

ALL Campers must register online TEACHERS CREATE "GROUP HOLD"

- Teachers set aside the number of spots they will fill with their chapter members.
- Teachers have a login account so they can see what campers have registered within their group.
- Campers go online and register with a parent, they enter a Group Hold ID and are placed into the chapter group. Parents are helpful in the registration process as there are medical, dietary, and emergency contact questions that you as a teacher may not know.
- The Chapter is taking financial responsibility to fill the requested number of spots.
- Review the current year timeline to know the cut off dates for finical responsibility of spots.
- Review the "Group Hold Policy" sheet to understand the commitment of taking a group hold.

We need an uploaded or physical copy of three documents!

1: <u>Camp Physicians Form</u>: completed by a medical professional. This form allows the camper to receive medical treatment at camp.

2: <u>Immunization Record</u>: NYS DOH requires that we collet this data on every camper.

3: <u>Copy of Insurance Card</u>: This is only used if medical treatment away from camp is needed.

The Physicians form can be found by each camper on their dashboard, under the download tab. Or on our website. These three items can be uploaded by the camper onto there account OR sent to Oswegatchie in the mail, in an email, or they can be brought with the camper when they arrive at registration.

PAYMENT:

If you are sending one check to cover the full amount due, please make sure the amount matches the amount due.

If you are sending multiple checks, were the chapter is covering a portion, and the camper is covering a portion. Please include a cover sheet that lists the check #s and allocation of payment.

If plan to use COSER please know that we need a copy of the contract to know that the payment method is set up.

Deposits will be used toward payment, used to cover no shows, or returned in full if you are using COSER and attend with the number of students you planned.

If you have questions please call the camp office

Robin Waite 315-346-1222 rwaite@oswegatchie.org After you have requested your spots, you will get an email with a login and Group Hold ID.

Login-Online:

If you are new, you will need to login with the username and password provided by camp.

If you are returning you can use the same user name and password as last year. (this is true for teachers and campers)

If your are new......Once 'Login' is selected you will be prompted to create a new password.



You will be asked for a new password and to confirm the new password and then will be asked to login with the changed information.

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*** REMEMBER your password for continual access!

Your Dashboard

Once logged in you will have access to the Online registration Dashboard. From this screen you will be able to view Events which = your summer camp week/s. You can view attendees = campers.

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Now that you have an account you can check camper registrations anytime by going to oswegatchiecamp.com and clicking the "group leader link"

Oswegatchiecamp.com

Click on the Registration tap at the top of the page

Click on the grey group leader link

Login in with your user name and password

When campers are ready to register they will click on "camper registration" And ENTER your group code

Students create their own account and link to your group account.



To view the registration information for a Group Hold, look under the **'Group Hold Events Panel'** and click the blue persons icon under **'Attendees'** to view information on the campers who have registered with a group hold.

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Once the camper information has been pulled up, all the information can be viewed. To see the online forms for each camper, click on the blue form icon. To see housing information and cabin mate requests click on the blue housing icon. You will get emails about he submission of Physician form, insurance card and immunization record.

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