

# Oswegatchie Camp

## FFA Group Registration Step by Step

GO TO: [www.oswegatchiecamp.com](http://www.oswegatchiecamp.com)



Click on the “Registration” tab

On the registration tab, click the green button that says “camper registration”

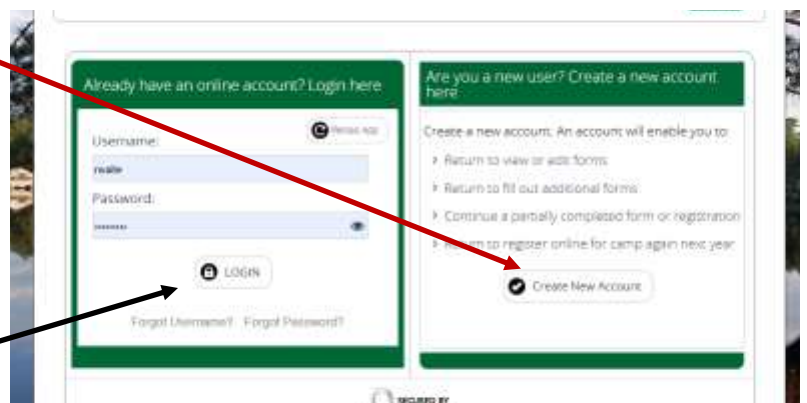
Note: Completing the registration will take about 30 minutes, if you do ALL required items at one time.

The system does save your work page by page. You can come back and finish later if you do not complete the full registration at one time.



When you are new, create your new account on the right.

In the future if you wish to return and check on your account you can log in on the left. If you have an account from last year— choose “Log in”



Now you create your account

### (Parent Information)

The next page will be camper information.

Your password must be letters and numbers from 8 to 14 characters.

