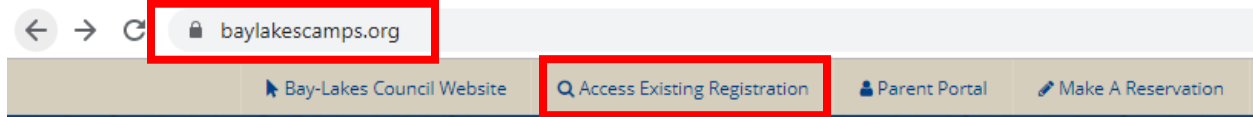


How to Log-in to Summer Camp Registration

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

 [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.

Participants Payment Reports

Registration Contact

Your Information Here
Booked Jul 20, 2021 6:32 PM

Update Information Roster

16 Youth Male

Youth Male
Booked Jul 20, 2021 6:32 PM

Regular Price: \$195.00
Amount Paid: \$-10.00
Balance Due: \$185.00

Update Information ⚡

Roster

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.)

16 Youth Male

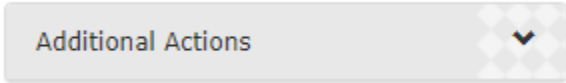
Youth Male
Booked Jul 20, 2021 6:32 PM

Regular Price: \$195.00
Amount Paid: \$-10.00
Balance Due: \$185.00

Update Information ⚡

Roster

- 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.



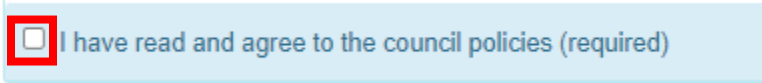
5. To save the data, select the payment tab.



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

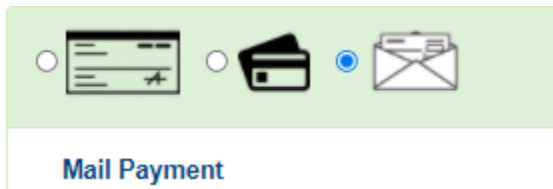


7. Read the cancellation policy and select the radio button if you have read and agree to the council policies.



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.

