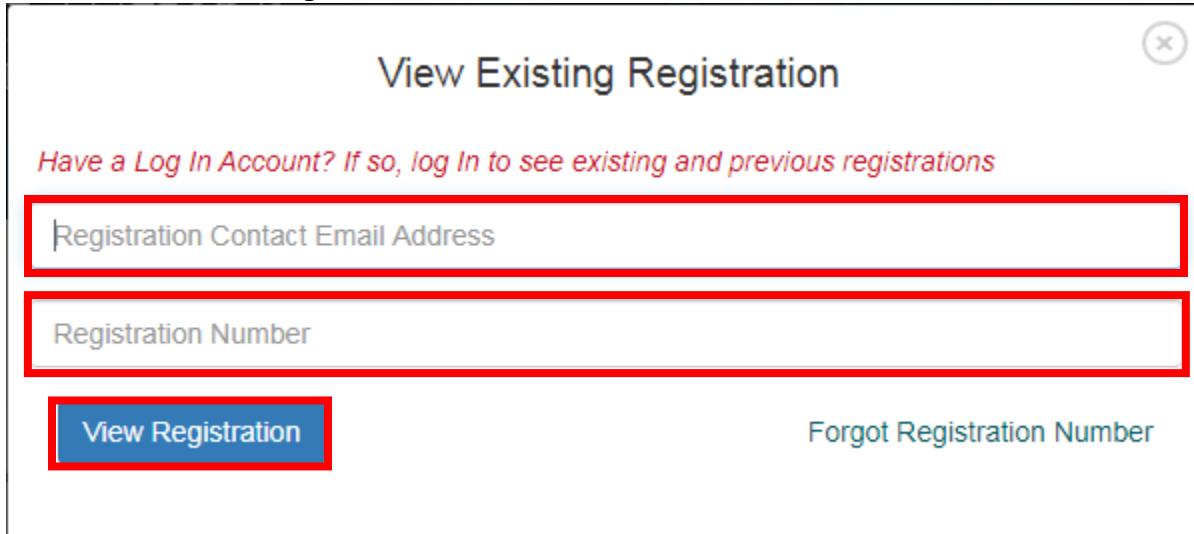


How to Log-in to Summer Camp Registration

1. Go to www.baylakescamps.org and select the Access Existing Registration in the tan tool bar. (Or use the link in the confirmation email you received.)



2. Use your email address and your summer camp registration number to log into your online roster. Click View Registration button.



View Existing Registration

Have a Log In Account? If so, log In to see existing and previous registrations

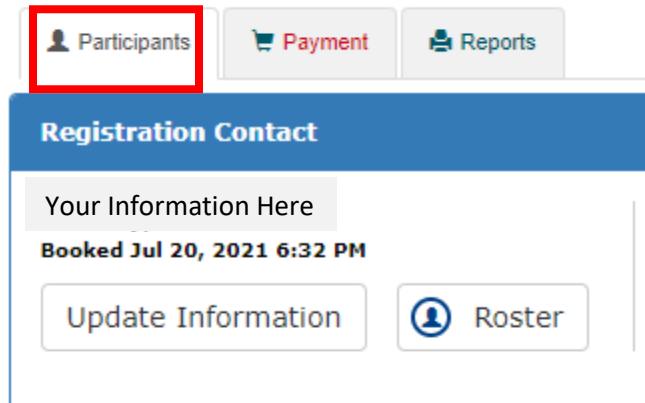
Registration Contact Email Address

Registration Number

View Registration

[Forgot Registration Number](#)

3. While on the Participants tab (which should be the tab the page opens to) you will see the Registration Contact information and a list of participant spaces reserved.



The screenshot shows the 'Participants' tab selected (highlighted with a red box). The main content area is titled 'Registration Contact' and displays 'Your Information Here' and the date 'Booked Jul 20, 2021 6:32 PM'. Below this are two buttons: 'Update Information' and 'Roster'.



The screenshot shows a participant profile for '16 Youth Male'. The participant is listed as 'Youth Male' and was 'Booked Jul 20, 2021 6:32 PM'. The regular price is \$195.00, amount paid is \$-10.00, and balance due is \$185.00. Below the participant information are 'Update Information' and 'Roster' buttons, along with a diamond and lightning bolt icon.

4. Select the Update Information button to update the names, ranks and emails (for adults) for each of your participants. (This is also where in the future you will sign participants up for the programs they wish to take.)

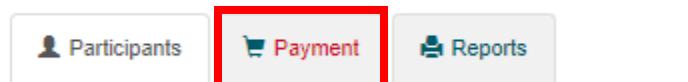


The screenshot shows the 'Update Information' button for the '16 Youth Male' participant highlighted with a red box. The participant information and financial details are the same as the previous screenshot. The 'Update Information' button is the primary focus.

- a. **If you need to remove a participant**, you must contact me at the office to remove participants. For cancellations prior to April 15, the \$10.00 deposits will be applied to the balance of the registration. Any cancellations after April 15 will be non-refundable for the amount due current to the payment timeline. Example if cancelling on April 16, non-refundable amount due for cancellation would be \$75.00.
- b. **If needing to add participants**, only if you are attending Camp Rokilio will you need to contact me to add them. All other camps, unless the session is full, you will be able to add participants by selecting the **Additional Actions dropdown** near the Registration Contact information.



5. **To save the data, select the payment tab.**



6. **Even if you are not making a payment, select a payment option and select the green checkout button.**

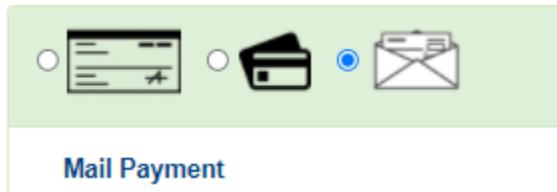


7. **Read the cancellation policy and select the radio button if you have read and agree to the council policies.**



8. Select the type of payment.

- a. The first icon: **EFT Checking/Savings**, submits a payment using a bank routing and account number. ***No additional convenience fees are added.***
- b. The second icon: **credit/debit card**, submits a payment using the account information on a credit or debit card. ***This type of payment will incur a 3.5% convenience fee on the total amount of each transaction processed.***
- c. The third icon: **Mail in Payment**, will allow the unit to mail in payment or used for Bay-Lakes Council units that want to utilize the unit account on file at the council office. **If not needing to make a payment select this option.**
 - i. After Authorizing Payment, if wanting to utilize the unit account on file, you must contact the council office to complete this request.



9. After selecting the payment type and entering any requesting information, select the green Authorize Payment button.

Authorize Payment