

## Printable Registration Assistance

### FAQ's

1. Do I need to create a new account?
2. What does the word "family" refer to when registering multiple campers?
3. Can I change my password?
4. How do I change the birthdate?
5. How do I select the address?
6. Can I register for more than one camp?
7. What about transportation?
8. Are there any new options this year when registering for camp?
9. Do I need to complete all the forms to enroll a camper?
10. Do I need to complete all the forms to enroll an aide?
11. How do I log back into my registration if I accidentally closed a window?

### Answer's

1. Everyone will need to create a new account to register for the 2022 camping season. The old account information is no longer valid with our new system.
2. The word "family" refers to anyone living at the same address and the aides that would be attending with any campers that are in the account. (This includes group homes; a separate account is not required for each person)
3. Yes, you can change your password by following the steps below:
  - a. Log into the parent/caregiver dashboard and navigate to the My Account Tab in the left sidebar menu.
  - b. From this page you can manage your Password, Family Info, and email preference.
  - c. Select the "Password" tab at the top of the My Account page to manage the parent/caregiver password.
  - d. Enter the current password that was emailed to you, then create a new password. Passwords must be at least 8 characters, and contain 1 uppercase letter, 1 lowercase letter, and 1 number.
  - e. Click "update password" in the bottom right to save changes. **Keep this password safe.**
4. Change the year by clicking on the current year displayed, type in the new year, and then select the month and day required.
5. The system uses **"International Address" & "U.S. Address"** for the home address. Select **"International Address"** if you live in Canada.
6. Yes, the system will allow for multiple enrollment options (where applicable). If multiple selections are made you will need to decide which camp is the 1<sup>st</sup> priority. If no selection is made for priority, camp will make the selection based on availability.

7. When choosing a means of transportation to and from camp, there are 3 options to chose from: Private Transportation (parent/caregiver arranged), Bus (camp provided), and Airport Transportation (camp provided). Please select the option that best suits your campers needs.
8. New this year! When registering a camper this year you will have an option to pre-purchase a camp T-shirt as well as an option to pre-purchase a \$40 Tuck account.
9. No, to enroll a camper you will only need to fill out the **"Disability and/or Medical Condition(s) form"** & the **"2024 Aide Criteria form"**, all other camper forms may be completed later. **They must be completed at least 30 days prior to camp starting**
10. An aide must be registered within the same account as the camper. **Only the "2024 Aide Camp Specific Information form"** is required at the time of registration, all other aide forms must be completed 30 days prior to camp starting.
11. If you accidentally close a window you will need to log back in using your email address and password.

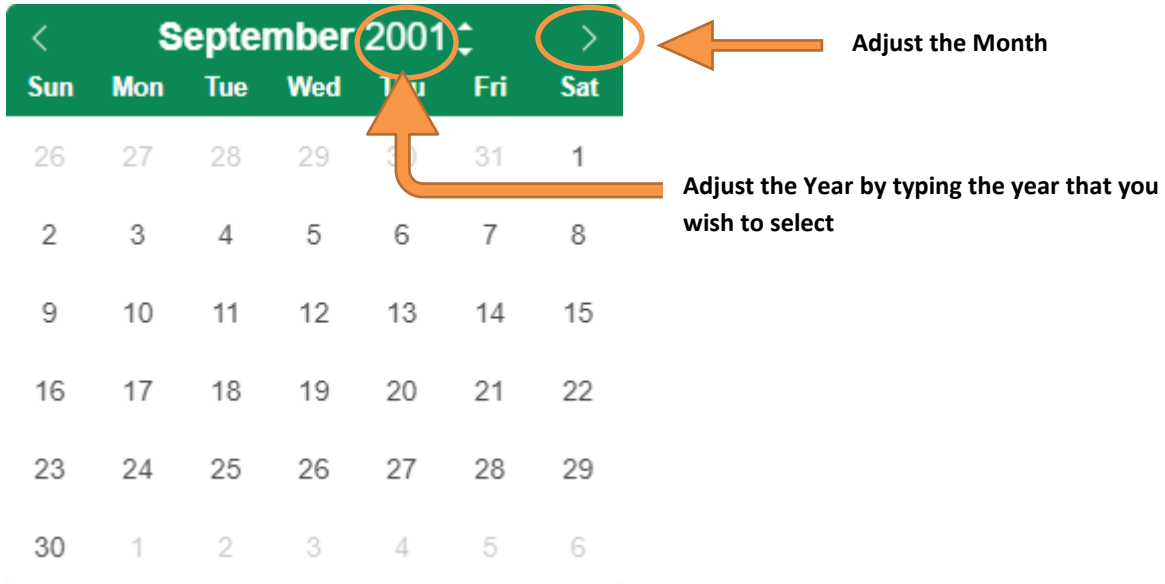
**If you have any other questions or concerns please email the Summer Camp Coordinator at [coordinator@camphehoha.com](mailto:coordinator@camphehoha.com)**

