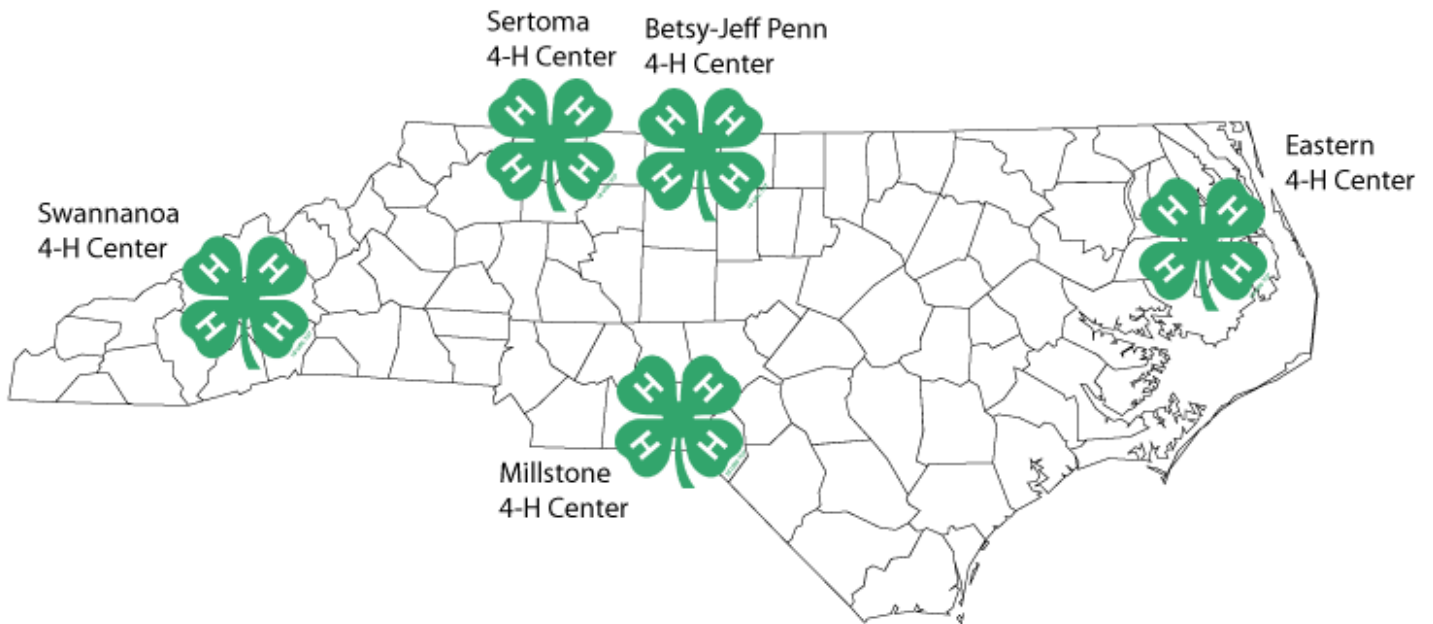


NORTH CAROLINA 4-H CAMPS ONLINE REGISTRATION



USER'S GUIDE

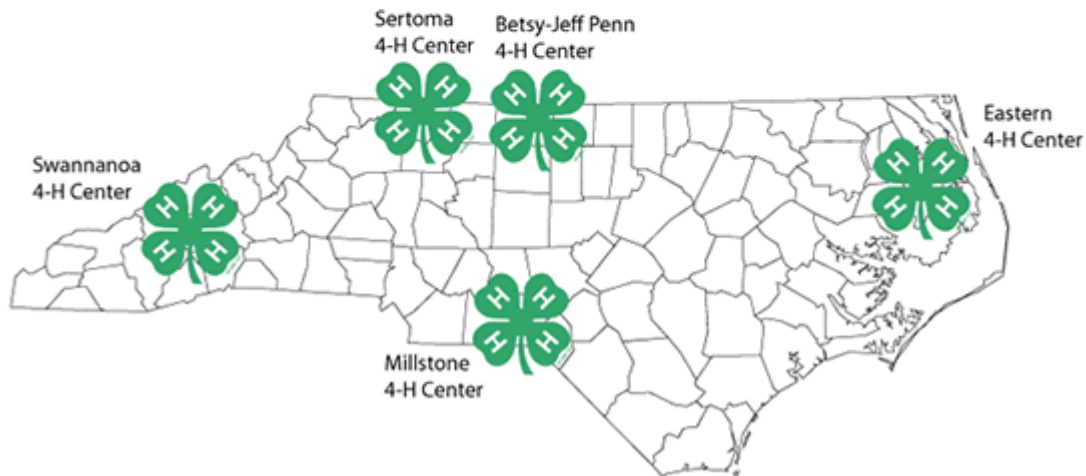
When you first go to the website, <http://www.nc4hcamps.org> you will see the home page.



