

**St. Andrew's Parks and Playground  
Summer Camp Registration  
Step By Step Guide**

Step 1 - Login to our Online Portal Site

Step 2 - Tap on My Info tab at the top left and make sure all family members that you will be registering with are added to the account.

Step 3 - Tap on the Activity Tap on the top of the page.

Step 4 - Under Youth Programs there are 3 tabs that contain the summer camps by location. Camp at Forest Lakes, Camps at Family Fitness Plus and Camps on Playground Road. You can mix and match between the sites, but we wanted to make sure it was easy for parents to see which location they were registering for.

Step 5- Start selecting camps! Select the Show Courses button under the Camp Name and all of the weeks that the camp is available will appear. Click on Register Now on the right hand side of the camp. You can only select one week of camp at a time. On the next page, all of the camp information is there to reference. Days, time, description etc. If you want to continue, click on Register Now in the top right of the page. If you want to select a different camp, click on the back button in the top left of the screen.

Step 6 - After clicking on Register Now, you will come to the selection page. You can select one or multiple children from your account to attend that camp by checking the box to the left of their names. Then select Next at the bottom right of the page. It will only allow you to select those that fit the age requirements for the camp. Age restrictions are set for the start of the program so if the camp is for Ages 5-12, campers need to be 5 by the Monday of the week you are selecting.

\*Camp will be added to the cart at this point and your spot will be held in that camp until you either remove that camp from your cart or you process payment. If you go inactive during the registration process for more than 20 minutes, your cart will clear.

Step 7 - Our Youth Waiver will pop up and you will need to scroll to the bottom and select I Agree at the bottom left and then select Next on the bottom right of the page.

Step 8 - This page will list your fee for the camp and the option to select Extended Day Early and/or Extended Day Late if they are available. Below that is where you choose how you want to pay. Either Pay in Full or by the PAYMENT PLAN (Course-Summer Camp - 4 payments). Then select Next at the bottom right. If you want to utilize the payment plan you MUST select it for each camp week.

Step 9 - Your week of camp will then be in the Cart. Select Continue Shopping and repeat the process until you have all of your camps selected and in your cart.

Step 10 - Add your payment method by selecting Add a New Card, or use one on file. Select Place My Order and it will then allow you to print or email your receipt.

Happy Summer Camp Shopping and  
Thank You for choosing St. Andrew's Parks and Playground!