For each camp select which amount you want to pay.

1.	Cloverbud 8/9/2009-8/12/2009	<input type="radio"/> \$100.00	<input type="radio"/> \$175.00
----	---------------------------------	--------------------------------	--------------------------------

Then they proceed to the secure online payment form.

If the parent chooses to **MAKE A PAYMENT**, they will see this screen:

Make a Payment

Camp #	Camper	Camp	Camp Cost	Prior Payments	Balance	New Payment
Betsy-Jeff Penn 4-H Educational Center						
1	Peter Jacky	4-H Traditional 6/21/2009-6/26/2009	\$295.00	3/23/2009 - \$100.00	\$195.00	<input type="text" value="0"/>
<input type="button" value="Continue"/>						

[Return to Camper Index page](#)

Here they can see that this camp cost is \$295, they've paid \$100 and they owe \$195. They can chose to pay any portion of that amount. Once they decide on the amount they have a chance to verify the payment amount and then proceed to a secure online payment screen.

If they choose **ADD A CAMPER** they basically start at the beginning with picking a location, then entering age and sex of the child, then seeing a list of available camps for children that age and sex.