How to register for camps – step by step!

The first time through, plan for about 30 minutes. The next time you register, most of the hard work will be done and you'll only need a few minutes to review the information and select your camps. Please note that if you log off and log back in again without paying, you may lose the items in your cart.

It may help to keep this graphic of the steps in your mind as you go through the process:

Registering Your Child for Summer Camps

Registering for Summer Camps is a five part process. The first time, please plan on it taking about 30 minutes. Next time, it will go much more quickly as steps 1 and 2 will already be done!

First, set up your family account by choosing Family Login in the top right. Designate a family contact, and set up a user name and password. Passwords must be 14 characters and a mixture of letters and numbers.

Second, add your children as members to the family account. Let us know their date of birth, and if they share your address and email.

Third, select the camps you would like, then remember to add your children to their camps in the cart. Find Kids on Campus classes easily by typing KOC in the search box.

Fourth, complete the camp's application for each child. What t-shirt size do they wear, do they have any allergies or health concerns, who are your approved pickup people?

The final step is to check out and pay for your camps. You'll receive a confirmation email. We look forward to working with your child this summer!

Create an account!

Use the Login button at the top right to choose Family Login.

Create a New Family Account – fill in these boxes below. If you have already registered your child this year for Keene State athletic camps and created a family account, the login will be the same.

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Login ▾

Family Login

I have a Family Account already	Create a New Family Account
Log in using your existing Family Account contact information. These credentials will differ from any student user name or password that you may also hold.	Create a new Family Account by entering information below for one of the parents or guardians for this family. You will be able to add additional family contacts and children in a later step. The user name and password that you choose here will be specific to your Family Account and may differ from any student user name or password that you may also hold.

User Name (case sensitive): Forgot User Name

Family Contact First Name:

Amy

Password (case sensitive): Forgot Password

Family Contact Last Name:

Alligator

Log In

Family Contact Email Address:

alligatoramy002@gmail.com

Choose a User Name:

AmyA

Create Account

Click Create Account then fill out the information about your family:

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Family Group Information

Group Information
Email Address
Telephone / Fax
Address

Family Contact Information

Group Information
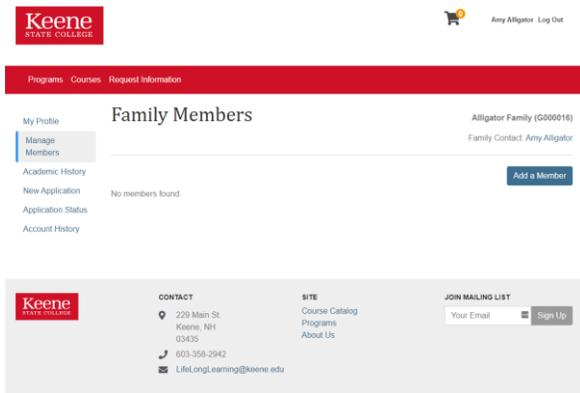Family Group Name:*

Alligator Family

Email Address
Email Address:*

alligatoramy002@gmail.com

Telephone / Fax
Please include international dialing information in the area code field if applicable.

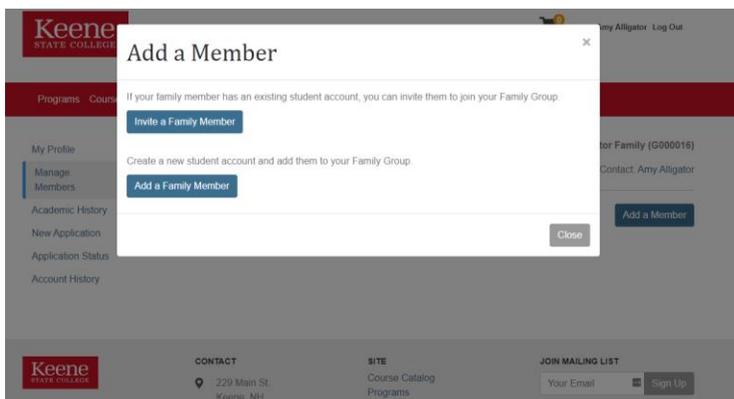| Type:*		Area:*	Number:*	Ext
Mobile	▾	603	831-000	

Address
Type:*

Next click Add a Member to add the children that you are registering for camp:

Choose Add a Family Member (unless your family member already has an account on lifelonglearning.keene.edu).

