

CAMPMINDER HOW-TOS

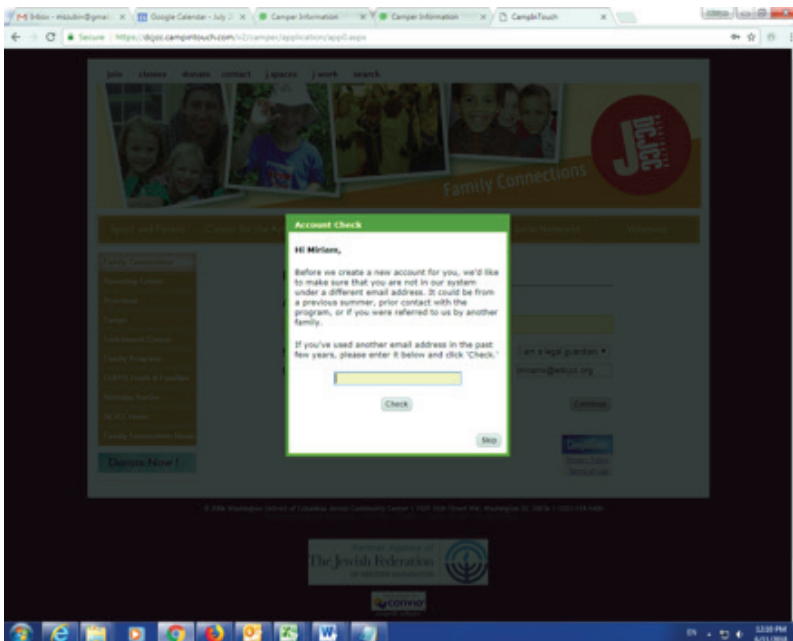
HOW TO . . .

1. Create an Account for the First Time
2. Reset your Password or get Unlocked from your Account
3. Register for a Class or Program
4. Pay for a Class or Program
5. Register an Additional Child for a Class or Program
6. Check/Confirm your Enrollment in a Class or Program
7. View your Recent Financial Transactions
8. View, Download, and Print your Year-End Statement
9. Access and Submit Required Forms
10. Update your Personal Information
11. Update your Credit Card Information
12. Direct Your Questions to the Appropriate Staff Member

I. How to Create an Account for the First Time

When you click on a website link to register for classes or programs, you will be taken to the CampMinder page (the link will start with <https://dcjcc.campintouch.com/>) for the “Participant Application.” When you log in for the first time, you will be prompted with some questions about you (the parent) so that you can create an account.

IMPORTANT NOTE: When you enter your initial parent info, this window may pop up:



“Before we create a new account for you, we'd like to make sure that you are not in our system under a different email address. It could be from a previous summer, prior contact with the program, or if you were referred to us by another family.

If you've used another email address in the past few years, please enter it below and click 'Check.'”

Questions?

Contact Miriam Szubin at mszubin@edcjcc.org or call 202.777.3263

Please check another email address, maybe a work or a personal email if you initially offered the opposite, or the email address of a spouse or partner—it will save you a lot of time in setting up your account if you check this first. We are trying to integrate the whole family into one account to make your life easier. Once the system locates your original account, you can always update your email address or add another address to the account (see #9 below).

If you are absolutely certain that you or a partner haven't registered for an EDCJCC camp, class, or preschool program (including the waitlist) in the past, you can click "skip" at this point to continue the registration process.

If you find that another email address works as a login, but you don't know the password, just click on the link to "email a reset account invitation." This will send an email with a link allowing you to create security questions and a password. Password reset emails are time-sensitive, so you'll need to click the link provided quickly.

2. How to Reset Your Password or get Unlocked from your Account

When it asks you to enter your password, it will give you the option to click on a link to "email a reset account invitation." This will send an email with a link allowing you to create security questions and a password. Alternatively, you can email or call Miriam at mszubin@edcjcc.org or 202.777.3263 and ask her to send you the password reset link.

If you attempt to log in to your account a few times unsuccessfully, the system may lock you out. If that happens, email or call Miriam at mszubin@edcjcc.org or 202.777.3263 and ask her to unlock your account.

