**Student/Parent Registration**

GO TO THE WEBSITE BELOW:

<https://register.circuitree.com/SpaceCamp/Registration/RequestCode/37969>

1. Click “Continue”on this page. \*\*NEVER CLICK LOGIN ON THIS PAGE\*\*
2. On the next page, select who you are registering for camp. If you are registering a child or any other adult other than yourself, click “Child.” If you are registering yourself, click “Myself.”
3. On the next page, you will be asked to Log in if you have an existing account, or create an account if you do not already have one.
4. If creating a new account, please fill in all necessary information.
5. When done, click “Create”.
6. You will then get a page that comes up to enter in the person’s name attending the camp. In this case, it is the same person. Click “Continue”.
7. You will then see the camp for your group listed and you will just need to check mark the box under “2019 Events” and click “Continue”.
8. You will see “Select Transportation”. Please just click continue to move on to the next screen. Transportation for groups will be arranged through your group leader.
9. It will then take you to a Pre-orders option page. These items are all OPTIONAL and not required. If you order any of these items, please be sure to make your group leader aware so they know your child will need to pick them up at check in. Once you have made your selections or if you choose to skip, you will then click “Continue”.
10. You will then be asked to answer the following questions about Scouts and t-shirt size. Simply leave blank and click “Continue”. It will then show you are enrolled in your camp.
11. You will then see “Incomplete” listed next to health form. You will need to click on “Health Form” and complete the series of questions. This is a requirement for everyone attending. This will let us know if you have any food allergies or dietary needs.
12. You will also see an “Incomplete” next to Terms and Conditions. You will need to click on this to complete the waivers. This is also a requirement for anyone attending the camp. If the waivers are not completed, you will not be able to participate in any of the activities. You will need to click each check box (3) and then type your name in the Required Signature box at the bottom exactly as it appears in grey.
13. If a parent is enrolling themselves and a student for them to both attend. They will log out, close the webpage and then follow the link a second time and Log In to account they just created for themselves and then follow the same steps to register a child.

Signing the Waivers and completing Health Forms after registering

1. If you don’t complete the health form and waiver at the time of registration, you can log back in to your account and find these items under each of your registered participants. You can find these forms on the Registration Detail page of your account.
2. Log out and log back in again. This should take you to your dashboard homepage.
3. Select “View Registrations” and select a participant on the next page. Once you select a person, you will see their Registration Details page and any outstanding forms.
4. You can also go here to find your pre-order options. If you didn’t order anything during registration, you can add orders here.

For all other information regarding your group, please contact your group leader directly. They will have your packing list and arrival/departure information once it is closer to your camp start date.

If you have any trouble with your online registrations, you can call our reservations office directly for help. 1.800.637.7223