COLUMBUS ACADEMY SUMMER EXPERIENCE
academics · arts & sciences · athletics
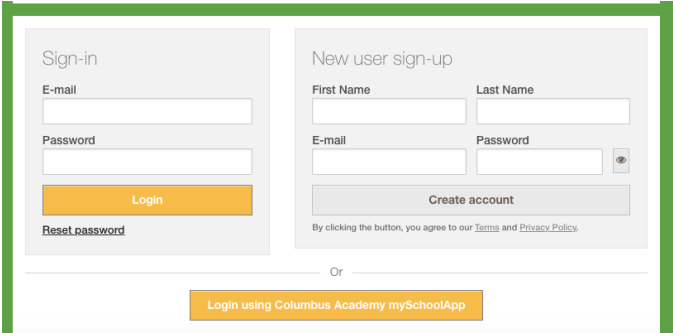SUMMER PROGRAMS FOR STUDENTS PRE-K THROUGH 12TH GRADE

SE22 Online Registration *powered by CampBrain*
Step by Step Instructions

1. **Login Page:** Once you have clicked on the registration link provided via email (priority registration) or from our website (general public), you will be taken to the login page. Returning families should use their current login credentials to sign-in while new families should use the "New user sign-up" to create an account. Please note 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.

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".
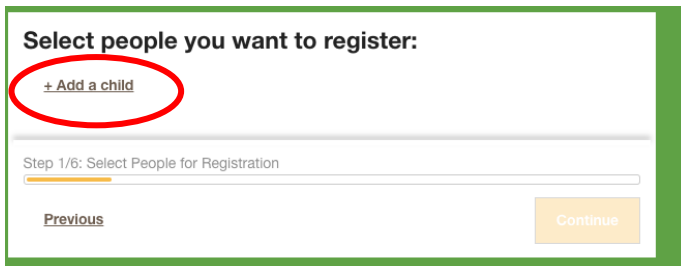
4. **Now the actual registration steps begin!** **Step 1/6: Select People for Registration-**
To register an existing camper, click on the check box next to the child's name. Please review the birth date, gender and then click on the drop down to choose their rising grade.
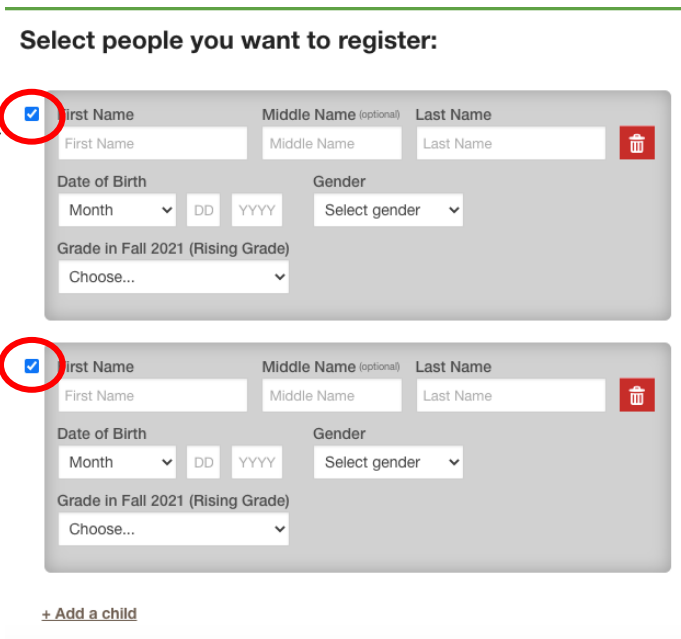
To register a new camper, click "Add a Child." You must enter their name, birth date, gender, and rising grade.

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

Select people you want to register:

Make sure box is checked for each child!

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 options below that will also need to be selected before you can continue to the next step. Example: schedule options such as Full Day or Half +Plus or After Care. The options listed reflect what is possible for that particular program. 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.

Select sessions for Summer:

expand all

Filter by: All ▼

Search by name...

Session 1 (Virtual and Off-Site Only)
Session 2
Session 3
Session 4
Session 5
Session 6
Session 7
Session 8
Session 9 (Virtual and Off-SIte Only)
All

Session 1 (Virtual and Off-Site Only)

Summer (Virtual Only) (VO)

Adventurous Explorers...On the Move

s (Virtual Only) (VO)

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

Craft Extravaganza (VR)

14 - 18 | hide det

Craft Extravaganza is a great week of crafting. Students will create a variety of projects using many types of media. Some projects will include crayon melting, picture frames and painting on canvases. It will be a very fun week of crafting and being creative!

Add to cart

Session Options

Please select schedule day option - please note some programs only offer the full day option *

1 item required. You have 0 in the cart.

Full Day (9a-4p)   310.00

Add to cart

Half +Plus (9a-1:30p)   185.00

Add to cart

Extended Care - Please note Before Care is not available for SE21. After Care is full week only and you must be pre-registered.

Up to 1 item allowed. ✔ You have 0 in the cart.

After Care 4:00p-7:00p (Full Week)   97.50

Add to cart

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"

Mina | Bear

Select sessions for Mina:

expand all

Filter by: All ▼   Search by name...

Mina | Bear

Select sessions for Bear:

expand all

Filter by: All ▼   Search by name...

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 <u>NOT</u> be a part of registration. In order to allow ample time and attention, this form will be made available at a later date.

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".*

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. <u>**Remember to click "Submit application" at the bottom!**</u>

9. **Step 6/6: Confirmation Page-** You will see an "Application submitted" message as your final step and then receive a confirmation email as well. You are all done and your registration is now complete!