



WELCOME TO CAMP WOODHAVEN

Camp Woodhaven uses an online registration system. This allows you to log on to a secure website at any time to add weeks and extra services, make address and phone number changes, and make payments in full or with a payment plan. The only piece of paper that you will need to send the camp for registration will be your child's annual physical form. All registration information will stay online from year to year, so you will only need to update the fields that have outdated information. We hope this will help give you as parents more information as you will know instantly if a session is full or if your child has a confirmed reservation. You will still need to contact the camp office to make changes or remove a service. The steps are slightly different for new and returning campers, so please find the directions that apply to you.

Note: The Online application will run best on Internet Explorer, Firefox for Windows and Safari for Windows at this time. While some applications may work on Google Chrome or Safari for Mac, you may experience problems with the payment screens.

Returning Campers

Click on "Log in" button from the main website. If your child attended camp last year, your information is online even if you mailed in a paper application. A log in was created for you if you gave us an email address. Call the camp office for assistance if you need your user name and/or password.

For returning users, the system does not force you to view each screen as it did when you first registered, so you will have to select each section to proof it for outdated information. Once you log in, you will be asked to sign the disclaimer with this year's policy. Then, you will be at the camper information screen. Select one child at a time and go through the screens to update their information. First, add the programs they will be attending. You must also select the \$25 Registration Fee for each child. Next, select "Activities" and chose the electives for each week (You can do this later if your child is not with you). Then, select "Camper Information". You will see gray colored headings. Click on each heading to view the details and make changes. Lastly, click on "optional items" and add those items as needed.

**A note about friend requests: Make sure you spell the friend's name correctly with no nicknames. Also, add the friend's name to each session. Last year, some of the friend requests were added to the registration fee, and I never saw the information.*



Visit www.campwoodhaven.com

for more information

New Campers

- 1.** Go to our website and click on the “Enroll Now”. This will bring you to the link for registration. Create a log in name and password. Record this for future use.
- 2.** Disclaimer and Release page. Please read the release carefully. This is the page you would normally sign on the back of the application. This release will be validated by your electronic signature.
- 3.** Enter the camper’s birth date and grade.
- 4.** Select the weeks you want to register for. You must select the \$25 registration fee unless you are registering for Vacation Camp only.
- 5.** Check off the additional services you would like each week: Extended Day and Overday.
- 6.** Add the camper’s contact information
- 7.** Enter the parent contact information and releases.
- 8.** Add an emergency contact in case you cannot be reached.
- 9.** Camper profile information. Indicate if your child is attending more than one week. Also, be sure to include the names and numbers of other individuals who will be picking up your child.
- 10.** Medical information page. Complete thoroughly. This page would accompany your child to the hospital in an emergency.
- 11.** Heard from page. Where did you hear about us?
- 12.** Friend request. Add a pod mate for your child. **Note that you must select the friend for each session.** Both campers will need to request each other and be in the same age group for the friend request to be honored.
- 13.** Transportation reservation page. We have the option of round trip or one way charges. This will help those of you who need extended day on one end of the day and the bus on the other. You will need to add the transportation for each session. Bus transportation is not available for Vacation Camp.
- 14.** Other Charges. This is where you can purchase lunch tickets and extra t-shirts. You can also make a donation to the scholarship fund. Please remember that the camp gives everyone one free shirt. Take note that you need to select a session for each charge.
- 15.** If you have another child, you need to add them as the next step. If you do not have another child to add, click on checkout.
- 16.** On the summary make payment page, you can see the charge detail for each child by clicking on the magnifying glass by each session. The multi-week discounts and early bird discounts will be visible here as well. If your multi-week discount is not showing, you must go back to the camper profile page and select the correct number of weeks. You are only required to pay the registration fee for each child to register. If you want to pay more, type over the red **\$0.00** with the amount you would like to pay. Payments are due in full by June 1st. Pay by April 1st or May 1st for an early bird discount.
- 17.** Checkout. This page allows you to pay by echeck or by credit card. You can also indicate that you will be mailing a check or money order in to the camp.
- 18.** The final screen will give you PDFs of the Parent Handbook and the Overday permission slip to read. You will need to send the Overday permission slip in if you have signed up for that event.
- 19.** The next time you log into your account, select a child and then click on the registration sections in blue at the top of the screen to edit your information or add services. Give the camp office a call at 508-835-9883 if you need any assistance.