

# SNA SUMMER CAMPS – CAMP BRAIN PROCESS SETTING UP A HOUSEHOLD

## 1. Create a New User Sign-Up

The screenshot displays the registration interface for SNA Summer Camps 2024. At the top, there are logos for Camp Lovewell (with 'SINCE 2007') and The Enrichment Center Brainwave Camps STEAM (with sub-logos for Science, Technology, Engineering, Art, and Mathematics). Below the logos is a dark blue banner with the text 'SNA SUMMER CAMPS 2024'. The page is divided into two main sections: 'Sign-In' on the left and 'New User Sign-Up' on the right. The 'New User Sign-Up' section is highlighted with a red border and contains the following fields: 'First Name', 'Last Name', 'Email', and 'Password' (with a toggle for visibility). Below these fields is a 'Create Account' button and a link to 'Terms and Privacy Policy'. A 'Login' button is located in the 'Sign-In' section. At the bottom left, there is a copyright notice: '© 2024 BrainRunner Inc. | 2023.12.5.1'.

## 2. You may choose “Manage People and Household Information” at this time, but will be able to add this later in the process with additional details.

The screenshot shows the 'Online Registration: Homepage' interface. At the top right, there is a 'Logout' button. The page features the same logos as the previous screenshot. Below the logos is a dark blue banner with the text 'SNA SUMMER CAMPS 2024'. Underneath this banner is a section titled 'Start a New Application' with a sub-section for 'SNA Summer Camps 2024' and a 'Begin' button. At the bottom of the page, there is a button labeled 'Manage People and Household Information', which is highlighted with a red border.

3. Select "Add a Parent/Guardian" in Household to add all parents/guardians living in the same household. **Choose Secondary Household to add parents/guardians who reside in a different household.**

**Online Registration: Household Details** [Home](#)

**Household** Household Details **Secondary Household**

*Update or modify details for individual family members.*

**Maira Rose**  
(Parent/Guardian)

[Edit Details](#)

[+ Add a Parent/Guardian](#)

[+ Add a Child](#)

4. Choose "Add a Child" to add any child(ren) in the household you will be registering in the upcoming season.

**Online Registration: Household Details** [Home](#)

**Household** Household Details Secondary Household

*Update or modify details for individual family members.*

**Maira Rose**  
(Parent/Guardian)

[Edit Details](#)

[+ Add a Parent/Guardian](#)

[+ Add a Child](#)

5. Follow all prompts to fill out Household Details (including Emergency Contacts) and Secondary Household (if applicable).
6. When complete, click on the "Home" Button at the top of the page.

**Online Registration: Household Details** [Home](#)

Household Household Details Secondary Household

Update or modify details for individual family members.

**Moira Rose**  
(Parent/Guardian)  
[Edit Details](#)

**Johnny Rose**  
(Parent/Guardian)  
[Edit Details](#)

**David Rose**  
[Edit Details](#)

**Alexis Rose**  
[Edit Details](#)

7. Select "Begin" button to start the registration process.

**Online Registration: Homepage** [Logout](#)

**CAMP LOVEWELL**  
SINCE 2007

The Enrichment Center  
**BrainWave**  
**STEAM** Camps

**SNA SUMMER CAMPS 2024**

**Start a New Application**

[Begin](#)

[Manage People and Household Information](#)

# REGISTERING CAMPERS

## 1. People – Select People to Register

Check each child you wish to register. You may register multiple campers at one time. **Make sure you have the correct age listed for your camper(s), so you may view the proper program options that your camper is eligible for.** Once all information is complete and accurate, choose "Continue."

The screenshot shows a form titled "Select People To Register". It contains two sections, one for David Rose and one for Alexis Rose. Each section has a checked checkbox, a "Date of Birth" field with month, day, and year dropdowns, a "Gender" dropdown, and an optional "Pronouns" text field. At the bottom, there is a "+ Add a child" button.

