**CCBA Preschool Summer Camp**

**Directions for Online Registration**

1. Go to [joinccba.org](http://www.joinccba.org/) and click on ONLINE STORE.
2. If you are getting a membership for your child, you need to purchase this first. **In order to receive the member rate, you must have a membership from the time you register until the end of the program.**
3. You will need to use your child’s account to register them; if you don’t have an email and password established for their profile you will need to create one. PLEASE DO NOT REGISTER YOURSELF. WE NEED YOUR CHILD ON OUR ROSTER. Some of you already have your profile set up with “assignments” with your children, not sure? Email Marie please.
4. Once in the system click on the **CAMPS** tab.
5. Scroll down to **CCBA Preschool Summer Camp (Full Day or Half Day Option).** Select the camp week that you were looking to sign up for and click **Sign** **Up Now.**
6. Click the **enroll** button at the bottom of the screen.
7. Select the appropriate pricing option: **Member or non-member rate. IF YOUR CHILD IS A MEMBER AND THE SYSTEM DOES NOT GIVE YOU THE OPTION OF REGISTERING YOUR CHILD AS A MEMBER, DO NOT ENROLL THEM. CONTACT MARIE IMMEDIATELY.**
8. Select the Payment: **Pay in Full or $80 deposit** *(note: to reserve camp you can either choose to pay in full or pay an $80 deposit for each week which will go toward your camp balance).*
9. Click on **make purchase** which will bring you to your checkout CART.
10. You can either choose to checkout or continue to shop *(note: If you are signing up for multiple weeks of camp you will need to repeat this process for each week).*
11. Once you have selected all of the weeks you want to sign up for you can go to your CART and checkout.

CONTACT Eileen AT Eileen.urquhart@joinccba.org IF:

You are having ANY problems registering your child (member/non-member rate, “assigning” or paying for your child, etc).

Not sure if you have a profile already set up or problems setting up your profile.

PLEASE EMAIL ME IF YOU HAVE ANY QUESTIONS. IT WILL BE EASIER TO SET UP OR FIX YOUR ACCOUNT BEFORE YOU HAVE PROBLEMS.

Thank you and we look forward to seeing you all this summer!