

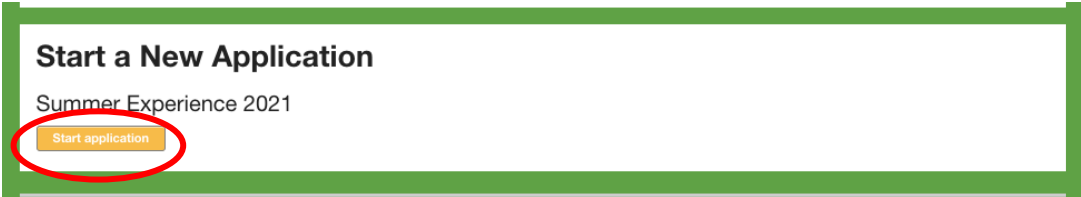
SE21 Online Registration *powered by CampBrain* Step by Step Instructions

1. **Login Page:** Once you have clicked on the registration link provided via email or from our website, you will be taken to the login page. Since this is a new system, you will need to create an account with the "New user sign-up". You will not be able to create an account until registration opens.

If you are a Columbus Academy academic year family, you can use your Columbus Academy mySchoolApp login so you don't have yet another username and password to remember! Please use the "Login using Columbus Academy mySchoolApp" button. Or you may also use the new user sign-up option if you would like to create a separate login for this application.

A screenshot of the login and sign-up page. On the left is a "Sign-in" section with fields for "E-mail" and "Password", a "Login" button, and a "Reset password" link. On the right is a "New user sign-up" section with fields for "First Name", "Last Name", "E-mail", and "Password", a "Create account" button, and a note: "By clicking the button, you agree to our [Terms](#) and [Privacy Policy](#)". Below these sections is an "Or" separator and a "Login using Columbus Academy mySchoolApp" button.

2. **Welcome/ Homepage:** For each part of the registration process, there will be detailed instructions at the top of the page. To start a new registration, click "Start application". You may need to scroll down to see this button.



3. **Instructions Page:** Please read through this page carefully during registration. Then scroll down and click "Continue".

4. **Now the actual registration steps begin! Step 1/6: Select People for Registration-**
To register a new camper, click "Add a Child." You will be asked to enter their name, birth date, gender, and rising grade. You can register more than one child at once - you just have to make sure that you have checked off the names of all the children you wish to register. Then you will be able to tab between them on each page of the registration process. Once you have added your camper(s) and checked the box next to their name(s), scroll down and click "Continue".

Select people you want to register:

[+ Add a child](#)

Step 1/6: Select People for Registration

Previous Continue

*Make sure
box is
checked for
each child!*

Select people you want to register:

First Name Middle Name (optional) Last Name
First Name Middle Name Last Name

Date of Birth Gender
Month DD YYYY Select gender

Grade in Fall 2021 (Rising Grade)
Choose...

First Name Middle Name (optional) Last Name
First Name Middle Name Last Name

Date of Birth Gender
Month DD YYYY Select gender

Grade in Fall 2021 (Rising Grade)
Choose...

[+ Add a child](#)

5. **Step 2/6: Select Sessions-** For each child you are registering, only the programs available for their grade will be visible on this page. In addition, there is a "Filter by" drop down button to search by the session week or a search box where you can enter the program title. If you want to view the full descriptions of all the programs, click "expand all".

To add a program to your cart, click on the program name followed by the green "Add to Cart" button. Once you have added a program to your cart, you will see additional required fields below that will need to be answered before your selection will be completed. Examples of these required fields are schedule selections (Full Day or Half +Plus), After Care, and virtual options for that particular program. The fields available will be what is possible for that particular class. These will need to be added to your cart to complete registration for each program. Once everything has been added to your cart, scroll down and click "Continue".

Click the "Filter by" dropdown if you want to search by session week.

Or you can use the "Search by name" box and type in the program title.

Click "expand all" to view full descriptions of all the programs.

For each program you want to select, you will need to :

Click on the program title
Click "Add to cart"

Select the schedule day
(even if full day is the only option)
Click "Add to cart"

Don't forget....if you need
After Care, select it here
by clicking "Add to cart"

If you are registering more than one child, click on the tab with the child's name to switch back and forth and select sessions for each.

6. **Step 3/6: Fill Out Forms-** In this step, you will be asked to complete a few mandatory forms. Each form will have an "Open Form" button and then after finishing, click "Complete this Form" at the bottom. After all forms have been completed, scroll down and click "Continue".
 - a. *Household Form-* parents/ guardians names, contact info, mailing address, emergency contacts, authorized pickup list, etc.
 - b. *Camper Information Form-* preferred name, t-shirt size, waivers & authorizations, etc.
 - c. *Free Swim Permission Form-* for grades K & up only

Please note the Medical Form will NOT be a part of registration this year. In order to allow ample time and attention, this form will be made available at a later date.

Fill out forms:
Forms marked with an asterisk (*) are mandatory.

- Household Form *
[Open form](#)

Forms for Summer

- Camper Information Form *
[Open form](#)
- Free Swim Activity Permission *
[Open form](#)

7. **Step 4/6: Choose a Payment Option-** Instructions and policies will be outlined at the top of this page. Please read through it carefully and then scroll down until you see “Select your payment option:” Click on the open circle next to the payment option you wish to select. Scroll down and click “Continue”. *Please note for credit card or ACH payments, you will also need to click on the open circle next to the method of payment before clicking on “Continue”.*

Select your payment option:

- Full Amount (\$374.00) by credit card or ACH (eCheck)
- Full Amount (\$374.00) by paper check or cash. Payment must be received by our Business Office within 5-7 business days.
- Installment Plan by credit card or ACH (eCheck): Registration fee (\$20.00) due now + balance (\$354.00) paid in installments. Payments will automatically be processed on March 15, April, 15 and May 15.
- Installment Plan by paper check or cash: Registration fee (\$20.00) due now + balance (\$354.00) paid in installments. Registration fee payment must be received by our Business Office within 5-7 business days. It is your responsibility to make the appropriate three installment payments by March 15, April 15, and May 15.
- CA Faculty/ Staff Only: Pay registration fee (\$20.00) now by credit card or ACH (eCheck) + balance (\$354.00) paid by payroll deduction plan
- CA Faculty/ Staff Only: Pay registration fee (\$20.00) by paper check or cash + balance (\$354.00) paid by payroll deduction plan. Registration fee(s) payment must be received by the Business Office within 5-7 business days.

Select a payment method:

Given the option, we ask that you consider paying by ACH (eCheck) in an effort to help us minimize our transaction fees and rebound from the summer 2019 loss due to COVID-19. Thank you for your continued support.

- Credit Card
- ACH

8. **Step 5/6: Review, Pay and Submit the Application-** This page will allow you to review everything and enter your credit card or ACH details (if applicable). **Remember to click “Submit application” at the bottom!**
9. **Step 6/6: Confirmation Page-** You will see this confirmation page message as your final step and then receive a confirmation email as well. You are all done and your registration is now complete!

Registration for Summer Experience 2021
Application submitted [Return Home](#)

Thank you for submitting your registration. You will receive a confirmation email shortly. To ensure important communications do not go to spam or a junk folder, please add Summer_Experience@columbusacademy.org to your Contacts, Address Book, or list of safe senders. If you have any questions, please contact our office at Summer_Experience@columbusacademy.org or 614-509-2267.

Application submitted
[View details](#)