Name	Checked	Month	Day	Year	Gender	Pronouns (optional)
David Rose	<input checked="" type="checkbox"/>	December	5	2014	Male	He/Him
Alexis Rose	<input checked="" type="checkbox"/>	November	8	2016	Female	She/Her

## 2. Sessions – Select Sessions for...

**If you will be registering more than one camper, you will be able to toggle between them and register both simultaneously.**

The screenshot shows a form titled "Select Sessions for...". At the top, there are two tabs: "David" and "Alexis". The "David" tab is highlighted with a red box. Below the tabs is a search bar with the text "Search by name...". To the right of the search bar are two buttons: a dropdown arrow and "Expand all". Below the search bar is a list of sessions for "Camp Lovewell (CL)".

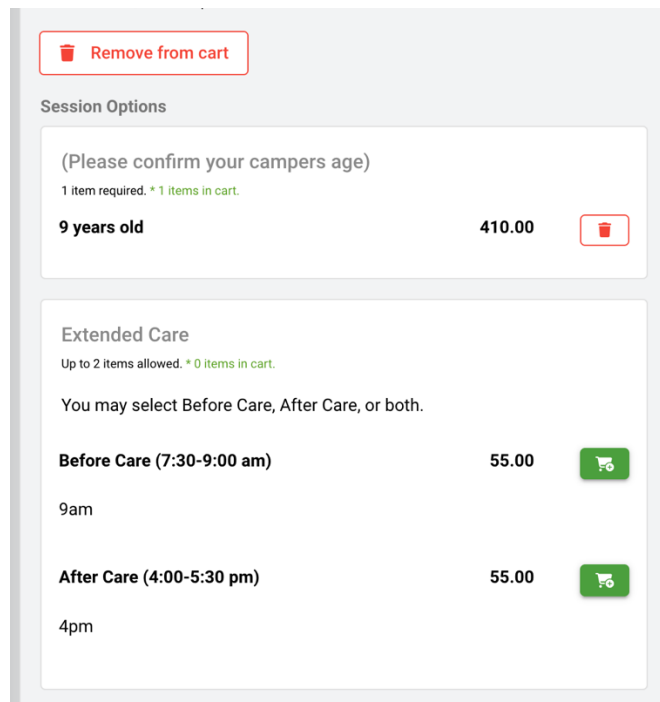
Session Name	Dates	Action
CL - Week 1	June 24 - 28, 2024	Show Details
CL - Week 2 (Closed Thu, 7/4)	July 1 - 5, 2024	Show Details

The sessions will appear in the following order:

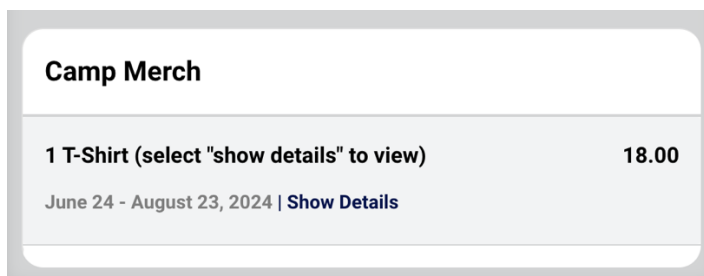
- Camp Lovewell (CL)
- Brainwave STEAM (BW)
- Camp Merch

Click on each camp week for a drop down to open then choose "Add to cart" for each week you wish to register your camper for. **Be careful not to select the same week number in Camp Lovewell & Brainwave camps (i.e., CL – Week 1 and BW – Week 1) for the same camper.**

Once you have added a week to your cart, you will have the option to add "Before Care," "After Care," or both to the cart for the corresponding week.



Each camper will also have the option to purchase a t-shirt at this juncture. Add the shirt to your cart, then select a size. *This option will expire in mid- to late-May.*



Select "Continue."

### 3. Forms – Complete All Required Forms

**READ ALL INSTRUCTIONS AT THE TOP OF THE PAGE**

Choose “Open Form” for each required form for each camper. Follow all steps.

Household Form – Complete all additional information. **Ensure you add all Parents/Guardians, Households, Emergency Contacts and Authorized Pickups!**

#### Emergency contacts

Contact 1 *	Contact 2	Contact 3
Full Name Twyla Sands	Full Name	Full Name
Relationship Family friend	Relationship	Relationship
Cell Number Number 603-881-4815	Cell Number Number	Cell Number Number
Home Number Number	Home Number Number	Home Number Number
Work Number Number	Work Number Number	Work Number Number

#### Authorized Pickup List

Please state the relationship of the pick up person.