3. How to Register for a Class or Program

- Once you have created or logged into your account, click **"Begin Application."** When it asks you to select a season, choose the calendar year in which the program will occur.
- If you are registering more than one child for classes, just add one child for now and proceed with the application. You will go back and add a second child later.
- The Camper Application Page contains different program options for the EDCJCC, including Parenting Center (infant/toddler classes), Preschool (including Preschool enrichments and the Preschool Waitlist), Summer Camp, and After School programs.
- You can see all available class and programs options by clicking the **"Show Sessions"** button for any of these program categories. Once you have expanded a category and are viewing the options, you can register for multiple classes and programs by checking as many boxes as you would like. Once you have selected all of the programs you are interested in for your child, you can scroll to the bottom of the page and click "Continue" to continue to Household Information and Billing. (You can always go back into your account later and add more classes.)

My Account | Help | Log Out

Camper Application

for Josiah Szubin, 2018 Season Instructions

1 2 3 4 5

Select session

Register for as many classes/programs as you like by clicking on all appropriate boxes. For Afterschool Programs and Parenting Center Classes, the deposit due is the total tuition for the program.

Not a member? Join the Edlavitch DCJCC and save up to 30% on EDCJCC children and family programs! Call (202) 777-3218 for details.

JCC Member Member

Summer Camp
[Show sessions](#)

DCJCC Preschool and Enrichments
[Show sessions](#)

Parenting Center
[Show sessions](#)

No School Today
A day of fun when school is out and your parents have to work!
[Show sessions](#)

Spring Fun Camp
Enjoy fun filled days at the DCJCC when school is out for Spring Break!
[Show sessions](#)

[Back](#) [Continue](#)

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Questions?

Contact Miriam Szubin at mszubin@edcjcc.org or call 202.777.3263

4. How to Pay for a Class or Program

After you select your sessions and enter or confirm your Household Information, you will land on a page about Payment Information. You will see a list of charges and possibly a household balance on this page, but please pay no attention to it; this information is not always accurate. See #7 and #8 below for instructions on how to view your accurate and up-to-date financial transactions. On the Payment Information page, just make sure that your credit card information is up to date. **Please note that submitting your credit card information and application here does not mean that you have actually paid for the class at this point.** Your credit card will be charged by a member of our program staff when he or she processes your application, enrolls your child in the program, and applies any relevant discounts.

5. How to Register an Additional Child for a Class or Program

If you have two or more children, you will need to register them individually for the programs. Finish the application for your first child, and then click on "Begin a New Application" to start the process for your second. When you get back to the first page, click "Add a Child" and then enter the information about the second child (or select the additional child if he/she is already in our system). Any sibling discounts will be applied when your registration is processed.

6. How to Check/Confirm your Enrollment in a Class or Program

To check on whether you have been enrolled in a class or program, please follow these instructions:

- Log into to your CampMinder account using this link: <https://dcjcc.campintouch.com/v2/login/login.aspx?>
- Choose the Financial Management option on your Dashboard
- Make sure that the drop-down menu is set to the calendar year in which the program occurs.
- Click on **"VIEW STATEMENT"** at the bottom of the page.
- This will open up a PDF of your Statement/ Invoice that will list all of the programs for which you are registered in that calendar year.
- Once you have opened the PDF, find where it says "Participant Charges" on the left side. Under the child's name, there will be a list of "Enrolled Sessions." If the names of classes or programs appear on this list, your child is already enrolled in them.

My Account | Help | Log Out

Forms Dashboard

- Forms & Documents**
Complete forms online and print important documents.

Your Participant

- Participant Application**
Fill out our online participant application.

Your Family

- Update Addresses/Phone Numbers**
Review and update your contact information.
- Financial Management**
Review and update your financial information for tuition and other payments to the program.
- View Accounts**
Review transactions and/or fund accounts.

Your Account

- Login Details**
Change your e-mail address or password.