**\*\*\*remember your password so you can login in the future**

click Save/Next button on bottom right

Now fill in all the camper information

click save/next

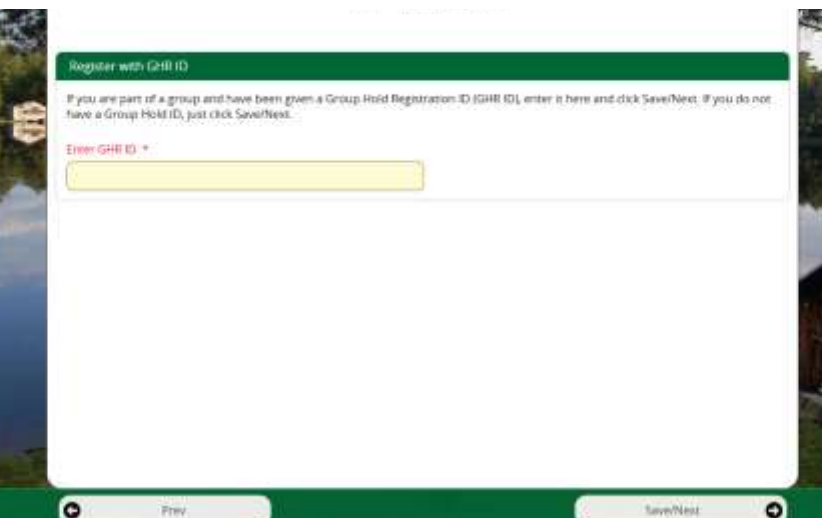
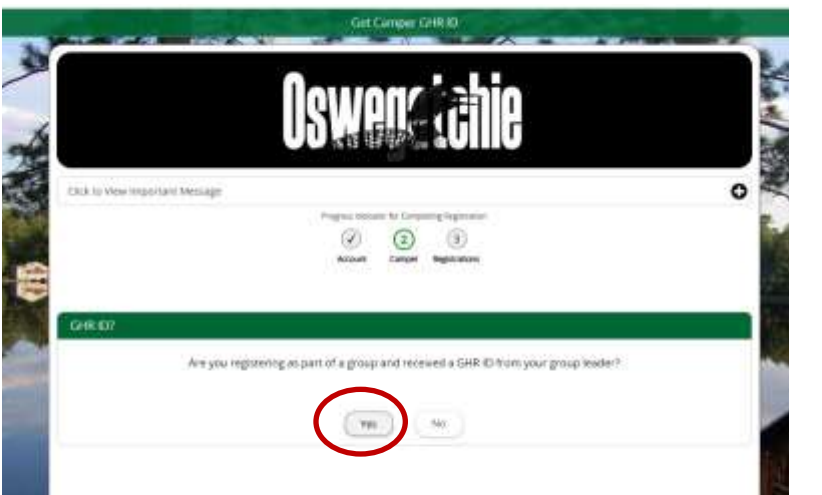
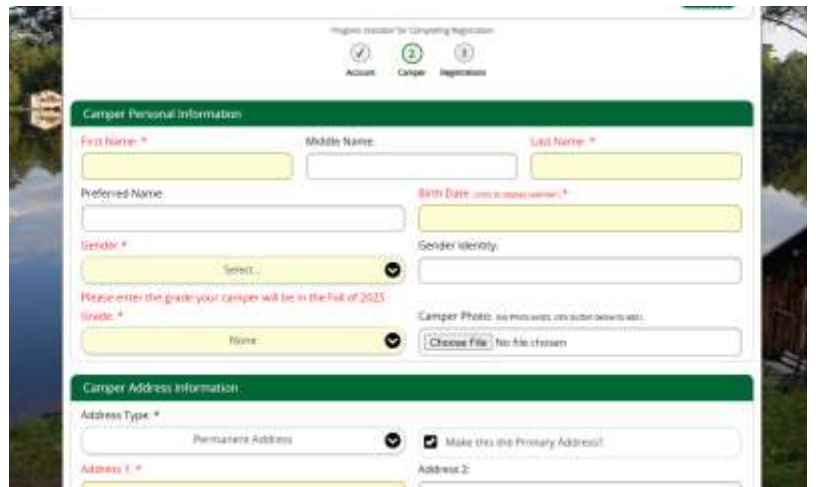
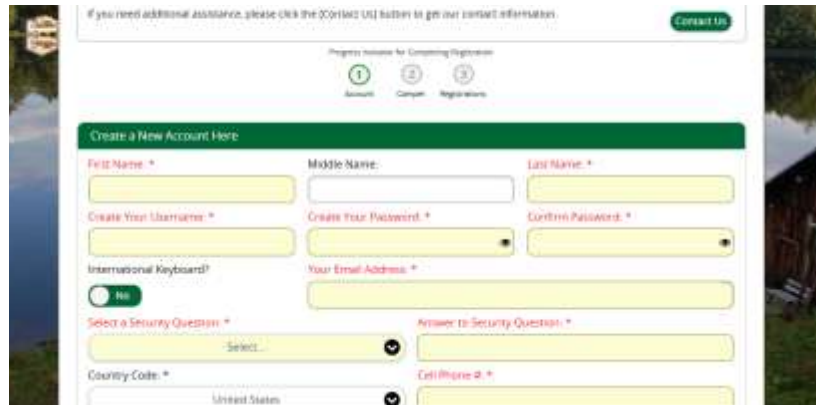
The next screen asks if you are in a Group. (YES)