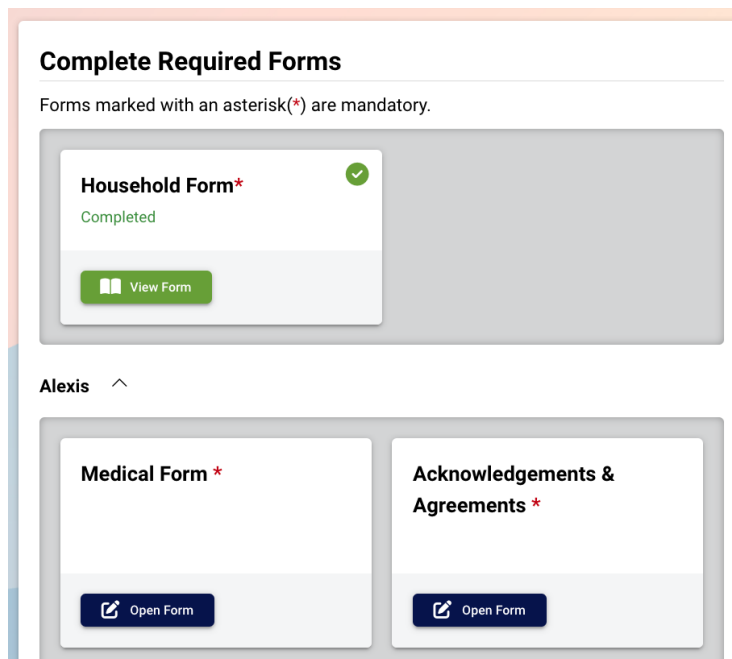
Example: John Smith - Parent

Full Name *	Motira Rose	
Notes	Mother	
Full Name *	Johnny Rose	🗑
Notes	Father	
Full Name *	Stevie Budd	🗑
Notes	Family friend	

[+ Add a Person](#)

[Complete ✓](#)

When a form is complete, it will be marked in green as "Completed."

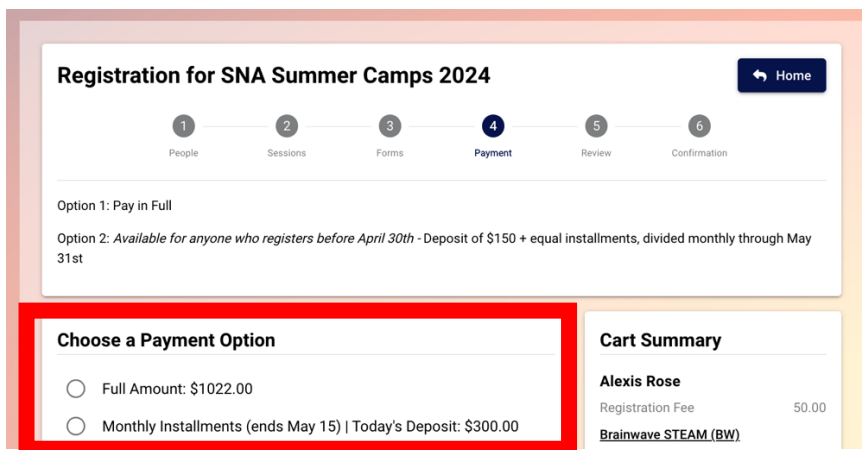


Each camper needs to submit:

- Medical Form – *Read carefully and complete with care to ensure your camper receives the best care at camp!*
- Acknowledgments & Agreements
- Waiver, Release of Liability & Indemnification
- Camp Attendance History
- One or both applicable program Camper Questionnaires

#### 4. Payment – Choose a Payment Option

*Please note that the Monthly Installments option ends on May 15<sup>th</sup>, and at that time you will be required to pay in full.*



If you select "Monthly Installments," a deposit of \$150 per camper is required upon initial registration.

Next, Select a Payment Method:

### Select a Payment Method

Please select credit card or ACH (e-check) to complete your transaction below.

All credit card transactions will be subject to a 2.9% surcharge to offset the cost of credit card processing.