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.



This page has links to functionality for camper/parents, county agents and Camp Directors. This manual will explain how to register for camp and make online payments for camp.

Initial Registration

When you first come to the site, on the home page, you will first select the location you are interested in by clicking on the appropriate clover icon. Below the map which is shown above, you will see the basic contact information for each location, which includes a link to the location web site, so if you want to learn more about a particular location you can go to their web site.

Once you select a location, you will see this page:

Camp Registration for Betsy-Jeff Penn 4-H Educational Center

Enter the Camper's age at camp and sex and we will show you the available camps:

Age:

Sex: Male Female

Enter your child's age and sex and to see a list of available camps, at this location, for that age and sex:

Available Camps

The following camps are available at **Betsy-Jeff Penn 4-H Educational Center** for 10 year old girls. 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
<input type="checkbox"/>	4-H Traditional	7/19/2009 - 7/24/2009	\$470.00
<input type="checkbox"/>	4-H Traditional	7/26/2009 - 7/31/2009	\$470.00
<input type="checkbox"/>	4-H Traditional	8/2/2009 - 8/7/2009	\$470.00
<input type="checkbox"/>	Hooligans Hideout	6/1/2009 - 6/10/2009	\$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 camps 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

You can select one or more of the camps and then proceed to register your child. The registration form is just like the printed registration form and requires the same information. When you are entering the Parental information on this form, you will enter a password 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*:

You can use your email address and password, to access your account on this web site.

This will create an account and allow you to return to the web site to make subsequent payments, add camps for this camper or add other campers if you want.

After completing that form, you see a screen that shows the camps you selected and, if it is a residential camp, you may enter a cabinmate request. You verify the camp and then continue.

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"/>

On initial registration, if it is before the deadline for requiring full payment, you have the option of either paying the deposit amount or the full camp fee. If the deadline had passed for requiring payment in full that would be your only option.

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.	4-H Traditional 6/28/2009-7/3/2009	<input type="radio"/> \$100.00	<input type="radio"/> \$470.00
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Once you select the payment amount and click the continue button, you will see an amount confirmation page then proceed to the secure payment form at Authorize.net.

Additional Parental Functions

After completing the registration form you can use the password you created to access the system at a later time. If you initially only pay the deposit, you can return to the web site and make subsequent payments later. You can also add camps and campers.

When you return to the site you would select the Camper/Parent Login button at the top.



You then see the login page. Log in with your email address and password. There is a link to retrieve your password if you have forgotten it.

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 successfully logged in, you will see your camper (s) and can make payments, add camps, and add campers.

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	

If you select to add another camp, you will see a list of other available camps for this camper. The process is like the initial registration, except you skip the registration form because we already have that information in the system. If you chose to add a new camper, you must enter the age and sex of the new camper, and again you see a list of appropriate camps. For the new camper you must fill out the registration form, but we do prefill some fields with things like your address and phone numbers. You have the option of changing this information, but it does save you some work if the information is the same.

If you chose to make a payment, you will see the screen below which shows what you have paid and what you owe. You may choose to pay any amount up to your balance.

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](#)

Your enter your payment amount and proceed to the secure payment form.