

Updating Camper's Grade for Camp Registration

Camp registration is determined by the child's grade that they will be attending in the Fall of 2024. In order to register for the correct camp, you MUST update your child's grade to reflect their grade for the fall.

Step 1:

After you log in, click on your household name in the upper righthand corner to access the drop-down menu. In the drop-down menu you need to click on **Household Account Management**.

The screenshot shows the top navigation bar with a logo on the left and links for HOME, SEARCH, CONTACT US, and EVENT CALENDAR. On the right, there are links for CHECKOUT (CART 0 ITEMS) and EASTCHESTE... #12107. Below the navigation bar is a menu with five categories: Update (Evaluations, Documents), Reprint (Reprint A Receipt), History & Balances (My History, Cancellations, Changes, Add Credit), Reports (Household Roster, Household Calendar, Childcare Statement), and My Account (Wishlist, My Profile, Household Account Management, Logout).

Step 2:

When you get to the Household Account Management page you will then click on **Household and Member Update** icon on the righthand side.

The screenshot shows the 'Household Account Management for the Eastchester Household' page. It has a navigation bar at the top. The main content area is divided into two sections: 'Household Information' (Household Number: 12107, 40 Mill Road, Eastchester, NY 10709) and 'Manage Household and Members' (Manage your Household Information for all linked members or Add or Update Members linked to this household). A 'Household and Member Update' button is visible in the 'Manage Household and Members' section. Below these sections is a table with columns: User, Last Login, Status, Permissions, and Action. The table contains one row for 'Eastchester Recreation' with a last login of 'Feb 15, 2024, 11:11 AM', status 'User Active', and permissions including 'Account Management'. An 'Action' column contains a 'Revoke Access' button.

Step 3:

Once you are at the Household and Member page scroll down to the grade that you need to change. All grades should be in decimal form. **Ex: 4th grade is 4.00**. The only exception is Kindergarten. All children who are entering kindergarten should change their child's grade to 0.50. For camp rainbow, if your child is 4 years old and not entering Kindergarten you can leave their grade at 0.00.

The screenshot shows a form for updating a camper's information. The form is titled 'Eastchester Recreation' and has several fields: First Name (Eastchester), Last Name (Recreation), Birthday (06/10/2014), Gender (Female), School Grade (4.00), Relationship (Daughter), Email #1 (recreation@eastchester.org), Phone #2, Extension #2, and Type #2 (--- Select a Phone Type ---). A 'Change To Primary' button is located below the Phone #2 field.

Step 4:

After you have entered their grade you must scroll all the way down and click the **RED Save** button. Once you have done the grades in the system have been updated and you are ready for registration! You can go back in and confirm under **Household Account Management** to confirm the change.

The screenshot shows a portion of a web form. At the top, there are two empty text input fields. Below them is a section header with a small upward-pointing triangle icon, labeled "Additional Emergency Contacts". Underneath this header is another empty text input field. At the bottom of the form, there is a row of three buttons: a red button labeled "Save", a blue button labeled "Add New Member", and a blue button labeled "Add Emergency Contact".