*Selecting the ACH/EFT method below to pay directly from your bank account is an easy way to help us save on payment processing fees, and we appreciate your help.*

Credit Card  
A surcharge of 2.9% will be added to all credit card transactions.

eCheck (ACH)

## 5. Review –

Review all registration items and forms before scrolling to the bottom of the page to view “Payment.” Here, you will be able to view the amount due and, if applicable, a monthly installment breakdown.

Fill out your credit card or ACH details.

### Payment

**Payment Option**

- Monthly Installments (ends May 15) | Today's Deposit: \$300.00

Date	Amount
Today	308.70 (300.00 + 2.9%)
Feb 15, 2024	185.73 (180.50 + 2.9%)
Mar 15, 2024	185.73 (180.50 + 2.9%)
Apr 15, 2024	185.73 (180.50 + 2.9%)
May 15, 2024	185.73 (180.50 + 2.9%)

**Payment Method**

- Credit Card  
A surcharge of 2.9% will be added to all credit card transactions ⓘ

**Credit card details**

Cardholder Name

Card Number  MM / YY  CVC

Street Address  City  Zip/Postal Code

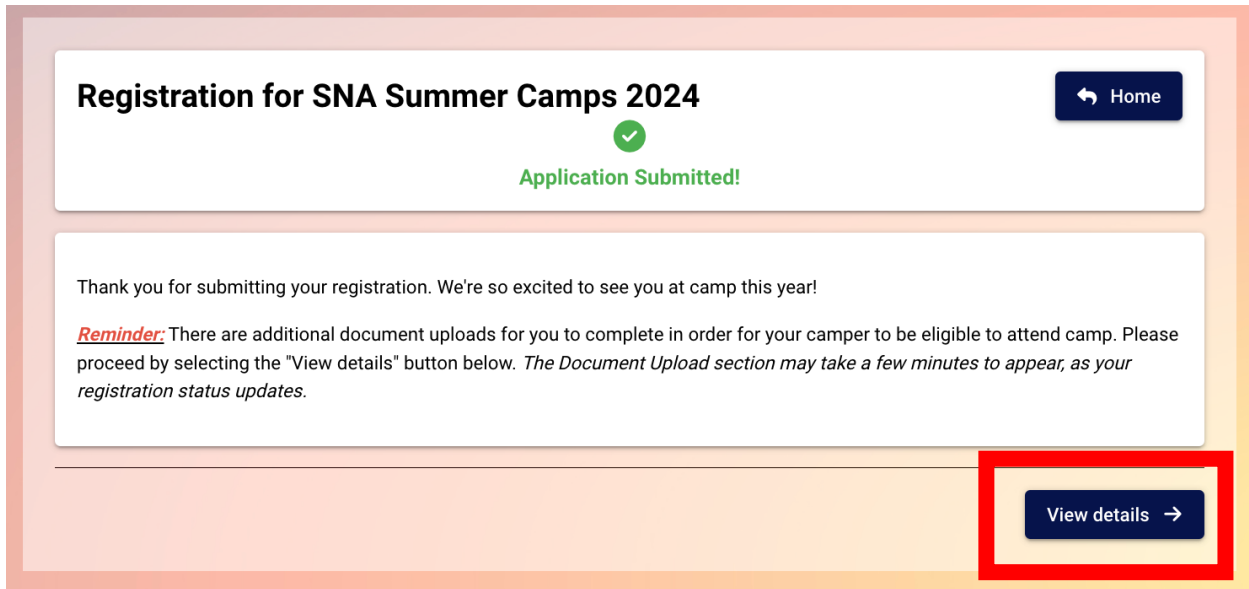
Select “Submit” in the bottom right-hand corner.



## 6. Confirmation –

*Please note that additional document uploads are still required to be submitted ASAP, and before your camper begins their first day of camp.*

Select “View details” in the bottom right-hand corner.



## Details –

On the details screen, you will be able to:

- Easily access a copy of the handbook
- Review a summary of registration for each camper
- Financial
  - View charges
  - View amount due
  - Make manual payments
  - Download account statements
- View submitted forms and download PDFs
- **Upload required documents**