

# CAMP KINGFISHER REGISTRATION HOW-TO

- Access Camp Kingfisher's registration [here](#)
- Enter your log in information or create a new account by clicking 'new user.'
- If creating a new account, add primary and secondary contact information.
- Click 'add person' to add campers to your account if you have not already done so.
- Click 'reservations' at the top of the page in the grey bar.
- Click 'New Reservation' to register a camper or click 'explore sessions' to view all upcoming sessions.
- Select the camper you want to register.
- Confirm camper's grade for the upcoming school year.
- Select all sessions you wish to register your camper for and click the orange 'register' button at the top of the screen.
- Additional Selections: If you wish to register more campers, click 'yes' to do so. If not, click 'no, continue registration'.
- Password: If a password is required to register, please enter it here. Remember that it is case sensitive.
- Discounts: Select the appropriate discount.
  - For returning families: please select this option and enter the discount code. The discount code is the same as the password.
  - For members: please select this option and enter the email tied to the membership. Please remember that in order to receive the member discount, your membership must be active at the time of registration, and at the family level or higher.
- Confirm camper's information.
  - Mark any buddy requests, or 'do not pair with' requests.
  - Please ensure that the emergency contact is DIFFERENT than the primary and the secondary contact.
  - Confirm authorized pick-ups.
- Read through and accept Camp Kingfisher's policies. If you have any questions, please contact either one of the Camp Co-Directors listed below.
  - Medication Policy
  - Medication Administration Policy
  - Bright from the Start
  - Camper Participation
  - Cancellation Policy
  - Illness Policy
  - Vaccination Policy
  - Photography Agreement
  - Food Agreement
  - Water Bottle Policy
- If your camper will take medication while at camp, please make sure to enter this information under the medication section.
- Once all policies have been accepted, please make sure that reservation information is correct, and the correct discount has been applied. For returning families: you may enter the discount code as a promotional code if you did not do so before.
- If you have more registrations to add, you can click 'add additional reservations.'
- Proceed to payment.

If, at any time, you have questions, please reach out to one of the following people:

[Camp Registrar](#)

[Camp Co-Director Debby Head](#)

[Camp Co-Director Laura Viator](#)