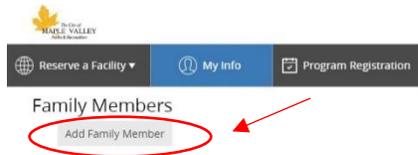


# How to Register for Camp Wild Online – Follow these steps to be successful!

Registration for Camp Wild 2020 begins **Friday, May 29 at 9:00 AM**

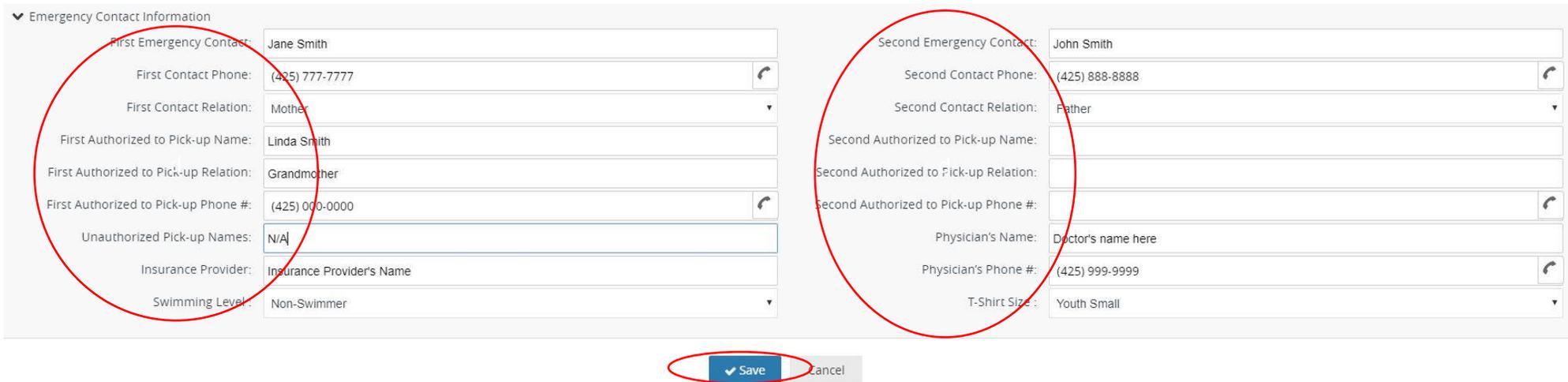
## Parent To-Do Prior to 5/29/20:

1. Ensure your account is set up and that you have access to it prior to registration. We recommend doing the following at least 2 days before registration opens. Access your account or create one here: <https://cityofmaplevalley.perfectmind.com>
2. If you are a returning member and are having difficulties logging into your account, click 'Forgot Password' instead of creating a new account.
3. Add all children to your family account that you will be registering.



Fill out all required (\*) fields and click save.

4. **Very important:** Complete the 'Emergency Contact Information' section for **each individual** child to be registered. This will save you the most time during the check-out process:
  - Click 'My Info', then click the participant's name → click the green 'Edit' button and fill out the red circled sections → click save



First Emergency Contact	Second Emergency Contact
First Emergency Contact: Jane Smith	Second Emergency Contact: John Smith
First Contact Phone: (425) 777-7777	Second Contact Phone: (425) 888-8888
First Contact Relation: Mother	Second Contact Relation: Father
First Authorized to Pick-up Name: Linda Smith	Second Authorized to Pick-up Name:
First Authorized to Pick-up Relation: Grandmother	Second Authorized to Pick-up Relation:
First Authorized to Pick-up Phone #: (425) 000-0000	Second Authorized to Pick-up Phone #:
Unauthorized Pick-up Names: N/A	Physician's Name: Doctor's name here
Insurance Provider: Insurance Provider's Name	Physician's Phone #: (425) 999-9999
Swimming Level: Non-Swimmer	T-Shirt Size: Youth Small

## Registering for Camp Wild on 5/29/20:

1. Log into your online account: <https://cityofmaplevalley.perfectmind.com>
2. Click on 'Program Registration'



### Family Members

[Add Family Member](#)

3. Under 'Select Activity' click on 'Day Camps' → Find 'Camp Wild' and click 'Show Courses' Arrow
4. Find the correct week you'd like to begin registering for → Select 'Register' on the far right.