PARTICIPANT CHARGES

For Josiah (Josiah) Szubin

Enrolled Sessions:
School Age Winter Thursday Swimming(01/18/18 - 03/22/18)
School Age Spring Thursday Swimming(04/05/18 - 05/31/18)
Pre Summer Fun Week(06/18/18 - 06/22/18)
J Kids III(07/23/18 - 08/03/18)

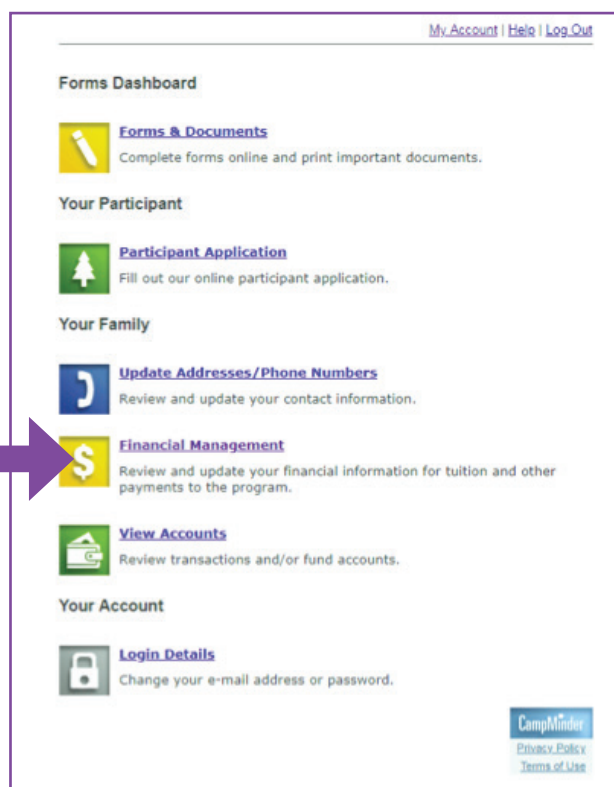
CampMinder
Privacy Policy
Terms of Use

Questions?

Contact Miriam Szubin at mszubin@edcjjcc.org or call 202.777.3263

7. How to View your Recent Financial Transactions

- Log into to your CampMinder account using this link: <https://dcjcc.campintouch.com/v2/login/login.aspx?>
- Choose the Financial Management option on your Dashboard.
- Make sure that the drop-down menu is set to the calendar year in which the program occurs.
- Click on **"VIEW STATEMENT"** at the bottom of the page.
- This will open up a PDF of your Statement/Invoice that will list all of the programs for which you are registered in that calendar year. You will see all itemized billing items broken down by child, followed by itemized payments for the family, followed by total charges for the year so far and your current family balance.



The screenshot shows the CampMinder Forms Dashboard. At the top right, there are links for "My Account", "Help", and "Log Out". The dashboard is organized into sections: "Forms Dashboard", "Your Participant", and "Your Family". Under "Forms Dashboard", there is a "Forms & Documents" link with a pencil icon and the text "Complete forms online and print important documents." Under "Your Participant", there is a "Participant Application" link with a tree icon and the text "Fill out our online participant application." Under "Your Family", there are three links: "Update Addresses/Phone Numbers" with a phone icon, "Financial Management" with a dollar sign icon (highlighted by a purple arrow), and "View Accounts" with a house icon. At the bottom, there is a "Your Account" section with a "Login Details" link and a lock icon. The CampMinder logo and links for "Privacy Policy" and "Terms of Use" are in the bottom right corner.

8. How to View, Download, and Print your Year-End Statement

- Log into to your CampMinder account using this link: <https://dcjcc.campintouch.com/v2/login/login.aspx?>
- Choose the Financial Management option on your Dashboard.
- **Make sure that the drop-down menu is set to the calendar year for which you need a Year-End Statement.**
- Click on **"VIEW STATEMENT"** at the bottom of the page.
- This will **open up a PDF** of your Statement/Invoice that will list all of the programs for which you are registered in that calendar year. You will see all itemized billing items broken down by child, followed by itemized payments for the family, followed by total charges for the year and your family balance. You can download and print this PDF.
- The Edlavitch DCJCC's tax ID number is at the bottom, underneath your Family Balance.

