



# CAMP ONLINE! REGISTRATION GUIDE

**New families:** to start an account, [click here](#). **Returning families:** login to your account by [clicking here](#).

## Home Page

- Please read the instructions on the Parent Dashboard Home Page
- Use the tabs at the top left of the page (just under the Roundup River Ranch logo) to navigate through the application
- Begin by clicking on the Enrollment Tab.

## Enrollment Page

- Select the appropriate session(s) for your camper. **\*Camp Online programs:** open to diagnosed campers & their siblings ages 7-17. **\*Summer Camp Online Only:** The diagnosed camper must have one of the diagnoses being served that session.
- After selecting the appropriate session(s), click "Save and Continue" at the bottom of the page
- Complete the Enrollment Questions on the next page. Then click "Save and Continue"
  - **Please note:** If you do not complete the Enrollment Questions, mandatory forms will not appear. You must answer the Enrollment Questions to move forward in the application process.
- You will be advanced to the Forms page

## Forms Page

- Click on the link that says Forms for (your camper's name)
- Scroll to the bottom of the page to see the two required forms for Camp Online
  - If you don't see both forms at the bottom of the page, first make sure you have completed the Enrollment Questions under the Enrollment tab.
  - If you have completed the Enrollment Questions and still don't see both forms, try clicking on the Forms tab near the top left of the page, then click on the link that says Forms for (your camper's name) again
- Complete the two forms that are at the bottom of the page
  - **Camp Consent Waivers** (only needs to be completed once)
  - Session's **Camp Online! Registration Form** (must be completed for EACH session your camper wishes to attend)
- Repeat the steps listed above for each session you'd like your camper to attend.

Once you have answered the Enrollment Questions and completed the two required forms, there is nothing more you have to do. If you can checkout, that is great, **but don't worry if the system doesn't allow you to checkout after completing both forms.**

Enrollment notifications for each camp session will be sent via email as soon as possible after review.

If you have any questions, please reach out to the camper recruitment team at [camperrecruiter@roundupriverranch.org](mailto:camperrecruiter@roundupriverranch.org) or at 970.524.5713.

