

How To Use Your Active Network Registration Account

Dear Parents,

Here is a step-by-step guide to help you use our online registration system. Through your account, you can make payments, update payment information, upload the required health documents and camper pictures, input flight information, and edit personal camper and parent information.

If you have any questions or problems, please contact me in the office.

Warm Wazi Wishes,

April Rohan
Office Manager
Camp Waziyatah
www.wazi.com
207-583-CAMP

Table of Contents

Introduction.....	1
Table of Contents.....	2
Access Website Login.....	3
Upload Camper Photo.....	5
Update Camper or Parent Personal Information.....	6
Making a Payment.....	7
Upload Health Documents.....	8
Input Flight Information.....	9
Contact Us.....	10

Access Website Login

To get to your log in page, Click this link:
<https://campself.active.com/CampWaziyatah0>

After you click on online account, your web browser will open automatically to the log in page.



Use your email address and password that you created to register and sign in. If you forgot your password, you can click on the recovery link below that says *Forgot your password*

After you log in, you will be brought to your home page.

WAZI 2016 CAMP SESSIONS

BALANCE **\$100.00** **PAY BILL NOW**

Remaining balance **\$100.00**
[View Bill Details](#)

CONTACT INFORMATION

Visit Website
Call 207-583-2267
[Send Email](#)

REGISTER FOR MORE PROGRAMS

\$100.00 **PAY NOW**

[View Details](#)

Health Information **FILL OUT FORM**
Due 8/9/2016 *Required*

Flight Information **FILL OUT FORM**
Due 6/1/2016
[Show Instructions](#)

Camper Physician's Form **UPLOAD FORM**
Due 6/1/2016 *Required*
[Download Form](#) | [Show Instructions](#)

2016 Checklist - Required - No need to send this in. Just keep it for your planning. **UPLOAD FORM**
Due 6/1/2016
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PARENT/GUARDIAN INFORMATION [Add A Secondary Parent](#)

[Edit Information](#)

COMMON QUESTIONS

Who is Active.com?
ACTIVE.com is the leading online community for people who want to register for activities such as marathons, triathlons, swim meets, and camps; interact with others who have similar interests; start online training programs; and access nutrition, fitness and training tips.



How do I change my registration?
To make changes to your registration, contact your event organizer. You may also be able to register for more sessions by clicking the Register now button.

On your home page, you will be able to view and pay your remaining balance, upload the necessary forms, add a picture for your camper and edit your camper's personal information, as well as your own.

Upload Camper Photo

To upload a photo, click on the gray square next to your camper's name.

REGISTRANTS

	<p>XXXXXXXXXX XXXXXXXX</p> <p>Edit Registration Form</p>	
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Then, select a picture to upload.

UPLOAD PARTICIPANT PHOTO **REQUIRED**

Please upload a headshot or photograph of the following participant.

XXXXXXXXXX XXXXXXXX

SELECT PHOTO

SAVE

[Cancel](#)

You'll have a chance to crop it to the proper size. The, click "Save."

UPLOAD PARTICIPANT PHOTO

REQUIRED

Please upload a headshot or photograph of the following participant

Participant Name



The screenshot displays a photo upload interface. On the left, a photo of a man in a blue polo shirt is shown with a dashed white crop box. To the right of the photo are two buttons: a yellow 'SAVE' button and a blue 'Cancel' button. Below the photo are three icons: a left-pointing arrow, a right-pointing arrow, and a trash can icon.

Update Camper or Parent Personal Information

It's important to have the correct personal information for our campers (age, grade after camp, health information, etc.) and parents (contact phone numbers and email addresses). To make changes to any personal data, on your home page, click on *Edit Registration Form* for the camper, or scroll down to the bottom to update parent information, or add a secondary parent. Don't forget to save any changes by clicking "save."

Making a Payment

To make a payment, click on either of the orange buttons that say *Pay Now*. From there, you'll have a chance to enter and store your card information for payment.

The screenshot displays a payment portal interface. On the left, under the heading "WAZI 2016 CAMP SESSIONS", there is a "BALANCE" section showing a remaining balance of \$100.00 with a yellow "PAY BILL NOW" button. Below this, a "REGISTRANTS" section lists a registrant named "ZzzTESTcarl ZzzTESTcarl" with an "Edit Registration Form" link. On the right, under "CONTACT INFORMATION", there are links for "Visit Website", "Call 207-583-2267", and "Send Email", along with a blue "REGISTER FOR MORE PROGRAMS" button. At the bottom right, a "REMAINING BALANCE" section shows \$100.00 with a yellow "PAY NOW" button and a "View Details" link.

Through this portal, you'll only be able to make payments using a Visa or a MasterCard, so if you want to pay with a check, please contact the Office Manager or Gregg to let us know. Also, you won't be able to set yourself up on a payment plan through the portal, but the Office can help you do that. Be sure to have your card number ready when you call.

Upload Health Documents

Providing health documents is mandatory in order for your child to attend camp. Download the *Camper Physician's Form*, print it out, and bring it to your child's doctor. Then you'll need to scan it and click *Upload Form* to submit it.

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PARENT/GUARDIAN INFORMATION [Add A Secondary Parent](#)

[Edit Information](#)

You will also need to complete the Health Information section of our application. Click on *Fill Out Form* to do this.

Input Flight Information

If your child is traveling by plane, and you are not accompanying them, you must input your camper's flight information. **WE CANNOT DO IT FOR YOU!** Click on *Fill Out Form* and submit their travel info. Triple-check your flight numbers, departure and arrival times, etc. before clicking "save."

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Please also be sure that you've selected to have a shuttle pick up/drop off your child at the airport. We charge \$50 to/from Portland each way, or \$100 to/from Boston each way. If you're not sure if you've selected this option when registering, or need to add this to your account, contact the Office.

Contact Us

If you have any further questions or need to make changes to your registration, please contact the Office.

Office

Phone: 207-583-CAMP(2267)

Email: info@wazi.com

Gregg

Email: gregg@wazi.com