PAYMENTS/CREDITS		
1/10/2018	Payment - Afterschool, Amex 3015	(\$95.00)
2/9/2018	Payment - Camp, Amex 3015	(\$883.13)
4/10/2018	Payment - Afterschool, Amex 3015	(\$76.00)
Participant Charges Total:		\$1,054.13
Payments/Credits Total:		(\$1,054.13)
Family Balance:		\$0
FEIN: 52-1398151		
District of Columbia Jewish Community Center Inc		
1529 16th Street NW		
Washington, DC 20036		

Questions?


Contact Miriam Szubin at mszubin@edcjjc.org or call 202.777.3263

9. How to Access and Submit Required Forms


- Log into to your CampMinder account using this link: <https://dcjcc.campintouch.com/v2/login/login.aspx?>
- Choose the Forms & Documents option on your Dashboard.
- This will open up a list of all your required forms, per child, and give you options to upload or print forms.

My Account | Help | Log Out


Forms Dashboard


 **Forms & Documents**
Complete forms online and print important documents.


Your Participant

 **Participant Application**
Fill out our online participant application.


Your Family


 **Update Addresses/Phone Numbers**
Review and update your contact information.

 **Financial Management**
Review and update your financial information for tuition and other payments to the program.

 **View Accounts**
Review transactions and/or fund accounts.

Your Account

 **Login Details**
Change your e-mail address or password.

 **CampMinder**
Privacy Policy
Terms of Use

My Account | Help

Applications, Forms & Documents











Season: 2018 ▾

LEGEND








ONLINE FORM DOWNLOAD (PDF) FAX-BACK DOCUMENT (PDF) MAIL

Click [here](#) to download all required paper forms

Micah Szubin's Forms & Documents

Form	Due	Status
 Camp DC Universal Health Certificate (245.70kb PDF)		● Uploaded Jun 5, 2018 
 Camp Health History (112.35kb PDF)		● Uploaded May 8, 2018  
 Camp Parent Handbook 2018 (859.65kb PDF)		● Required
 Camp Permission to Apply Sunscreen and Treatment (278.65kb PDF)		● Uploaded May 8, 2018 
 Camp Pick-up Authorization [more info] (65.03kb PDF)		● Uploaded May 8, 2018 

Nathan Szubin's Forms & Documents

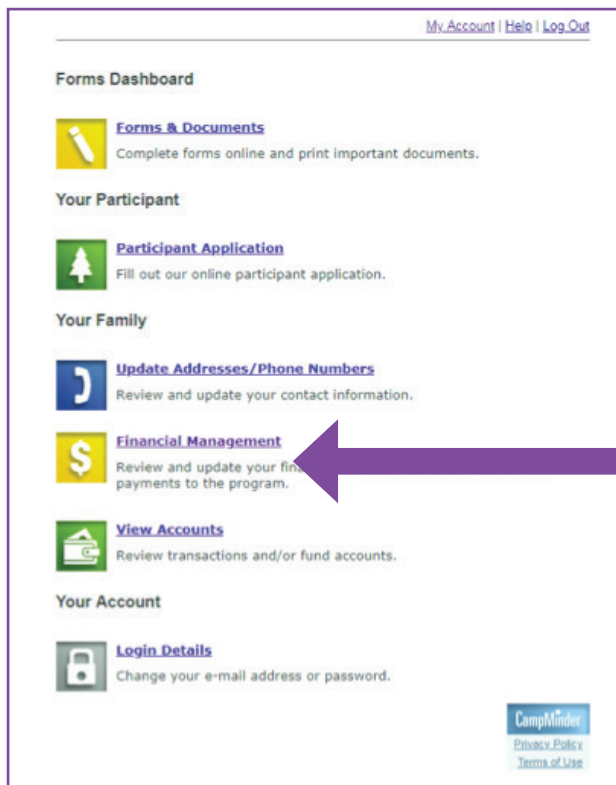
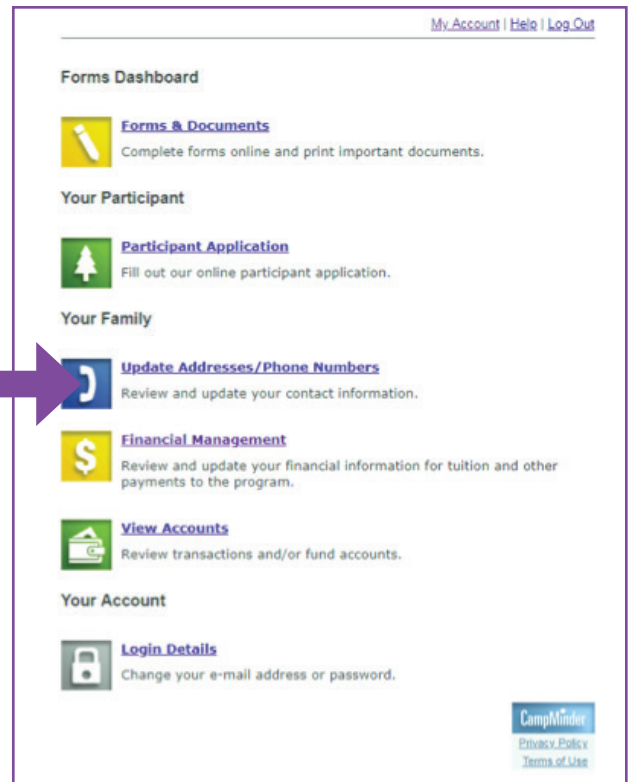
Form	Due	Status
 Camp DC Universal Health Certificate (245.70kb PDF)		● Uploaded Jun 5, 2018 
 Camp Parent Handbook 2018 (859.65kb PDF)		● Required
 Camp Permission to Apply Sunscreen and Treatment (278.65kb PDF)		● <i>In the mail</i> 
 Camp Pick-up Authorization [more info] (65.03kb PDF)		● Uploaded May 8, 2018 