**Please see pages 3-7 for additional information**

# Step-By-Step Instructions

## A. Adjusting Birthdate

Navigate to a different year by clicking on the current year displayed and typing the year that you wish to select. Navigate to a different month by selecting the left and right arrows beside the month.



## B. Select a Canadian Address

Sometimes the system will default to a USA address. If you live in Canada, click the “International Address” button to allow the system to populate a Canadian Address.

Home address

**INTERNATIONAL ADDRESS**

Address \* Apt, Suite, Bldg.

Address  Apt, Suite, Bldg.

City \* Zip \*

State \*

Select...

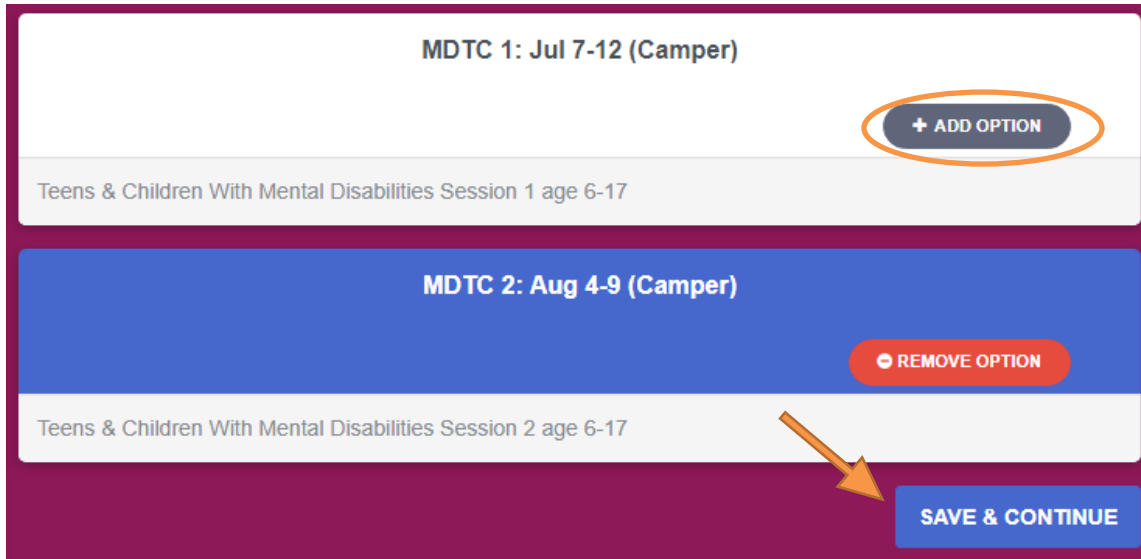
Home phone \*

+1  Home phone

**C. Registering for more than one Camp**

You may register one camper for multiple camps -if multiple camps are available for that camper based on the camper’s age and the requirements for physical mobility aids (wheelchair, walker, cane). All available camps will auto-populate on step 2 of the enrollment process.

