

Florida College Dry Creek Camp Online Application Instruction

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, and an error could deny acceptance to the Camp.

1. Click on the "Apply Now" text. This will take you to the camp application/registration system which is hosted by a third-party company called Active.
2. Under "Session List" you will see "Florida College Dry Creek Camp". Click on the "Add" button.
3. "Florida College Dry Creek Camp" should appear under "Your Selections" on the right of the screen. The Quantity will say "1".
 - a. If you are registering more than one camper, increase Quantity to the number you wish to register for camp.
 - b. Click on the "Continue" button right below it.
4. This will take you to the Registration Information page.
 - a. Enter your email address in the field provided in the "Lookup Account" box.
 - 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. Under "Who are you registering?", 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 choose 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, choose "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 any additional items that you wish to purchase for that camper.
 - d. Click on "Continue".
7. Repeat Step 6 for each additional camper that you are registering.
8. 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. Please enter the middle name as well.
 - 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. An error could deny acceptance to the Camp.**

- d. Click on "Continue".
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
 - 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. 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.
13. Review the Order Details and make any modification necessary.
 - a. You may edit the details of each camper that you are registering to add or remove items by clicking the Edit button.
 - b. Select the Payment Option that works best for you. You may either pay in full or select a payment plan. The payment plan will charge a \$25 deposit per person and bill the remainder in equal installments on 2/15, 3/15 and 4/15. If you register after any of these dates, then the number of installments will be reduced accordingly. For example, if you register on 2/21, you will be billed automatically for two equal payments on 3/15 and 4/15.
 - c. Enter your credit or debit card information.
 - d. 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.
 - e. Click on "Complete".
14. You will receive a confirmation email verifying that your application is complete. Please read it so that you understand the application/registration process.