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!

1. 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.

2. 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.

3. 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.

4. 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?

5. 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.
Click Create Account then fill out the information about your family:

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:
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.
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:
When your Application status is “submitted” you can choose Continue Checkout:

<table>
<thead>
<tr>
<th>Application</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer Camps application (SC.0005 - Owl Academy Week Individual) - 7/18/21 to 7/22/21</td>
<td>Submitted</td>
</tr>
</tbody>
</table>

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!