How to Register for Camp Wild Using Online Registration System

To Do Before Registration begins April 16

Create an Account - Login into https://cityofmaplevalley.perfectmind.com

- If you don't already have an account, select 'create a new account'
- Add all children you will be registering to your account.
- VERY IMPORTANT – complete the Emergency Contact Information section for each camper you will be registering.
    - To complete Emergency Contact Information section, click on My Info once you are logged in, select the participant's name, select Edit, and edit the Emergency Contact Information.
    - Gather and complete following information on each camper's profile: Emergency contact names and phone numbers (first and second), emergency contact relationship, authorized pick up names and phone numbers, physician's name and phone number, t-shirt size and swimming level.
- Upon entering your address, please enter only a five digit zip code.
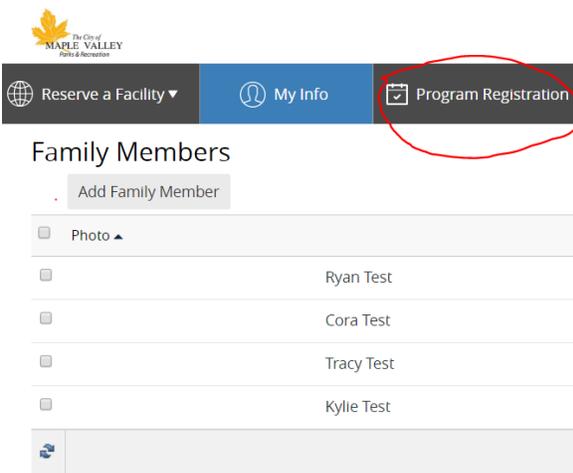
How to Register on April 16:

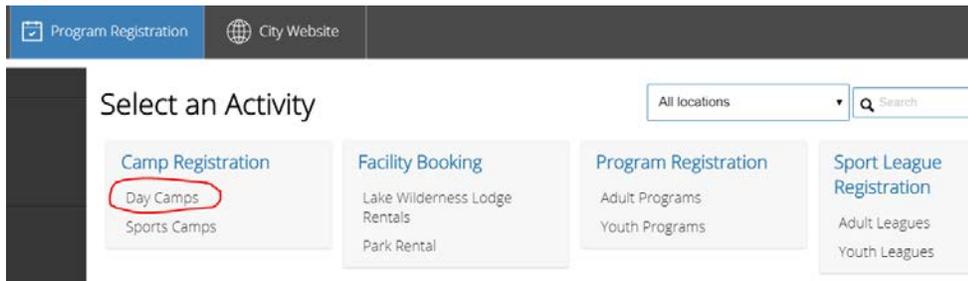Visit website https://www.maplevalleywa.gov/campwild

Click on Button 'For More Information and Registration'

Enter your credentials and press 'login.' This will bring you to the landing page for your account, select the Program Registration tab from the landing page.
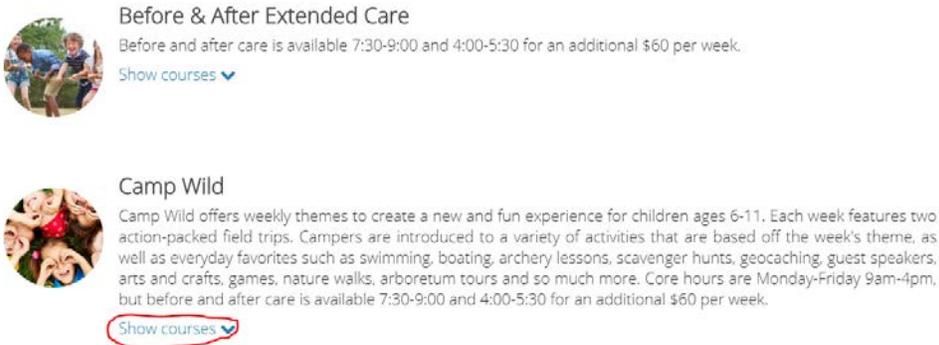
From the Select an Activity page, select Day Camps.

Once you are in the Camp Wild section, scroll down and click on 'show courses'

Find the week/session you want and select 'register' on the far right side. You can only register for one week at a time, but you can register multiple children in the same week at the same time.

From the next screen, review and verify you have the correct week and click register in the far top right corner. NOTE: If you are not already logged into your account, you will be required to login to complete the registration.
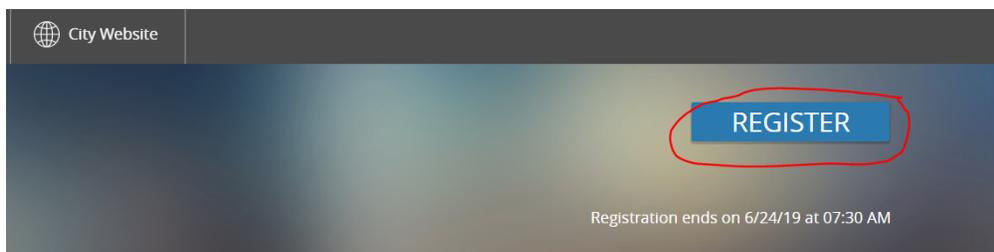
From the next screen, select the participant (you may select multiple participants for the same week), then select 'next' in bottom right corner.

Once you click next, you will be prompted to complete the Camp Waiver Form for each participant. This must be completed for every week, every participant or it won't let you complete the registration. <u>NOTE: If you completed the Emergency Contact Information on the camper's profile, that information will have auto-filled and you won't be required to re-enter it when completing the Camp Waiver Form.</u> This will expedite the registration process.

Once the Camp Waiver Form is complete, select next. If any required part of the waiver is not complete, it will not let you continue. Go back and double-check all questions marked with an asterisk (*) have been completed.

The system will automatically display the fee for the course, double-check for accuracy and select next.

From the next screen you can either click 'book another event' or 'checkout.'

If you have more weeks to add, select 'book another event,' (far left bottom) and follow the same registration process for all subsequent weeks, for all campers.

Once you have your child(ren) registered in all the weeks you want, select 'checkout' (far right bottom).

Checkout will take you to the final payment screen. Enter credit card information (Visa or MasterCard). Once you have made your choice, select 'place my order.' Once you select 'place my order,' your credit card will be charged and your transaction complete.

From the final screen you can print a confirmation, receipt, add the program(s) to your calendar, or add another event (which would start the same registration process over).

IMPORTANT NOTE: All registration forms are done electronically (Camp Waiver Form) at the time of registration, so no paper forms will be turned in unless your child needs medication or has medical needs our staff needs to be aware of. If your child has medical needs, a Supplemental Medical Packet must be completed and turned in by June 3.