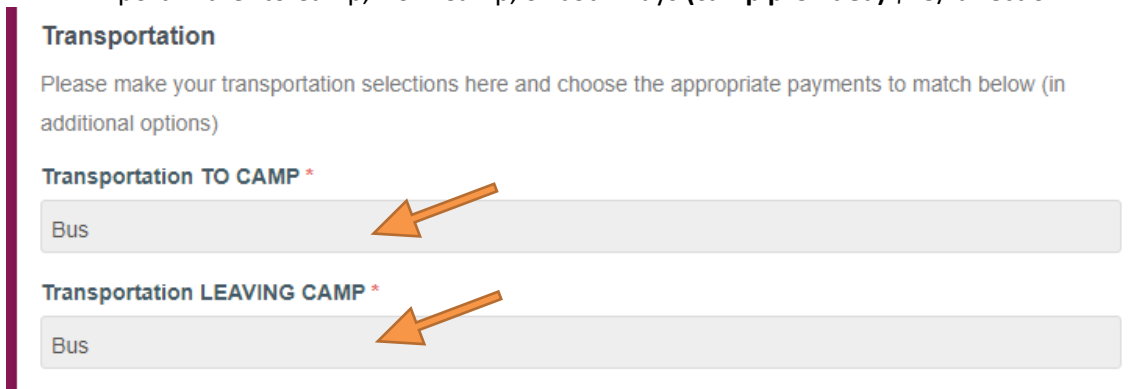
- i.) Select the camp session(s) you wish to enroll in by clicking “Add Option” and then click "Save and Continue" to proceed to next page.



**D. Transportation Options**

There are 3 options for getting to Camp:




- Private Transportation- Either to Camp, from Camp, or both ways (**own transportation**) no cost
- Bus- Either to Camp, from Camp, or both ways (**camp provided**) \$25/ direction
- Airport- Either to Camp, from Camp, or both ways (**camp provided**) \$75/ direction



### E. Additional Options

If you have selected camp provided transportation (bussing or airport driver service) either one or both ways, please add the appropriate selection to your Additional Options. You may also pre-pay for a camp T-shirt and TUCK with your registration by checking the applicable boxes.

**Additional options**

- Transportation - Private - 1 Way (No charge)
- Transportation - Private - 2 Ways (No charge)
- Transportation - BUS - 1 Way Only (\$25.00)
- Transportation - BUS - 2 Ways (\$50.00) 
- Transportation - AIRPORT - 1 Way Only (\$75.00)
- Transportation - AIRPORT - 2 Ways (\$150.00)
- Special Diet - Gluten Free - MDTC1 (\$50.00)
- Special Diet - Vegetarian - MDTC1 (\$25.00)
- T-Shirt (\$15.00)
- TUCK Spending Money (\$40.00)   
This is for optional spending money in the Camp House Ha TUCK store. 

Items in the store include snack items such as chips, chocolate bars, pop, juice, granola bars (average price of \$2) and souvenir items such as T-shirts, mugs, wristbands, bookmarks, etc (average price range from \$3-15).

This amount is typical for a camper to bring to camp. All funds that are not spent will be sent home in Cash with the camper at the end of Camp.




It is still possible to bring cash TO Camp if preferred to this purchase method.

### F. Forms




To complete your initial registration, you are only required to complete the two required forms. All other forms will need to be completed before the deadline (30 days before 1<sup>st</sup> registered camp.)

**Camper Forms**

**Enrollment Required Forms**

-  **Disability and/or Medical Conditon(s)**  
Web form **Required**  
No due date
-  **2022 Aide Criteria**  
Web form **Required**  **Required for Registration. Must complete to complete enrollment request.**

