

## 2020 Chester Bowl Summer Camp Registration Instructions

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

### Registration Time-Line

Returning Families- Registration starts March 9, 2020

New Families- Registration starts March 16, 2020

### Registration Steps

1. Returning families will be emailed a link to register on March 16. This link is for you to use only. **DO NOT SHARE THE LINK.**
2. New Families you will be able to register using the link posted to the Chester Bowl Summer Camp page at 5pm on May 16, 2020.
3. Register your children individually- follow the registration steps listed below.
4. Pay, sign up for a payment plan, or request a scholarship and checkout without payment.
5. Mail a check written to Chester Bowl to the amount \$50/family, this is your registration fee. We are collecting this via check for this season. Checks can be mailed to 1801 E. Skyline Parkway, Duluth MN, 55812. On the memo of the check please include the campers name. Checks are due by May 1, 2020

### How long does it take to register?

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](http://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.

### Register for camp.

Follow the link to the 2020 Chester Bowl Camp signup. 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. The system works best if you register on child at a time.

For returning families the link will be sent to out by Sam on Monday, March 9 at 5pm. **This link is not to be shared.** If a family that is new to the program signs up early, they will be removed from registration and will be charged all processing fees. New families will be allowed to register starting March 16 at 5pm.

#### **How to select camp days.**

1. Register one camper at a time.
2. Follow the link provided above to the Chester Bowl Active page. All the camp days are listed as “sessions” on this page.
3. The “sessions” are organized in groups by week.
4. To select a day that you would like to register for click the blue “add” button. Or you may scroll down to last day of the week and there is an option to “select all” which will add all 4 days of the week to your cart.
5. 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.
6. Repeat this process for each camp day to sign up for all the days that you would like throughout the summer.
7. 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. If you are a returning family you will be able to select your child from the drop-down menu.
3. 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. **If your camper does not meet one of those criteria and you register anyways your child will be removed from camp and you will be responsible for processing fees.** If you have questions on eligibility email sam@chesterbowl.org.
4. For each day of camp that you are selecting you must select the person that you are registering.
5. Once completed, click the yellow “continue” button.

#### **Waitlist Days**

1. Many days will fill with campers but we do offer a waitlist. Throughout the summer we do have many campers who cannot come on various days, we will then register campers from our waitlist.
2. When you register to be on the waitlist for a given day you will not be charged any fees.
3. If a spot opens and we are able to register your camper from the waitlist, you will then be charged the daily fee.

**Registration forms.**

1. After selecting the days that you would like to sign up for, and assigning your children to particular days, you will be prompted to complete the registration forms.
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.

**Payment**

1. Parents have the option of paying in full at checkout or selecting a payment plan.
2. If you have requested a scholarship you will enroll in a payment plan and enter in your credit card info. If you are applying for a scholarship email [sam@chesterbowl.org](mailto: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. Please note that if you do not email Sam before the payment plan date, your credit card will be charged. Please give us enough time to process your scholarship and plan on emailing Sam right away.
3. After selecting a payment type, entering in your credit card or E-Check information you must click "complete" to finish registering.

**Registration Fee**

1. Each family is responsible to mail in a \$50 check to cover their registration fee.
2. Checks can be mailed to: Chester Bowl, 1801 E Skyline Parkway, Duluth MN, 55812
3. Registration fees are due by May 1, 2020.

**Scholarships**

1. When providing payment information, select a payment plan and checkout without making a payment. Please note that you will still be responsible to enter in credit card information.
2. Email [sam@chesterbowl.org](mailto:sam@chesterbowl.org) to request a scholarship.
3. A Scholarship Form will be provided and once you complete it and return it to Sam, the scholarship will be applied to your account.
4. For any questions regarding scholarship eligibility, email [sam@chesterbowl.org](mailto:sam@chesterbowl.org).

**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.

**Viewing Schedule & Balance**

1. To view your balance please follow this link  
<https://campself.active.com/ChesterBowlImprovementClub>
2. You will have to log in and click "my programs"

**Camp day cancellations and refunds.**

Refunds will be provided up until April 1, 2020 and are subject to a \$5 fee/day. Please plan ahead in order to reduce the amount of days that you need to cancel. After April 1, 2020 no refunds will be provided.

If you know in advance that your child will not be able to attend camp on a day that you signed up for please let Sam know as soon as you can so that another child may come to camp. This is the case throughout the summer as most days we have a waitlist and if your child does not come then we will be able to provide an opportunity to another camper on short notice.