Questions?

Contact Miriam Szubin at mszubin@edcjjc.org or call 202.777.3263

10. How to Update your Personal Information

- Log into to your CampMinder account using this link: <https://dcjcc.campintouch.com/v2/login/login.aspx?>
- Choose the Update Addresses/Phone Numbers option on your Dashboard.
- Update your address, phone numbers, email addresses, and/or emergency contacts. You can also add another adult to the account.



11. How to Update your Credit Card Information

- Log into to your CampMinder account using this link: <https://dcjcc.campintouch.com/v2/login/login.aspx?>
- Choose the Financial Management option on your Dashboard
- Follow the prompts to edit your credit card information.

Questions?

Contact Miriam Szubin at mszubin@edcjjc.org or call 202.777.3263

12. How to Direct Your Questions to the Appropriate Staff Member

Please note that CampMinder emails are sent automatically from the address of Miriam Szubin, even though Miriam does not handle the billing or enrollment for programs other than the Parenting Center child-and-caregiver classes. Rather than replying directly to her emails, please direct any questions you have to the appropriate person listed below:

- If you have questions about **PRESCHOOL BILLING** (including Preschool Enrichments and Preschool Aftercare billing), **CAMP BILLING** (including No School Today programs), or **AFTER SCHOOL BILLING**, please contact Sydney Buffalow, Registrar, at sydneyb@edcjcc.org or 202-777-3267.
NOTE: Sydney handles billing, but not enrollment or program questions.
- If you have questions about **PRESCHOOL PROGRAMS** (not billing), please contact Lauren Eskovitz, Preschool Director, at laurene@edcjcc.org or 202-777-3256.
- If you have questions about **PRESCHOOL ENRICHMENT CLASSES** (other than billing), please contact Maggie Heidema, Preschool Assistant Director, at maggieh@edcjcc.org or 202-777-3271.
- If you have questions about **PRESCHOOL AFTERCARE** (other than billing), please contact Greg Feitel, Preschool Aftercare Coordinator, at gregf@edcjcc.org or 202-777-3222.
- If you have questions about **CAMP, NO SCHOOL TODAY**, or **AFTER SCHOOL PROGRAMS** (other than billing), please contact Justin Love, Director of School-Age Programs, at justinl@edcjcc.org or 202-777-3245.
- If you have questions about **PARENTING CENTER CLASSES FOR INFANTS AND TODDLERS** (enrollment, program questions or billing) or **PRESCHOOL ADMISSIONS**, please email or call Miriam Szubin at mszubin@edcjcc.org or 202-777-3263.

Questions?

Contact Miriam Szubin at mszubin@edcjcc.org or call 202.777.3263