FIRST TIME ENROLLMENT INSTRUCTIONS

Click enrollment link: https://mccalloutdoorscienceschool.campmanagement.com/enroll
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 Three, Forms
        Read, sign & date the Activity Waiver
        Click: SUBMIT
        Read the Consent to Research
        Choose: yes or no
        Click: SUBMIT
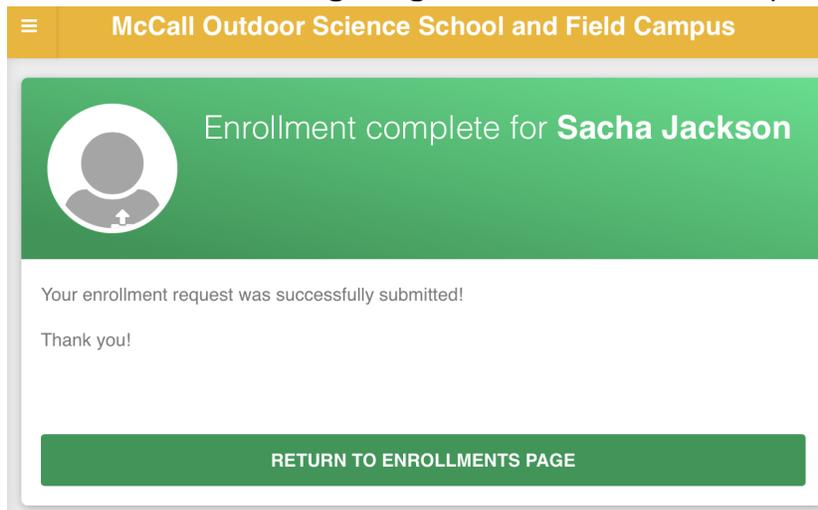   Click: SAVE & CONTINUE
Step 4, Checkout
        Type your name in the signature box
        Click: Submit Enrollment Request
        You will see the following image when enrollment is complete:

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, https://mccalloutdoorscienceschool.campmanagement.com/campers 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