**\*\*\*\*You must enter the code from your teachers to be part of their group.**

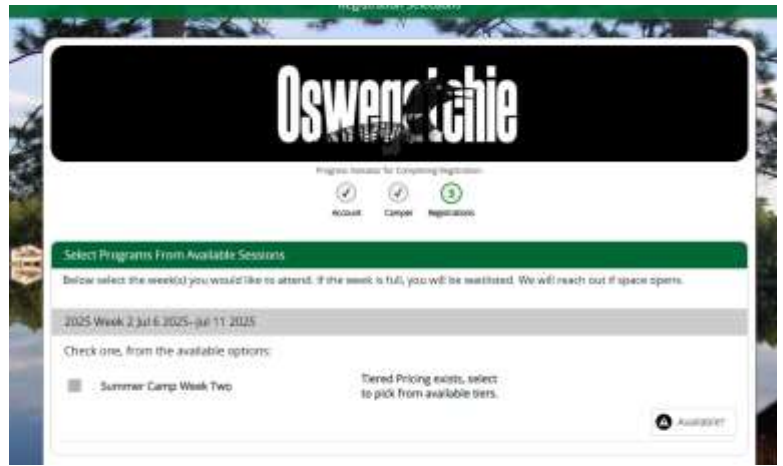
click save/next

Enter the code 

click save/next



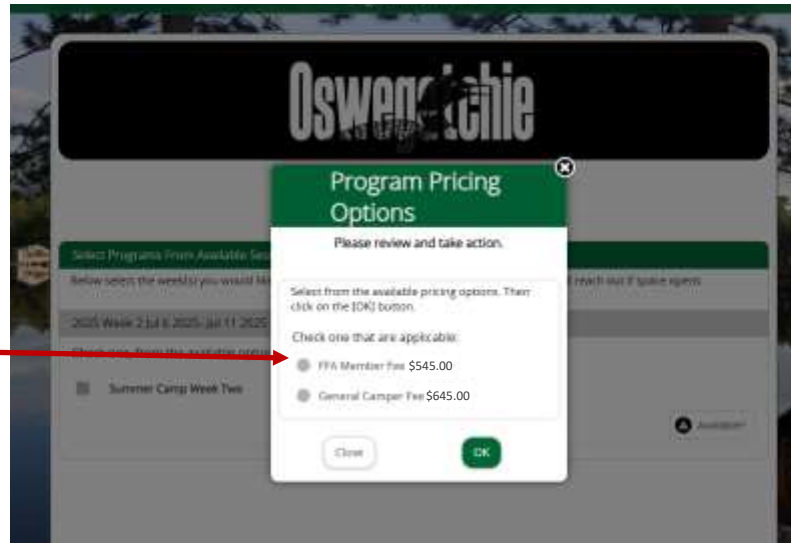
Select a summer camp week. Note that only the week your school has spots in will appear.



Select FFA Rate

ok

click save/next

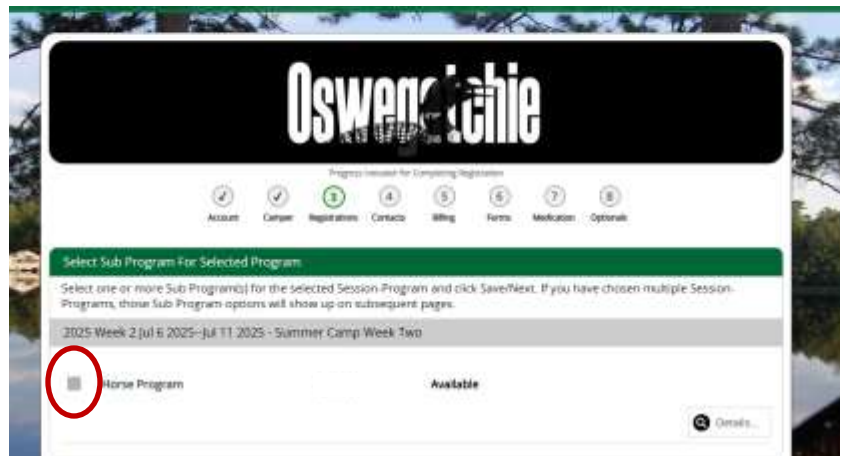


If your camper would like to participate in the horse program, select the grey box.

This opportunity is available to 96 total campers each week.

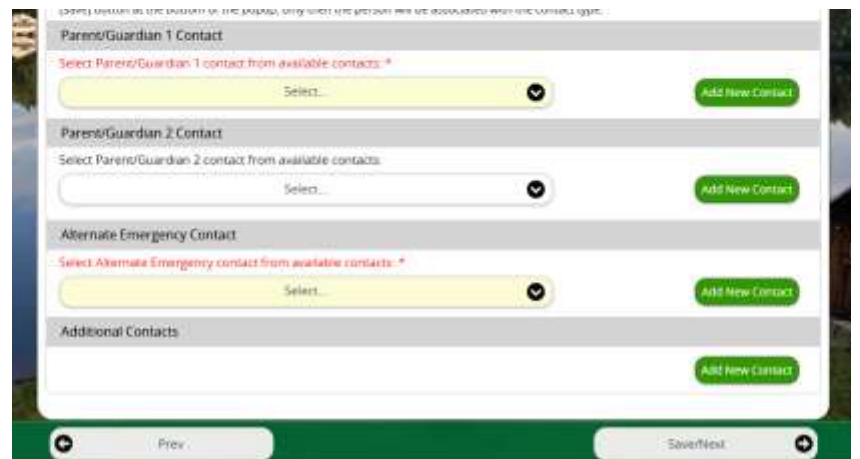
If you do not wish to do this program leave the box un-checked.

click save/next



Enter contact names related to the camper.

