

# Registration Instructions for Activity Options



## 1. Login to your CampBrain account.

- Website: <https://campcaroline.campbrainregistration.com/>

• **New Camper Family:** If you are NEW to the CampBrain system you will have to create a new account. Please use Parent/Guardian/Adult name and information to open account for your household.

• **Returning Camper Families:** Log-in and register! If you are already a CampBrain account holder (you have registered for an event or camp in the past), you can use the same log-in information to register.

• If you forgot your password, please use the "Reset Password" link.

**If you require assistance, please call the camp office at 403-722-3939 or email [office@campcaroline.ab.ca](mailto:office@campcaroline.ab.ca).**

**Sign-in**

E-mail

Password  
\*\*\*\*\*

**Login**

[Reset password](#)

**New user sign-up**

First Name

Last Name

E-mail

Password

**Create account**

By clicking the button, you agree to our [Terms](#) and [Privacy Policy](#).

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If you don't not remember your password use the "Reset password" link to recover password. Follow the prompts.

## 2. Click red "View details" button.

**View My Registrations**

Overnight Camps 2022 (Dad)

**View details**

**Manage People and Household Information**

**Logout**

3. Click red “Add people, sessions, options” button.

- This is located under your registration summary information. If viewing on a computer it will be on the left hand side of the screen.

### Summary

#### Dad Spence

Family Camps

- Family Camp - Session B (August 5 - 10, 2018) Registered ✓
  - Primary Adult - Aspen Ridge Room

**Add people, sessions, options**

### Forms

#### Dad Spence

- Family Profile (Submitted)
- Medical Form (Submitted)
- Family Waiver Form (Submitted)

#### Zoe Spence

- Camper Profile (Submitted)
- Medical Form (Submitted)

4. Click “Continue” on registration instructions page.

- Bottom of the page. (Bottom right if on a computer.)

- [Medication Protocol](#)
- [Stock Medication List](#)
- [Scholarship Fund](#)

Click “Continue” on this page and it will take you directly to the online camper application.

[www.campcaroline.ab.ca](http://www.campcaroline.ab.ca)

**Continue**

5. Select Family Campers Pre-registering for Activities from the list.

- Select each person.
- Confirm Gender, Birthday, and Grade.
- Click “Continue”

Select people you want to add more sessions for and people you want to register:

**Hilde Spence**  
Gender: Female  
Grade Fall 2018: Graduate

**Dad Spence**  
Gender: Male  
Grade Fall 2018: Adult

**Zoe Spence**  
Date of Birth: July 19, 2006  
Gender: Female  
Grade Fall 2018: Grade 11

**Child Spence**  
[+ Add a child](#)

#### Your Cart

- Hilde Spence x
- Zoe Spence x
- Dad Spence x

Step 1/6: Select People for Registration

[Previous](#) **Continue**



6. Click “show details” link by your registered Family Camp Session

## Select sessions for Dad:

[expand all](#)

Filter by: All ▼

### Family Camps

Family Camp - Session B ✓  
Aug. 5 - 10 | [show details](#)

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**Family Camps Add Discounts, T-shirts & Donate to Camp Caroline Scholarship Fund (5)**

7. Scroll Down to “Monday – Activity Pre-registration”

- Add Activity Option(s) to cart by clicking green “Add to cart” button(s)
- Add “No Thanks” to the cart if you don’t wish to register for anything that day for that camper.
- Scroll down to make selections for Tuesday, Wednesday and Thursday as well.

### MONDAY - Activity Pre-registration \*

Between 1 and 3 items required. You have 0 in the cart.

[An adult MUST accompany any child or youth.](#)

No Thanks

Crafts - 1:15 - 2:30 pm (Mon.) FULL  
Recommended: Age 4 - Adult

Horsemanship - 1:15-2:30pm (Mon) 40.00  
Recommended: Grade 4 - Adult

Canoe Out-trip - 1:15-4:00 pm (Mon) - BOOKS A  
FULL CANOE FULL  
Recommended: Age 4 - Adult  
**PLEASE NOTE: By selecting this option you are booking ONE CANOE.**  
Capacity: Each canoe can hold 2 Paddlers (one must be an adult) and 2 Small Passengers sitting in the bottom middle of the canoe.

Crafts - 2:45-4:00 pm (Mon.)  
Recommended: Age 4 - Adult

Horsemanship - 2:45-4:00 pm (Mon) 40.00  
Recommended: Grade 4 - Adult

### Your Cart

Hilde Spence  
Zoe Spence  
Dad Spence  
Family Camps  
Family Camp - Session B

- Primary Adult - Aspen Ridge Room
- Horsemanship - 1:15-2:30pm (Mon) 40.00 ×
- Crafts - 2:45-4:00 pm (Mon.) ×

Subtotal: 40.00  
Taxes: 2.00  
**Total cost: 42.00**



## 8. Repeat step 7 for each day and camper.

- Select your activity choice(s) or “No Thanks” under Monday, Tuesday, Wednesday and Thursday Activity Pre-registration sections.
- Repeat for each member of the family using the tabs at the top of the session selection area.

Hilde Zoe **Dad**

Select sessions for Dad: [expand all](#)

Filter by: All

**Family Camps**

Family Camp - Session B ✓  
Aug. 5 - 10 | [hide details](#)

## 9. Click “Continue” when done all selections

Add/remove people

Step 2/6: Select Sessions

[Previous](#) **Continue**

## 10. Click “Continue” on Forms Screen

Add/remove people Add/remove sessions

Step 3/6: Fill out Forms

[Previous](#) **Continue**



## 11. Select your Payment Option and click Continue

**Select your payment option:**

- Deposit Now (\$50.00) & The Rest (\$551.25) June 1st By Credit Card
- Pay Total Now By Credit Card (\$601.25)
- Deposit Only By Credit Card (\$50.00)
- Pay Total By Cheque or Email Transfer (\$601.25)
- Scholarship Funding - Pay Deposit By Credit (\$50.00)
- Scholarship Funding - Pay Deposit by Cheque/E-transfer (\$50.00)

Step 4/6: Choose a Payment Option

[Previous](#) [Continue](#)

## 12. Make Payment (If paying online)

### Credit card details

Cardholder Name	Card Number	Expiry (MM/YY)	CVV
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address	City	Zip/Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Step 5/6: Review, Pay and Submit the Application

[Previous](#)

[Submit application](#)

## 13. Review and Submit your Activity Registration

- Click red "Submit application" button.

### Please review before submitting:

#### Registration items

[Add/remove sessions](#)

[Add/remove people](#)

#### Dad Spence

Family Camps

- Family Camp - Session B (August 5 - 10, 2018)
  - Primary Adult - Aspen Ridge Room
  - Horsemanship - 1:15-2:30pm (Mon.) 40.00
  - Crafts - 2:45-4:00 pm (Mon.)
  - Crafts - 1:15-2:30 pm (Tues.)
  - No Thanks
  - Crafts - 1:15 - 2:30 pm (Thurs.)

Subtotal:	40.00
GST:	2.00
<b>Total:</b>	<b>42.00</b>

#### Forms

[Edit forms](#)

Household Form (Completed) \*

Dad Spence: Family Profile (Submitted) \*

Dad Spence: Medical Form (Submitted) \*

Dad Spence: Family Waiver Form (Submitted)

Step 5/6: Review and Submit the Application

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[Submit application](#)

