

## Registration Checklist: Be Prepared for February 1<sup>st</sup>

### **STEP 1: Determine the CAMP you want to register for. Pick out your Top 3 Choices.**

*\*Camp sessions are summarized on our website- [www.campredcedar.com/summercamps](http://www.campredcedar.com/summercamps)*

**#1. Camp:** \_\_\_\_\_

**Session Dates:** \_\_\_\_\_

**#2. Camp:** \_\_\_\_\_

**Session Dates:** \_\_\_\_\_

**#3. Camp:** \_\_\_\_\_

**Session Dates:** \_\_\_\_\_

### **STEP 2: Determine the APPLICATION you will complete online for your chosen camp.**

*\*Only one application should be completed per child/camper*

Application #1: "2024 Adaptive Summer Camps with 1:1 Support"

For Camps: Adventure, Quest Day, Quest Overnight, Journey, and DSANI

Application #2: "2024 Explorer Camp for Kids with Type 1 Diabetes"

For Explorer Camp ONLY

Application #3: "2024 Summer Camps for Discovery Kids and Range Riders"

For Camps: Discovery Kids and Range Riders

**My Application:** \_\_\_\_\_

### **STEP 3: Create/Confirm your CampBrain Account- <https://campredcedar.campbrainregistration.com/>**

Existing Users: Test your login credentials by signing-in

New Users: Create an account under "New User Sign-Up"

**Username/Email:** \_\_\_\_\_

**Password:** \_\_\_\_\_

*\*If logging on before registration day, you will not see any camp applications. These applications will appear at 9:00am on February 1<sup>st</sup>*

*\*For assistance with your account, contact [hmourey@campredcedar.com](mailto:hmourey@campredcedar.com) or call 260-637-3608*

**STEP 4: Review and Update your Household Information**

Select "Manage People and Household Information" at the bottom of the Homepage

**Details to Confirm:**

- Parents/Guardians are entered as the "Parents" of the Household
- Campers are added / entered as children of the Household (regardless of their age!)

*\*Campers should NOT be listed as a Parent of the household or the system will not let them register for*

**STEP 5: Prepare the following information for the General Camper Registration Form**

**Primary Diagnosis:** \_\_\_\_\_

**Other Diagnoses:** \_\_\_\_\_

**SSN (Last 4):** \_\_\_\_\_

**Medicaid Number:** \_\_\_\_\_

**Payment Type:** Have information ready for...

- Credit Card
- E-check
- Waiver (Adaptive Camps Only)

**Waiver Information:** (Required only for campers using waiver funds for Adaptive Camps)

- Type of Waiver (FSW or CIH)
- Case Manager Name: \_\_\_\_\_
- Case Manager Email: \_\_\_\_\_
- Case Manager Phone: \_\_\_\_\_

**STEP 6: Set a REMINDER to complete additional forms on or after February 2<sup>nd</sup>**

**All paperwork must be completed and submitted online by May 1<sup>st</sup>**

Forms to Complete Before May 1<sup>st</sup>:

- |                                       |                     |
|---------------------------------------|---------------------|
| 1. "Medical Form"                     | All Camps           |
| 2. "Medication Administration Record" | All Camps           |
| 3. "Special Care Assessment"          | Adaptive Camps Only |
| 4. "Explorer Medical Assessment"      | Explorer Camp Only  |

Range Riders/ Quest Overnight/ Journey/ DSANI/ Explorer Campers that want to Ride Horses will need:

- 5. "Equine Forms"
- 6. "Physician Statement" *\*Must be signed within the last year, and not set to expire before/during camp*