

How to Apply: Family Weekend Applications

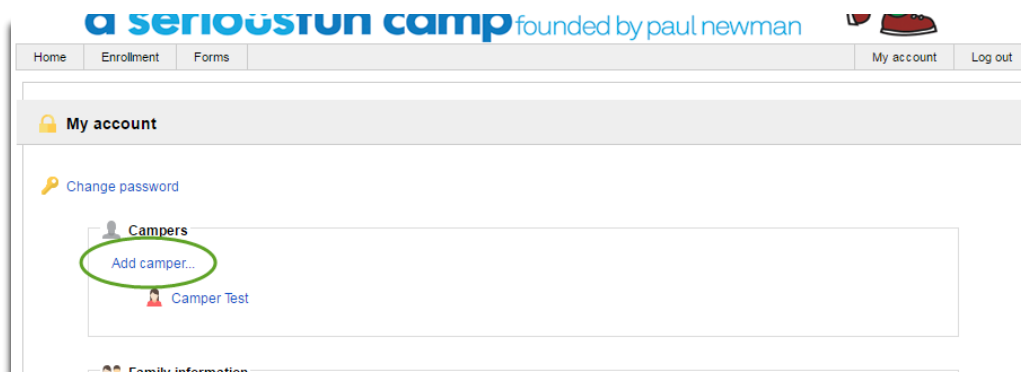
1. Please read [Family Weekend Session Information](#) to determine which session best fits your child's medical needs.
2. Please log into our new camper database, Campsite!
 - a. Already registered in CampSite click [here](#)!
 - b. Brand new to CampSite click [here](#)!

Recommended browsers for CampSite database: Google chrome, Firefox, or Safari.

3. Add all family members (this includes parents) to "My Account" (top right corner) that will be applying to attend the family weekend session. If all family members are already added, please skip this step. **Scroll to the bottom of the screen to save.**



4. Select "Add Camper"- Every person applying to attend the Family Weekend Session, including the parents or any adults, must be added as a camper.



5. Once all family members have been added to “My Account”, click on “Enrollment”



6. Scroll to the bottom of the screen. You will see all “Campers” (Family Members) that now have a profile for your family.

7. (Optional) Upload a picture for each Family Member by selecting “Upload Photo...” under the corresponding “Camper”



Once all Family Members have a profile on your Family Account, it is now time to enroll each of them to attend the Family Weekend Session.

The following steps must be done for every person who would like to attend.

Note: If you exit the application and return later, you must start at Step #8. All information previously entered has been saved.

8. Click “Enroll (campers first name) for 2017”



9. Select “Add Option” under the session type you are applying for. (If you have already submitted an enrollment request for this session you will not be able to select this option again.)

The screenshot shows the 'Enrollment form for Little Turtle' with a navigation bar containing 'Enrollment options', 'Questions', 'Forms', and 'Checkout'. The main content area is divided into two sections: 'Spring Family Weekends' and 'Summer Sessions'. Each section includes a description of criteria and an 'Add option' button. The 'Add option' button for 'Spring Family Weekends' is circled in green. At the bottom right, there is a 'Save and continue' button.

10. Select the session that you are applying to attend and select Save and Continue at the bottom of the screen.

This screenshot shows the 'Spring Family Weekends' section with a 'Remove option' button in the top right. Below the criteria, there is a 'Select an option:' section with a list of radio buttons. The 'Spina Bifida Family Weekend, \$0.00' option is selected and circled in green. A green arrow points from this selection down to the 'Save and continue' button at the bottom right, which is also circled in green. The 'Summer Sessions' section is visible below with its own 'Add option' button.

11. The next page is the “Question” screen. Please answer all questions to the best of your knowledge.

The screenshot shows the navigation bar at the top of the enrollment form. The 'Questions' tab is selected and circled in green. Other tabs include 'Enrollment options', 'Forms', and 'Checkout'.

12. Select “Save and continue” to proceed to the Forms screen.


Save and continue

13. The next page is the “Forms” screen. Please complete all forms that are needed to process the applications.



NOTE: Once the form has been received (as indicated in the “Received?” column), it has been locked and you will no longer be able to edit it.

14. On the bottom of the “Forms” screen, you will need to add 2 adults (not attending camp) in addition to the parent(s) who are authorized to pick up this camper. This will be used strictly for emergency purposes during Family Weekends.

 **Authorized pickups**
[+ Add / manage authorized pickups...](#)

15. Select “Continue to Checkout” at the bottom of the forms screen.

Continue to checkout

16. You are now on the checkout screen.



17. The session(s) that are being requested for this camper will be listed on this screen. Please type your name (the person completing this application) and date at the bottom and click **“Submit Enrollment Request”**.

18.

NOTE: The application for this camper has **not** been submitted until you click **“Submit Enrollment Request”**.

The screenshot shows a web interface for an enrollment form titled "Enrollment form for Little Turtle". At the top, there are navigation tabs: "Enrollment options", "Questions", "Forms", and "Checkout". The "Checkout" tab is circled in green. Below the tabs, a blue text block states: "The Painted Turtle is free of charge to campers and families- everything, including accommodation, food, and medical assistance are provided at no cost to the family. The Painted Turtle is supported entirely by donations and fundraising efforts of individuals, foundations, corporations, and community groups." Below this is a table with two columns: an item description and "Amount".

	Amount
Spring Family Weekends (Special Diagnoses Family Weekend)	\$0.00
Subtotal	\$0.00
Total	\$0.00

Below the table is a signature section with a pencil icon and the label "Signature". It contains a text input field for the signature, a text input field for the date (containing "02-09-2017"), and a label "Please enter your full name". A green oval highlights the signature and date fields. A green arrow points from this oval to a "Submit enrollment request" button, which is also circled in green.

You have now completed the application for that camper, however you are not done. This process will need to be completed for **every** person applying to attend the Family Weekend session.

Go back to Step #9 for the remaining family members.

Once you have completed the enrollment for each family member, you will receive a confirmation email. If you do not receive this email, please contact the Camper Admission team at 661-724-1768.