

Adventure Day Camp: Campsite Database

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Brand New User 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 2024

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

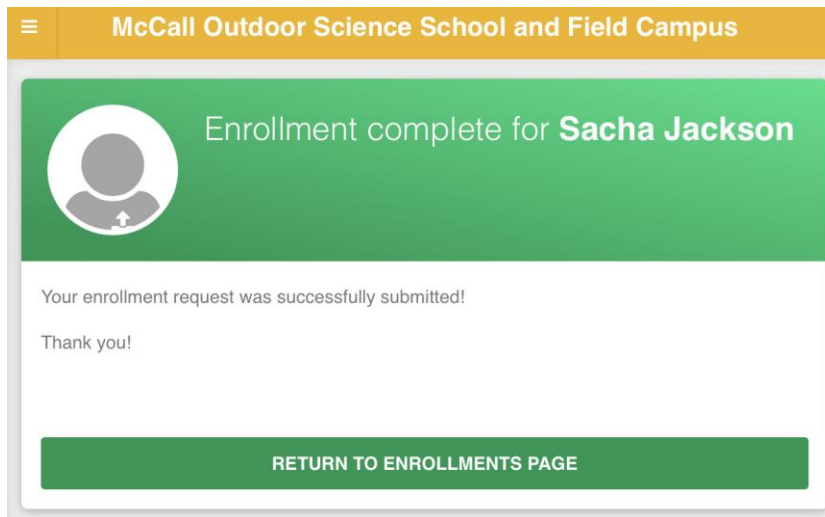
Click: SAVE & CONTINUE

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 parent informational packet

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 and 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 and 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 in 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: (2024)

✓ **Currently enrolled for 2022**

If you don't see that, chose: ENROLL [insert name] FOR 2024

Follow the above FIRST TIME ENROLLMENT INSTRUCTIONS