

# Florida College Alabama Camp Online Application Instruction

Campers who will be under the age of 18 by the time camp starts, must be registered by a parent or legal guardian. **Campers who will be 18 or older by the time camp starts should register themselves.** This will require the 18 or older camper to set up his own account in Active.

If you are registering someone who was registered last year, most of the fields will already be populated with the data from last year's application. **It is very important that you check each field and update any that are not accurate. This is extremely important.**

1. Go to <https://www.fcalabamacamp.com/summercamp> and click on the "Apply Now" link. This will take you to the camp application/registration system which is hosted by Active Network LLC.
2. Under "Session List" you will see four sessions listed. 3<sup>rd</sup>-7<sup>th</sup> grade Girls, 3<sup>rd</sup>-7<sup>th</sup> grade Boys, 8<sup>th</sup>-12<sup>th</sup> Grade Girls and 8<sup>th</sup>-12<sup>th</sup> Grade Boys. Select the appropriate session(s) and click on the "ADD TO CART" button.
3. The session(s) you chose should appear under "YOUR SHOPPING CART" on the right of the screen. The Quantity will say "1".
  - a. If you are registering more than one camper for a session, simply click on the "ADD TO CART" button of the appropriate session for each camper you wish to register.
  - b. Verify that you have the correct Quantity selected for each session and click on the "CONTINUE" button at the bottom of the "YOUR SHOPPING CART" box.
4. This will take you to the Registration Information page.
  - a. Enter your email address in the field provided in the box labeled "1 | ENTER YOUR EMAIL ADDRESS".
  - b. Click on "Next".
5. If you registered a child for camp last year, the system will recognize that you already have an account based on your email address (this assumes that you use the same email address that you registered with last year).
  - a. Enter the password for your account and click "Sign In".
  - b. If you can't remember the password, then click on "Forgot Password" to receive a new password via email.
6. Find the section "Who is attending?" in the box labeled "2 | PARTICIPANTS & OPTIONS" and fill out the information for the person that you are registering.
  - a. If you are registering a person who applied for camp last year, simply select the name of the person from the drop-down list for "Person".
  - b. If you are registering a person who did not apply for camp last year, select "Register a new person" from the drop-down list (if there is no drop-down list, you are creating a new account and no choice is necessary). Then, complete the required information for the new camper (name, date of birth, gender, and grade).

- c. Under "Session options", choose the optional camp store deposit and/or society T-shirts that you wish to purchase for that camper.
7. Repeat Step 6 for each additional camper that you are registering.
8. In the box labeled "REGISTRATION FORMS", complete the registration form for the person that you are registering.
  - a. The person's first and last name will be listed at the top of the form.
  - b. Be sure to read "Before you complete the form".
  - c. Complete the rest of the form. **If this person was registered last year, most of the fields will already be populated with the data from last year's application. It is very important that you check each field and update any that are not accurate.**
  - d. If you are applying for your children, you likely will want their input as to what Activities they prefer.
9. Repeat Step 8 for each additional camper that you are registering.
10. Complete the Primary Parent / Guardian section
  - a. Complete the information for the primary parent/guardian
  - b. If there is a second parent/guardian, click on Add Second Parent and complete the information for the second parent.
  - c. Click on Continue.
11. Complete the Waivers and Agreements section
  - a. Read and agree to each waiver for each camper that you are registering, as well as the Active Agreement and Waiver.
  - b. Write or type in your name in the Electronic signature field.
12. Click on "Continue to Cart". This will take you to the "Review cart & check out" page.
  - a. Review the ORDER DETAILS and make any modifications necessary. You may edit the details of each camper that you are registering to add or remove items by clicking the Edit button.
  - b. To CHECK OUT select the Payment Option that works best for you.
    - i. You may either pay in full or pay a \$50 deposit with a payment plan. The payment plan will charge a deposit per person and bill the remainder in equal installments on 3/1, 4/1 and 5/1 and 6/1.
    - ii. Enter your credit or debit card information.
  - c. If this is a new Active account (e.g. you have never registered a child for camp before), enter and verify a password for your new Active account.
  - d. Click on "Complete".
13. You will receive a confirmation email verifying that your application is complete. Please read it so that you understand the application/registration process.