Fill in your child's name, date of birth and gender. You can edit any of the other fields, or just leave them to match your own information.
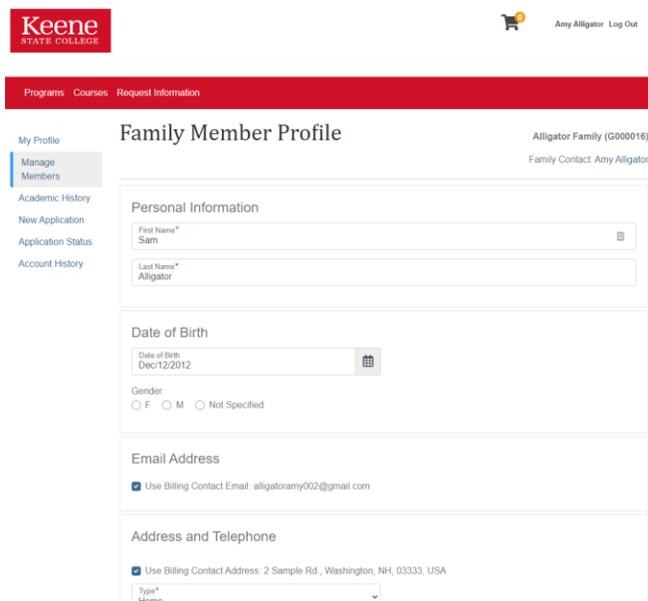
Once you've set up your child, you can add another child by choosing Add a Member or, if you have just one, you can begin registering your child.

To register for a camp, click on Programs -> Youth Programs -> Kids on Campus, then choose whichever week(s) and class(es) your child would like. Alternatively, you can use the Courses search bar and type in, for example, "KOC" which will bring up all Kids on Campus weeks.

Use the + sign to see more details about each camp:

Kids on Campus Week of July 12 - 16

Kids on Campus combines fun and learning for preschool to grade 12 on the Keene State campus. For more information, visit www.keene.edu/kids.

Enroll/Pay Now - Select a section or payment option

Buzz & Flutter - Preschool **Available**	Jul 12, 2021	**+**
Nature A to Z **Available**	Jul 12, 2021	**+**
The World Around Us **Available**	Jul 12, 2021	**+**
Superheroes Available	Jul 12, 2021	**+**

payment option

Buzz & Flutter - Preschool	Jul 12, 2021	—
Available		

Add to Cart

Title:	KOC Buzz and Flutter - Preschool
Type:	Discussion
Days:	M, T, W, Th, F
Time:	9:00AM to 4:00PM
Dates:	Jul 12, 2021 to Jul 16, 2021
Schedule and Location:	View Details
Contact Hours:	35.0
Fee(s):	KOC PreSch non-credit $250.00 ⓘ
Drop Request Deadline:	Jul 05, 2021