The system will force you to have an emergency contact that is different from the parent/guardian contacts.



You will select a name as the billing contact. If your camper is attending with a school grant, you will not be required to make payment at the end of this process.

Click save

Click save/next

You now see a list of forms that need to be filled in to make your registration complete.

Click open and complete them, they will turn Green when they are finished.

The online forms can be completed online in just a few minutes.

The download/upload forms are a request for three documents and must be uploaded or emailed to the camp. This can be completed later if you do not have the form at this time.

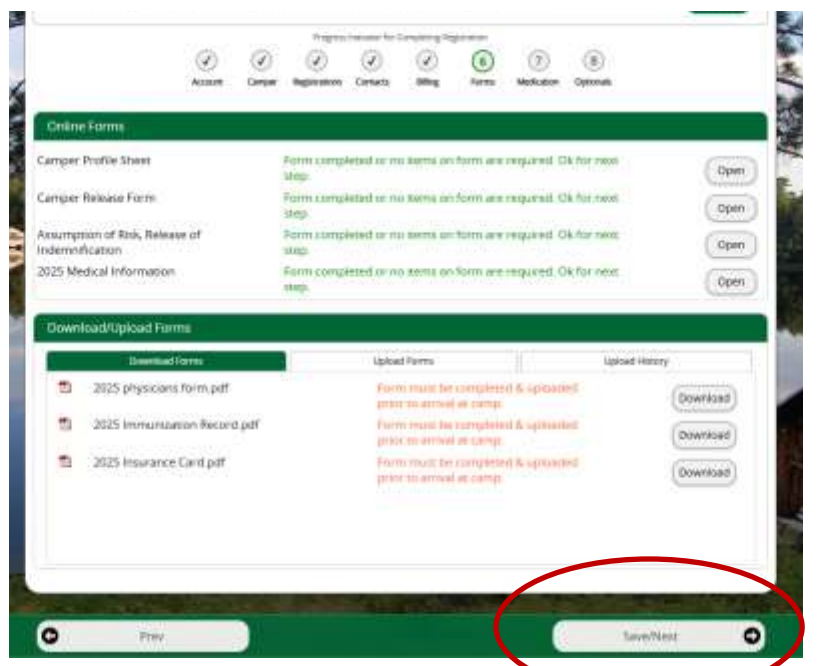
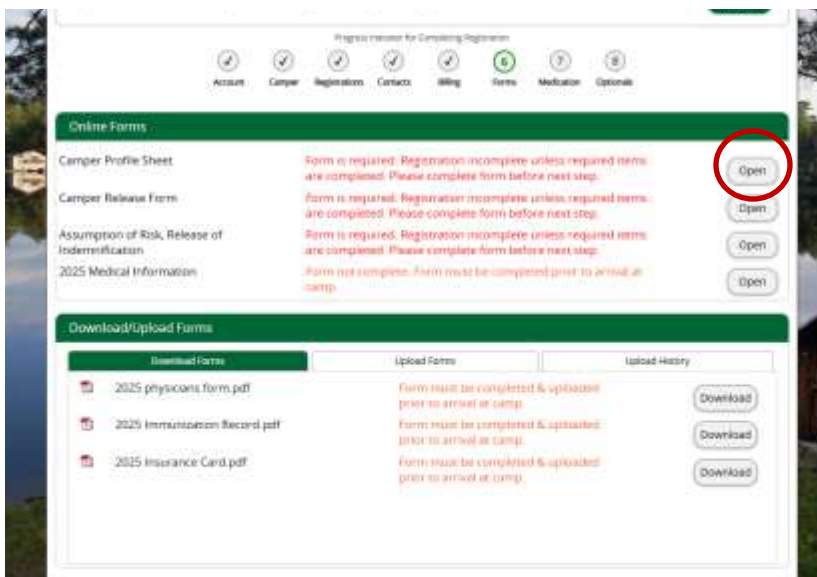
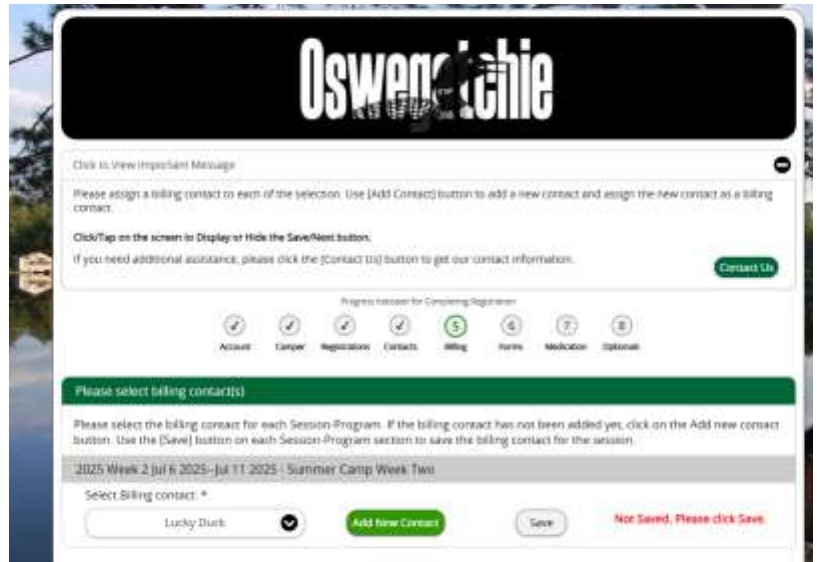
-Physicians form (this form is completed by your child's doctor)

