

**IMPORTANT TIPS – READ FIRST**

- TAB between fields or use your mouse to click to the next field – DO NOT press Enter to move between fields.
- Fields marked with a red asterisk (\*) are required. If one of these fields do not apply to you, please type in “none” or “n/a”
- When starting your registration, start by entering the Family Information first, and then proceed to the Camper(s), Teen(s) and/or Parent/Adult Volunteer(s) second.
- Please make payment immediately following registration. You may pay online through a secure site, or you may print out an invoice and mail payment. Please have your payment information available so you may complete this final step. **Your spot at camp is not reserved until payment is made.**
- Since this is the first year (2012) using this registration site- all info will need to be entered. In future years most of the data will be available on the system and you will only need to make updates.
- If after completing your registration you need to cancel or make a change, please contact us via email at [kccregistration@charter.net](mailto:kccregistration@charter.net)

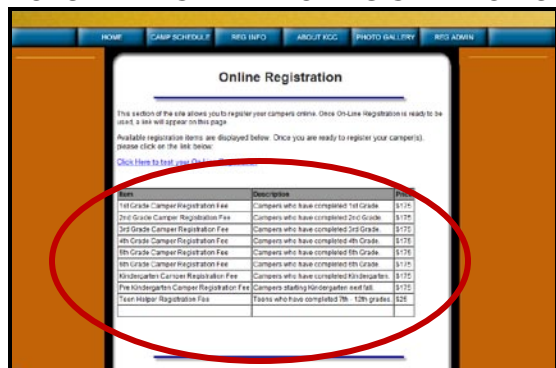
**A. Review Registration Information**

**REGISTRATION MUST BE COMPLETED BY MARCH 1, 2012 TO BE ELIGIBLE FOR THE \$10.00 EARLY REGISTRATION DISCOUNT.**

**Step 1:** Go to [www.kccmn.org](http://www.kccmn.org) and click the REGISTRATION Link or Tab.

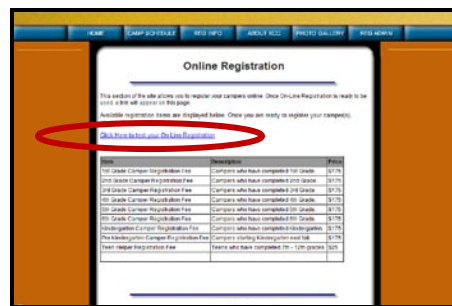
**Step 2:** Review the different “Classes” listed in the center of the screen. You will register at a later step in the process. In this step, simply review info and decide who you’ll be registering. When ready to register, proceed to step B.

**PLEASE NOTE: ALL CAMPERS, TEENS, and VOLUNTEERS NEED TO REGISTER FOR CAMP!**



**B. Log In and Create Your Family Account**

**Step 1:** Choose the **“click here to register”** link, located above all the different class/grade options.



**Step 2:** This year (2012) everyone will have to request a pin, select the first “Click Here”. In future years, or if you need to make changes to your account this year, you will log in as someone who already has an account by entering your lastname and pin.



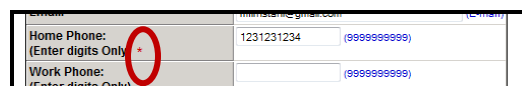
**Step 3:** Complete the page “Add Family/Request New Pin” and then click “proceed” to submit. You will receive your pin # at this point.

**Step 4:** Enter your Email Address and assigned pin, click submit when finished.



**C. Provide Information on All Family Account**

The next several screens will take you through family information. The first of these screens will be “confirm family information”- if there are no updates, scroll down and click “confirm family information” Required fields are marked with an asterisk (\*).



**IMPORTANT NOTE:** If after selecting “confirm family information” at the bottom of the page- you do not progress to the next screen, it most likely means you missed a required question. Scroll to the top and fill in any missing information and proceed. Additionally once you are fully registered, if you log in later this screen will show you those that are registered in relation to your PIN and the status of the registrant- Paid or Unpaid.

Next you will see 2 options- pick the appropriate one.

Proceed to Register Camper(s) and Optionally Volunteer

Proceed to Volunteer Only

**D. REGISTER**

**Step 1: For Camper registration and the option to volunteer click-**

Proceed to Register Camper(s) and Optionally Volunteer

The next few screens will walk you through an option to donate money, volunteer registration, and camper registration. Follow the instructions on the pages.

If you have already volunteered and see that the correct names are listed at the top of the page click-

Proceed without Volunteering

If you have not volunteered and would like to- fill in the info and click

I'll Volunteer

**Step 2: Add Campers and Teens**

Click ‘add new’ to add campers or teens, repeat this process until all required campers or teens are listed in the table.

**IMPORTANT!!**  
You must submit your payment for your transaction to process- If you don't your payment will not be saved.

**Step 3: Time to Register!!**

Click the registration link that applies- camper or teen helper.

Fill out all the required info and click “confirm camper” or “confirm teen” when finished.

Follow the instructions on the next 2 screen(s) to confirm camper or teen information.

If the information is correct click:  
-Screen 1- Select  
-Screen 2- Proceed

**NOTE:** you will not check out and pay for registration at this point, there will be an option to register additional campers or teens and all payments can be made at one time.

Complete all camper and teen registrations.

**Step 4: Time to check out**

Once you have all campers or teens registered – it will be listed at the bottom of the screen. Click “Check Out” to pay.

Camper/Teen Helper	Registered For	Price
Camper Registration	1st Grade Camper Registration Fee	\$175
teen Registration	Teen Helper Registration Fee	\$25
Camper Registration	1st Grade Camper Registration Fee	\$175
<b>Total Registration Fees:</b>		<b>\$375</b>

**E. REVIEW ACKNOWLEDGEMENT**

Review the acknowledgement, pick from the drop down box, and select “Proceed”.

Verify registered campers/teens and your order summary.

If all is correct click “Check Out”.

**F. FINAL STEP – PAYMENT & CONFIRMATION**

**Step 1:** You have 2 payment options-

-To pay online click “pay via Credit Card”- click the “proceed to authorize.net” to continue your payment online.

-To mail payment click “pay via check”- if you pay by check print your invoice and mail payment to the listed address.

**Your spot at camp is not reserved until payment is made.**

For online payments please provide the information requested on the screen and then select “Submit”.

**Step 2:** You will receive an email confirmation of your registration. As the camp dates approach, you will be contacted regarding volunteer assignments and will receive another communication with specific camp details.

**G. THANK YOU!**

**THANK YOU** for participating in the online registration process!