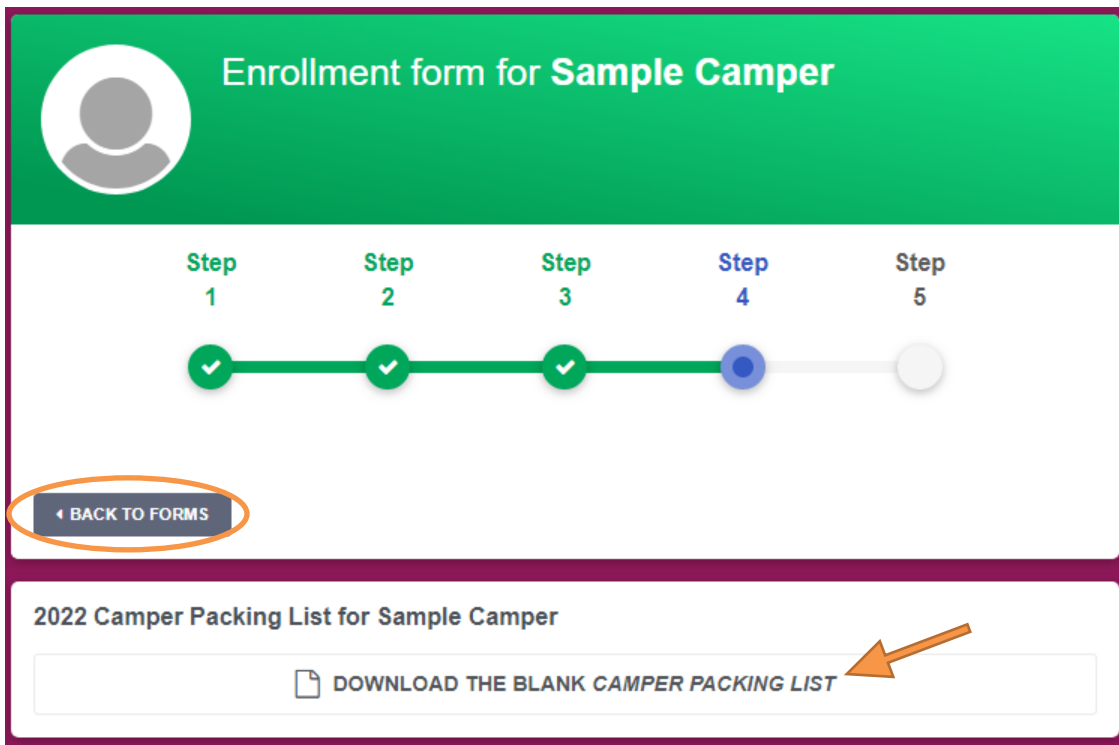
**1. Camper Care Forms**

-  **1. Personal Care & Communication (MD)**  
Web form  
No due date
-  **2. Eating and Drinking**  
Web form  **Not Required for Registration. May complete later, at your convenience, prior to the deadline**

## G. Printable Forms

Most camper forms can be completed within enrollment. Printable forms however, cannot.

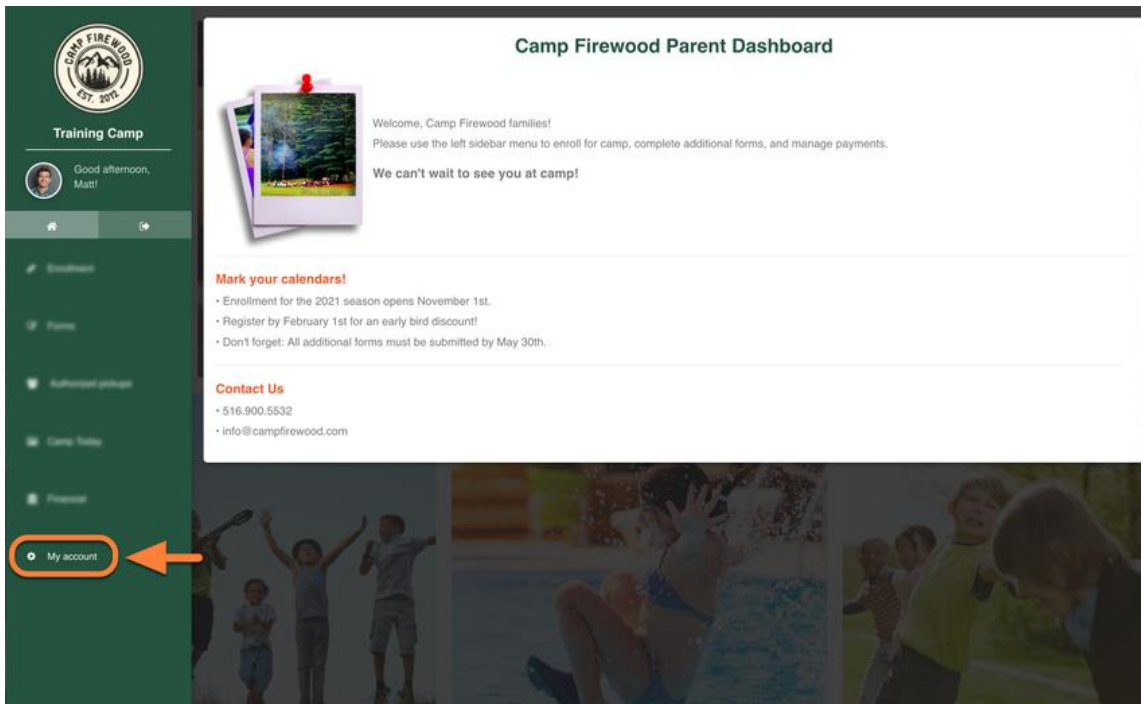
- i.) When you access a printable form, select “Download” to download the form. A PDF document will open on your internet browser.
- ii.) Save and print a copy of this form. If you have opened a Printable form and are no longer in your registration account, try pressing the “back” button in your internet browser 1 time to return to the camper account.
- iii.) After you have downloaded the printable form, you will need to use the “back to forms” button in the top left corner to return to the camper’s profile page.