-Immunization record

-Insurance card

If you have trouble uploading them in the system please email them to [info@oswegatchie.org](mailto:info@oswegatchie.org)

Once the top forms are green, you can just hit save and next to move on the next part of registration.



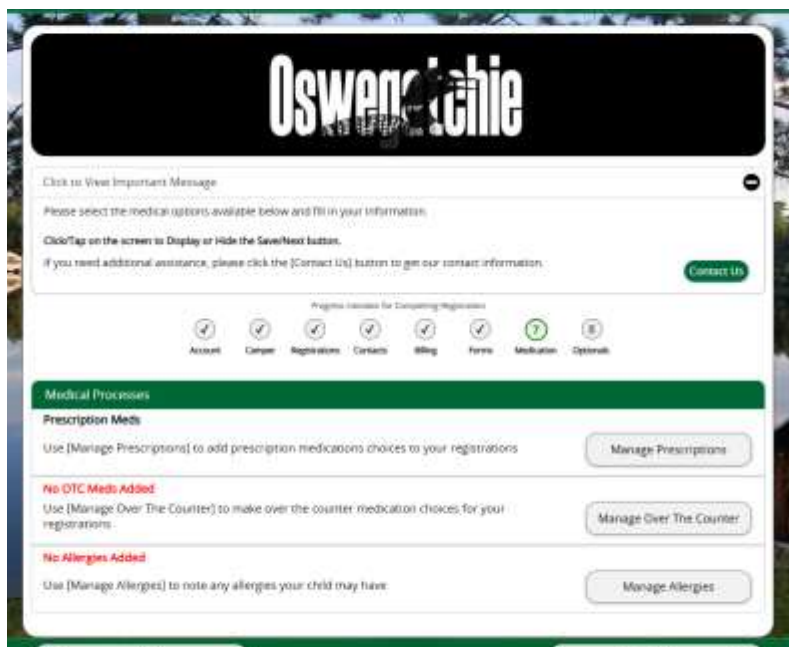
This section allows you to communicate

\*Over the counter medications (OTC)

\*Prescription medications

\*Allergies

Click the manage button for each section. Once you have complete the section the red text will change to green.



Next the system will prompt you to enter “optional” items.

