

2019 Chester Bowl Summer Camp Registration Instructions

Thank you for choosing Chester Bowl Summer Camp! **Please read the instructions below before starting the registration process.**

Please note that registration has already begun for returning families and that many days have already filled. The days that are full have the word "Waitlist" listed in blue text on the grey bar next to the daily price. We are accepting registrations for waitlists on the days that are full so if you wish to be placed on the waitlist please do so.

For a family with one child we expect registration to take about 20 minutes. For a family of 2 it should be about 45 minutes, and for a family of three or more it will take about an hour or longer. Please budget registration time accordingly; if you have 15 minutes of inactivity your progress will be erased. Do not start your registration and attempt to leave and come back to finish it later. Unless you finish your registration the information you entered in will no longer be there.

Camp Information

All camp information is posted on www.chesterbowl.org for you to view. This includes a list of the days that camp will be offered and what activities are planned. In general, Mondays and Wednesdays are spent in the park playing, Tuesdays and Thursdays are field trip days.

Step 1

Create an Active account.

1. Follow this link to go to Active and create an account. <https://www.active.com/> Once you create an account click on the person icon in the upper right-hand corner and then click on "view profile". From here you can add individual family members. Please take a few minutes to add the children that you will be registering for camp to your account.
2. Click on "Profile Settings" and enter in your contact info. Please note that it is crucial that you fill out this information accurately. We will be contacting you via the email address that you enter with camp information and using the phone numbers to call you in the event of emergencies during camp.
3. Remember your username and password as this is account will be how you will manage your payments, your camp days and updating camper information.

Step 2

Register for camp.

Once you have created your account please follow this link to register for camp.

<https://campscui.active.com/orgs/ChesterBowlImprovementClub?orglink=camps-registration>.

As you register, please note that the system has a limit on how many camper days can be in your cart at once. This limit is 80. If you know in advance that you will be registering for more than 80 days of camp between your children, please plan on registering just one child at a time.

How to select camp days.

1. Follow the link provided above to the Chester Bowl Active page. All the camp days are listed as “sessions” on this page.
2. To select a day that you would like to register for click the blue “add” button.
3. Once you have clicked the blue “add” button the days will be added to your cart which will be displayed on the upper right-hand side of the page.
4. To sign up multiple children for camp you must change the quantity you are purchasing for each day while the day is listed in your cart. For example. If you were signing up for the first day of camp, you would select that day, add it to your cart. Then you would change the quantity using the drop-down menu to match the number of children you will be registering for that day. If you are registering two children you must change the quantity to 2, if you are registering 3, the quantity must be 3, etc.
5. Repeat this process for each camp day to sign up for all the days that you would like throughout the summer.
6. Once you have all the days you are registering for and the quantity of the day you would like selected you may click the yellow “continue” button.

Assigning campers to specific camp days.

1. After you follow the steps above you will be brought to a screen where you can select which person you will be registering for camp using the drop-down menu under the “Who is attending” tab.
2. To add a camper, you must click “register a new person” from the drop-down menu. This will prompt you to complete several fields to enter in basic camper information. It is important to complete this with accurate information with appropriate age, birthdate, address etc. Campers must be 6 years old or have completed kindergarten to attend camp.
3. For each day of camp that you are selecting you must select the person that you are registering.
4. Once completed, click the yellow “continue” button.

Registration forms.

1. After selecting the days that you would like to sign your children up for, and assigning your children to particular days you will be prompted to complete the registration forms for each child.
2. Be sure to fill in each field completely and with accurate information as this will be how we are collecting all the information we need to keep your child safe and happy during camp.

Step 3

Payment

1. Parents have the option of paying in full at checkout, paying in 1 payment installment on June 1, or paying in three payment installments on June 1, July 1, and August 1.
2. If you have requested a scholarship you may enroll in a payment plan and then click the box that allows for you to make payments manually. If you are applying for a scholarship email sam@chesterbowl.org. You will be asked to complete a scholarship form. After

the form is completed and returned to Sam a scholarship will be applied to your account.

3. After selecting a payment type, entering in your credit card or E-Check information you must click “complete” to finish registering.

Confirmation

1. After clicking “complete” on the payment page you will see a confirmation page.
2. You will also receive a confirmation email.
3. The beautiful thing about the new registration system is that you are able to log in and check your schedule, make payments, and update health information for your children.

Camp day cancellations and refunds.

Parents have until May 1, 2019 to receive refunds for days that no longer work with their schedules. To cancel camp registrations, email sam@chesterbowl.org. Each registration is subject to a 6.25% fee.

After May 1, 2019 no refunds will be provided for canceled camp days. However, if you are signed up for camp days that you know you will no longer be utilizing please notify Sam as soon as possible so that other campers can attend.