When you have selected the camp you would like to register your child for, click Add to Cart. Then Add/Remove Members and choose the child or children you would like to enroll in this camp.
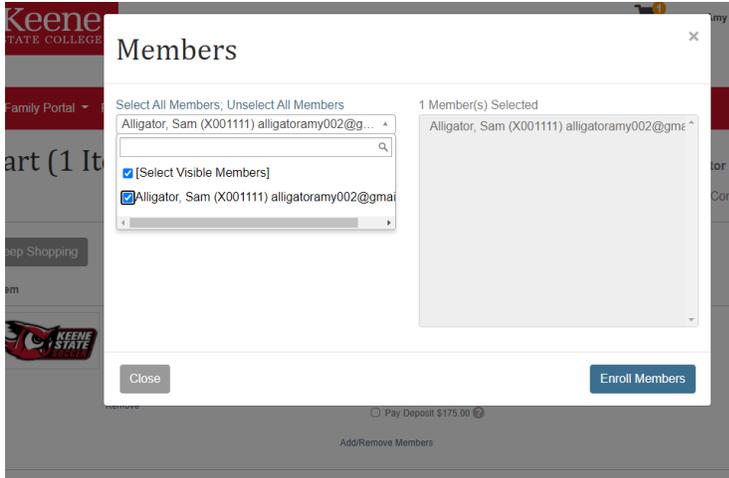
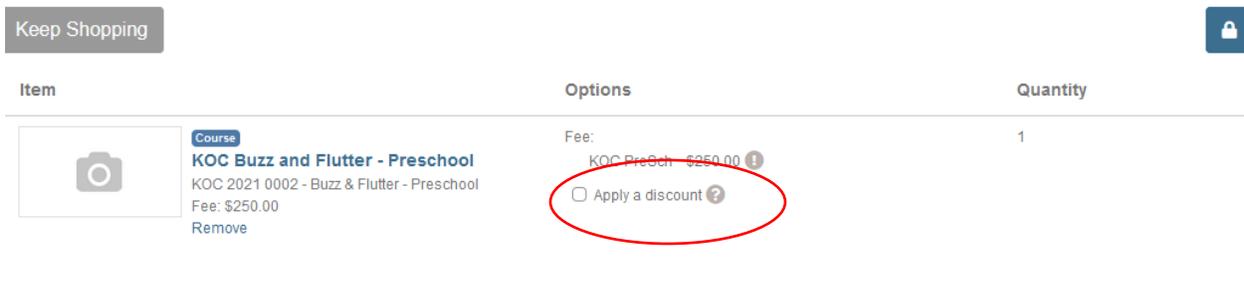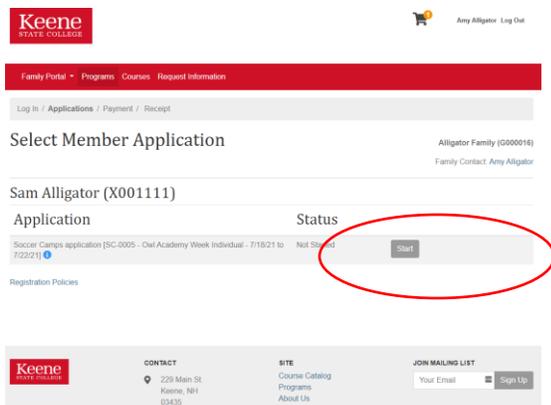|		
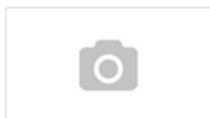
📷	**Course**
	KOC Buzz and Flutter - Preschool
	KOC 2021 0002 - Buzz & Flutter - Preschool
	Fee: $250.00
	Remove
		Fee:
		   KOC PreSch $250.00 × 0 ⓘ
		   ☐ Apply a discount ❓
		
		Add/Remove Members

If you are eligible for a KSC faculty/staff discount code, you may enter it on this screen as well. Click on the Apply a discount box to reveal the Coupon Code box.

After you choose Checkout, you begin the Application. Click the grey "Start" box:

Then click another grey "Start" box to begin:

The Application asks information about the camper, the parent/guardian, and asks you to review the waivers. Mandatory fields have a red asterisk.

When you have completed all three pages, click Submit Application:

Pages: To Do
✓ 1. Student Information - Complete
✓ 2. Parent/Guardian information - Complete
➡ 3. Waivers & Forms - Incomplete

Please complete the following application. When you've completed all required fields, click on **Submit Application** to continue with the Checkout Process.

Waivers & Forms

Waiver instructions

The following waivers must be reviewed by a parent/legal guardian. After review of all waivers, attest that as the parent/legal guardian, you have read and agree to the terms and conditions as indicated.