In our system this means

\*Cabinmate request

\*Activity selections

You can come back later and add these items.



It is highly encouraged that the campers select their preferences for activities, not parents.

You can do this step now or at least two weeks before the camp session begins. Some activities do have limited space, campers who request first will be placed first, until all spots are filled. If campers do not make requests on this page they will be placed in the classes that are open and available by a staff member.

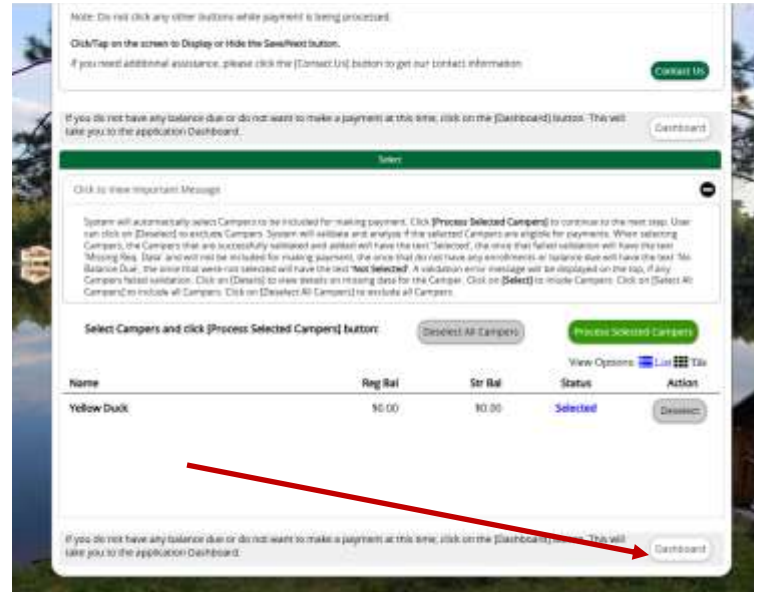
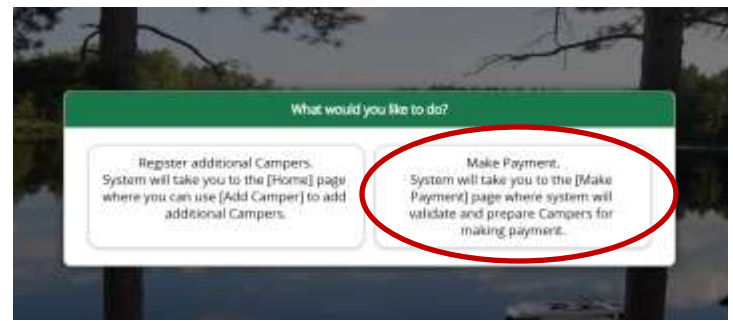
Activity selections are to help us create a schedule for your camper, they are not a guarantee of schedule. There are required classes that all campers take, such as leadership, low ropes and high ropes.

Your #1 activity should be a the activity you wish to do the most. Fill in all activities-do not leave blanks. You are most likely to receive your top 8 selections.

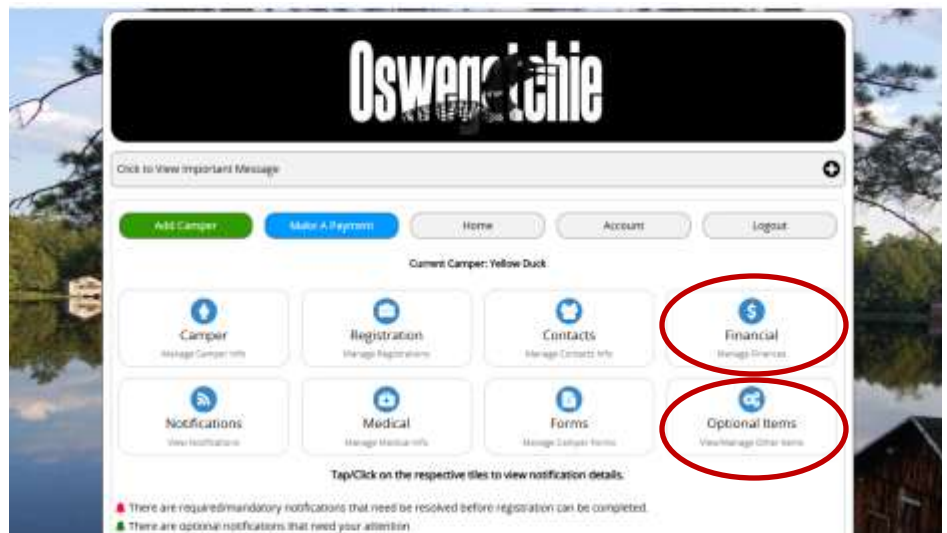
When this page comes up, you can register another camper within the same family OR you can select make a payment to move forward.