**Camp Wild**  
Camp Wild offers weekly themes to create a new and fun experience for children ages 6-11. Each week features two action-packed field trips. Campers are introduced to a variety of activities that are based off the week's theme, as well as everyday favorites such as swimming, boating, archery lessons, scavenger hunts, geocaching, guest speakers, arts and crafts, games, nature walks, arboretum tours and so much more. Core hours are Monday-Friday 9am-4pm, but before and after care is available 7:30-9:00 and 4:00-5:30 for an additional \$60 per week.

[Hide courses](#)

<b>Week 1</b>	<a href="#">More Info</a>		
Age: 6 to 11, Co-ed Everyday	9:00am - 4:00pm	Jun 22nd - Jun 26th	\$285.00
▼			
<b>Week 1 - TEST</b>	<a href="#">Register</a>		
Age: 6 to 11, Co-ed Everyday	9:00am - 4:00pm	Jun 22nd - Jun 26th	\$285.00
▼			

2 spot(s) left

**Note:** You may only register for one week at a time, but you can add multiple children from your family account to the same week at once.

5. Next, review your selection and click the blue 'Register' button on the top right of the landing page.  
Note: If you are not logged into your account by the time you are at this screen, it will prompt you to log in – this is why we recommend logging in first
6. On the next screen, select all participants you are adding to the week of camp → click 'Next'



The screenshot shows a registration progress bar with five steps: 1. Attendees, 2. Questionnaire, 3. Fees & Extras, 4. Review, and 5. Payment. Below the bar, the 'Attendees' section is active. It lists participants with checkboxes: Cora Test (Daughter), Kylie Test (Daughter), Ryan Test (Spouse), and Tracy Test (You). There is an 'Add Family Member' button at the bottom left. A blue 'Next' button is circled in red at the bottom right.

7. The next screen is the 'Emergency Contact Information' section. Make sure all required (\*) fields are filled out. You will be prompted to fill this out per week registered/per child.

**Note: The best way to save time during registration is to fill this section out completely for each child on your account prior to registration. Do this by logging into your account and follow Step #4 on the first page of this document.**

8. Next is the option to select Before Camp Care or After Camp Care (or both) if your child will need it for the week you are registering. Check the appropriate boxes → click next

The screenshot shows a registration interface for a user named Oliver Isham. It features a 'Select a FEE to pay' section with a radio button selected for 'Program Registration Fee' at \$285.00. Below this is a 'Select an Extras to purchase' section with two options: 'After Camp Care 4:00-5:30 pm' (checked) and 'Before Camp Care 7:30-9:00am' (unchecked). The 'After Camp Care' option is circled in red. The total amount is \$325.00. A blue 'Next' button is also circled in red.

Select a FEE to pay			
<input checked="" type="radio"/>	Program Registration Fee	\$285.00	No Tax

Select an Extras to purchase			
<input checked="" type="checkbox"/>	After Camp Care 4:00-5:30 pm	Qty 1	\$40.00 No Tax
<input type="checkbox"/>	Before Camp Care 7:30-9:00am	Qty	\$40.00 No Tax

Total \$325.00

Next

9. Review your selections for the week of camp you are registering into → you have the option to register into more weeks, or checkout.

➤ Use the 'book another event' option (bottom left screen) and go through the registration process again. Your spot will be temporarily held while you are registering for more weeks.

10. Once you have registered for the week(s) of camp necessary, click 'check out' → check out by entering your credit card information (Visa, Master Card, American Express or Discover) and placing your order.

11. You can 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.**