FIRST TIME ENROLLMENT INSTRUCTIONS

Complete the New Family Enrollment for McCall Outdoor Science School and Field Campus Click: CONTINUE TO ENROLLMENT OPTIONS Step One, Options Choose: ENROLL [insert name] FOR 2022 Click: ADD OPTION next the appropriate program Choose: the Student or Chaperone rate Scroll to the bottom and click: SAVE & CONTINUE Step Two, Questions Complete the questions page Click: SAVE & CONTINUE Step Two, Questions Complete the questions page Click: SAVE & CONTINUE Step Three, Forms Read, sign & date the Activity Waiver Click: SUBMIT Click: SUBMIT Click: SAVE & CONTINUE Step 4, Checkout Type your name in the signature box Click: Submit Enrollment Request You will see the following image when enrollment is complete: = McCall Outdoor Science School and Field Campus	Click enrollment link: https://mccalloutdoorscienceschool.campmanagement.com/enroll
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You receive 2 emails:

- 1. University of Idaho new enrollment request includes Family Dashboard login credentials
- 2. Enrollment Confirmation includes what to bring and MOSS Store links

ACCESSING THE FAMILY DASHBOARD

- 1. Find your login credentials in the University of Idaho new enrollment request email
- 2. Alternatively, <u>https://mccalloutdoorscienceschool.campmanagement.com/campers</u> and click *What's my password*?

ALREADY HAVE A FAMILY DASHBOARD & NEED TO ADD A FAMILY MEMBER

- Open the family dashboard use the login information that was emailed to you after you set up the original dashboard. This link will take you directly to the Family Dashboard: https://mccalloutdoorscienceschool.campmanagement.com/campers
- Click on ENROLLMENT on the left hand yellow bar
- Click on the green box that says ADD PARTICIPANT
- Fill it out for the new family member and enroll in a program

ALREADY HAVE A FAMILY DASHBOARD & NEED TO ENROLL A FAMILY MEMBER

- Open the family dashboard use the login information that was emailed to you after you set up the
 original dashboard. This link will take you directly to the Family Dashboard:
 https://mccalloutdoorscienceschool.campmanagement.com/campers
- Click on ENROLLMENT on the left hand yellow bar
- Click on the blue box under the family member's name that says ENROLL [insert name] FOR 2023
- Click ADD OPTION next to the appropriate program
- Select the STUDENT option or the TEACHER/CHAPERONE depending on who it is
- Scroll to the bottom and click SAVE & CONTINUE
- Follow the prompts all the way to the end when you click SUBMIT
- You will receive an enrollment confirmation email when you have successfully submitted enrollment for a program

DOUBLE CHECKING IF ENROLLMENT IS COMPLETE

Login to the Family Dashboard Click: Enrollment (option on the left hand side) All successfully enrolled participants will have the following image below their name:

✓ Currently enrolled for 2022

If you don't see that, chose: ENROLL [insert name] FOR 2022 Follow the above FIRST TIME ENROLLMENT INSTRUCTIONS

ADMIN: UNENROLL

- Search for the family in the upper right hand corner
- Click on the student to unenroll
- Click on the Action Menu middle right hand side
- Choose Unenroll for 2023
- Click on the sessions to unenroll from
- Click on Unenroll camper lower right hand side