

Click enrollment link: <https://mccalloutdoorscienceschool.campmanagement.com/enroll>

Complete the **New Family Enrollment for McCall Outdoor Science School and Field Campus**
[Five steps total!]

First, Create your family dashboard

Enter your information, create your own password

Enter the participant's information

You will gen an auto email from the system

Continue to enrollment options

**Add additional children on this screen

Enroll for the year 2023

Step 1, Enrollment Options

Enter the passcode on the left side to reveal Day camp (before we open to everyone)

Select the Week

- Drop down menu will show Standard vs Extended hour options.
- Select the TOTAL number of days you want to enroll for (E.X. Tuesday and Thursday = Standard- 2 days)
- An additional drop-down will allow you to choose the days of the week with the exact dates you want to reserve
 - If you select 5 days, it will automatically select the whole week.

Prices listed on the right are set to \$0 because payments do not happen through this system.

** Please note that all changes have to be entered manually on the admin side of the software. Please have a strong idea of your final plans when requesting dates. It *may* be possible to change dates **BEFORE JUNE 1st**. After June 1st, there is a \$15 cancellation fee with greater than 48 hours notice. See step 5 for edits.

Click: SAVE & CONTINUE

Step 2, Questions

Complete the questions page

Click: SAVE & CONTINUE

Step 3, 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: Check Out

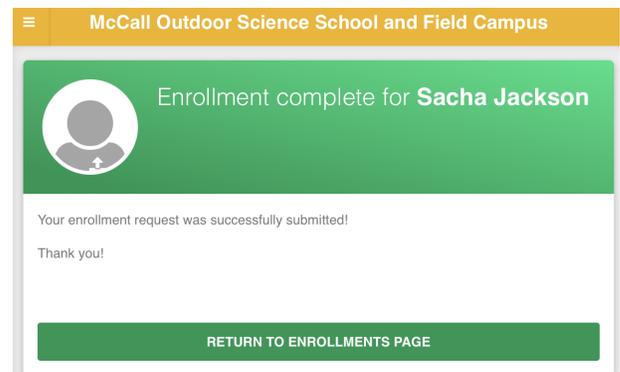
Summary of total days requested

Type your name in the signature box

Click: Submit Enrollment Request

Auto email from the system- see the list of exact dates you requested!

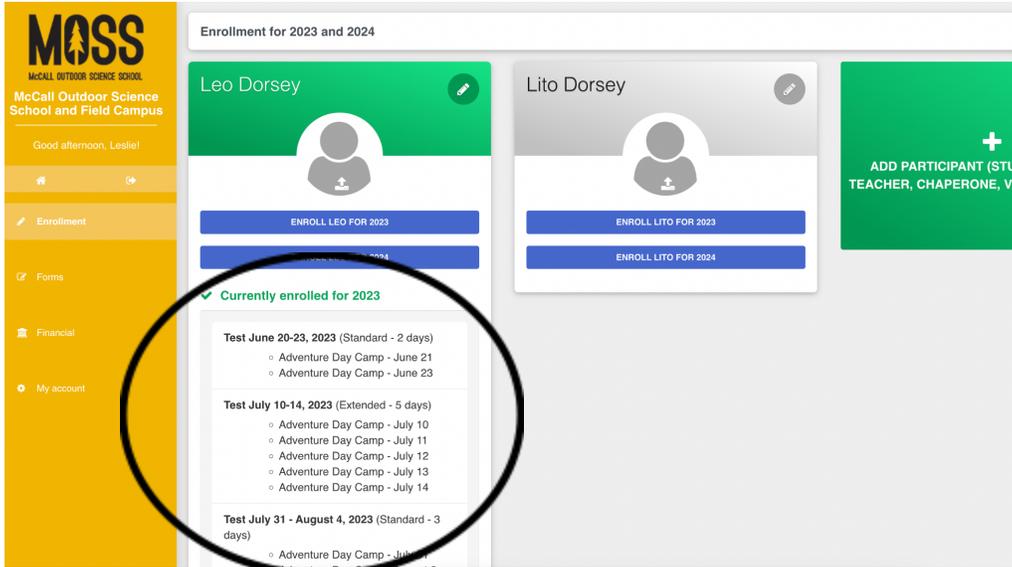
You will see the following image when enrollment is complete:



You receive 2 emails:

1. University of Idaho new enrollment request - includes Family Dashboard login credentials
2. Enrollment Confirmation - includes what to bring and a list of the exact dates you requested!

List of Requested Dates per Student:



Step 5, Edits and Cancellations

All changes have to be entered manually on the admin side of the software. It *may* be possible to change dates **BEFORE JUNE 1st**. After June 1st, there is a \$15 cancellation fee with greater than 48 hours notice. No show is defined as cancellation within 48 hours, and therefore no refund will be given. Email Leslie Dorsey at Ldorsey@uidaho.edu with your child's name(s), age(s) and dates you would like them to attend and/or cancel.