Waivers & Forms

☑ I, parent/guardian of the registrant, a minor, agree that the registrant and I will abide by the rules of the Keene State Athletic Camps, and its affiliated organizations and sponsors. Recognizing the possibility of physical injury associated with sports and in consideration for the Keene State Athletic Camps accepting the registrant for its programs and activities, I hereby release, discharge and/or otherwise indemnify Keene State College, the University System of NH, and their employees, trustees, students, volunteers, agents, all Board members, coaches, its affiliates, organizations and sponsors, their employees and associated personnel, including the owners of the fields and facilities used for their programs, against any claims by or on behalf of the registrants as a results of the registrant's participation in the programs. *

☑ Permission to treat: Certified athletic trainers are on duty to tend to minor injuries and ailments. No medications (including over-the-counter) will be dispensed to children. *

☑ I agree that compliance with all COVID protocols is required and acknowledge that even with safety precautions there is a risk of infection. *

Parent signature *

| Amy Alligator | ⌨ |

Parent/legal guardian: Please type your name into the box. By doing so, you are certifying that you are the parent and/or legal guardian of the minor participant, and you understand and are in agreement with the waivers as indicated.

[Save This Page] [Previous Page]

[Save and Finish Later]   [Submit Application]

When your Application status is "submitted" you can choose Continue Checkout:

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🛒¹   Amy Alligator Log Out

Family Portal ▾   Programs   Courses   Request Information

Log In / Payment / Receipt

Select Member Application

Alligator Family (G000016)
Family Contact: Amy Alligator

Thank you for submitting this application.

Sam Alligator (X001111)

Application	Status
Soccer Camps application [SC-0005 - Owl Academy Week Individual - 7/18/21 to 7/22/21] ⓘ	Submitted

Registration Policies   [Continue Checkout]

In the Payment screen, check over your details, then click the Policy Confirmation box and choose Continue Checkout:
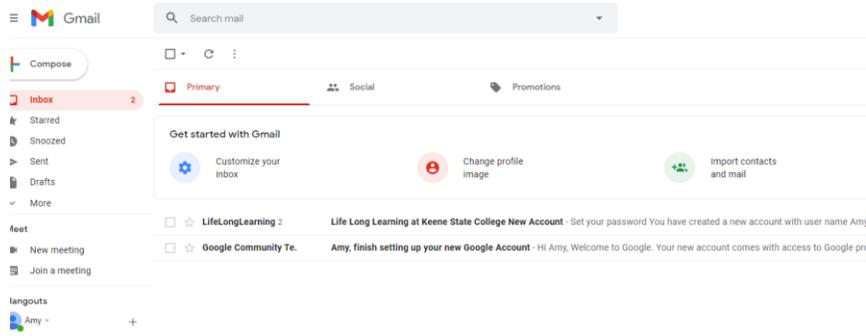
From here you will arrive at a screen to enter your credit card information to finalize the payment. Fill in your payment information and Continue.

ONE LAST STEP!

Visit your email and click on the New Account message from Life Long Learning at Keene State College:

Click on the email that has the username that you created (AmyA in this picture) and set that password. You do not need to set up a password for your children's accounts (the ones that start X00...) unless they will be using the accounts themselves.
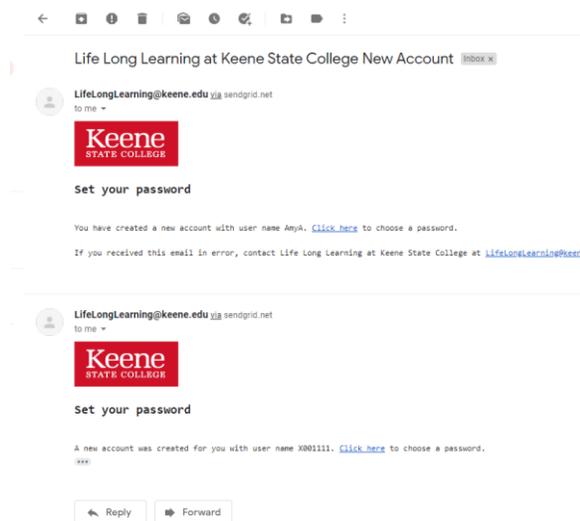
Please set up your own password now. If you do not set a password as part of your initial registration, the password reset function will not work. The password set up has a limited time window. If the window has closed and you are no longer able to use this link, please email lifelonglearning@keene.edu for a new password reset link.

You are done – we look forward to seeing your family this summer at Keene State College!