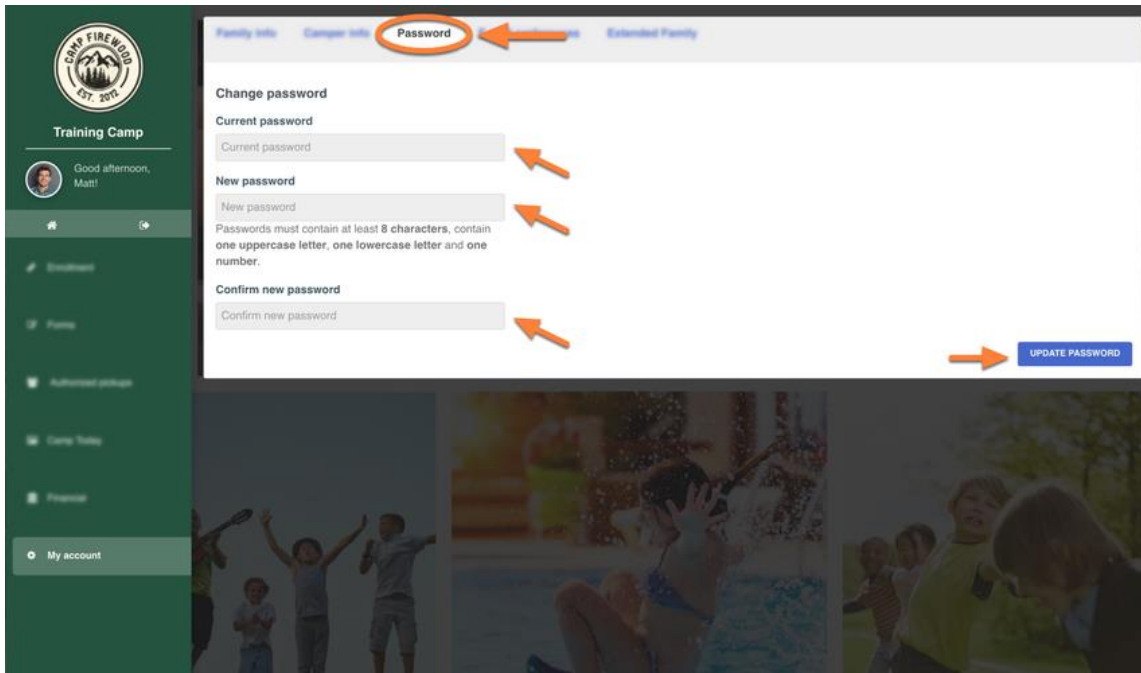
## H. Create a new Password

You can change your login details at any time. Simply log into your parent/caregiver dashboard and navigate to the My Account Tab.

- i.) To access the My Account page, click the My Account tab in the left sidebar menu.



- ii.) From this page, you can manage: Family Info, Camper Info, Passwords, and E-mail Preferences.
- iii.) Select the "Password" tab at the top of the My Account page to manage the parent's password.
- iv.) Enter the current password and then create a new password. Passwords must be at least 8 characters, and contain 1 uppercase letter, 1 lowercase letter, and 1 number.
- v.) Click "Update Password" in the bottom right to save changes. **Keep this password safe.**



<https://support.campmanagement.com/hc/en-us/articles/360056910532-Parent-Dashboard-My-Account-Tab>