If your school is covering part or all of the camper payment, no payment will be due here, please pay your school directly. They will pay us.

To check your work click “Dashboard”  
You can view all the information that you have provided, and make changes here.



In Optional Items you can edit campmate request and activities.



In Financial you can add funds to a camp store account if you wish for your camper to be able to make purchases while at camp.

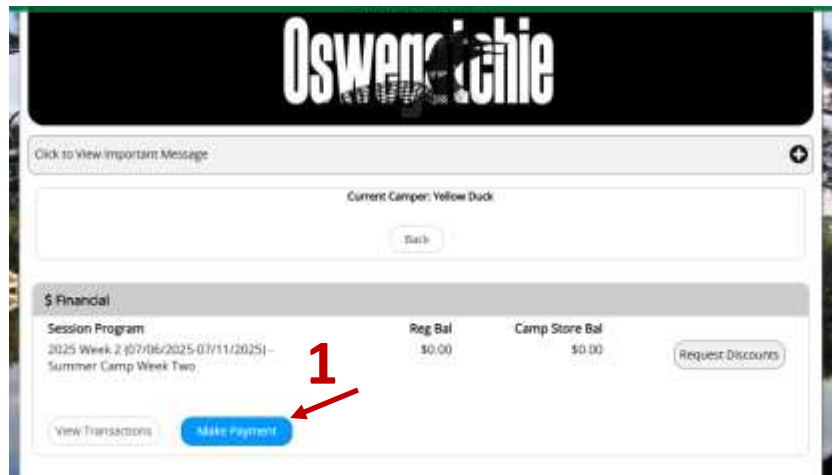
Your camper can also bring cash or a check to be placed into the camp store on the day they arrive at camp.

Campers will be given cash back on Friday if they do not spend all of their camp store funds.

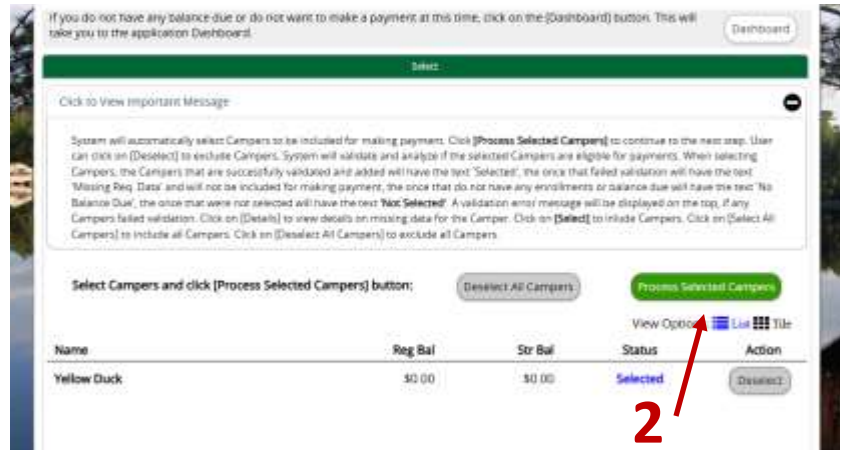
The camp store sells apparel, candy and soda. An average amount campers place in the store is from \$50 to \$100.

The next page will review this process...

Click on the BLUE make a payment button.



Select the camper you wish to give funds to.



Enter the amount you wish to place in the camp store and proceed with entering your payment information.



If you need assistance please call the Oswegatchie camp office @ 315-346-1222.