## Family Camp Registration Form Instructions

Go to <u>www.dunkirkcc.com</u> to register for Family Camp 1 or Family Camp 2. Once at the website select the drop-down box labeled Camp & Registration, then Adult & Family Camps. This will automatically bring you to Camp minder to begin your application process. You will be setting up an account which you will be able to use from year to year, edit personal information and register for various camps. To begin:

- 1. Enter your name & email address. (Your email address becomes your user name for your account) Check on the box that you are over 18 years old and click continue.
- 2. Create a password.
- 3. Enter your personal information. To add additional ADULTS, click on the "add principal" button and enter the information for each additional ADULT.
- 4. Add children. To add additional CHILDREN, click on the "add children" button and enter the information for each additional CHILD.

Once all Family Members have been added, press CONTINUE.

- 5. Select which camp(s) you wish to attend.
- 6. Select which family members will be attending selected camps
- 7. Enter address and phone number.
- 8. Enter the number of First-Time Campers attending. \*\* This discount applies to week-long overnight camps only\*\*
- 9. Enter method of payment. If paying with a credit card, enter credit card information. Once your card information is entered, you can choose whether to pay in FULL. If you choose NOT to pay in full, your credit card will automatically be charged the deposit amount or (Amount Due) once you submit your application.

\*\*\*\*IF YOU ARE PLANNING TO STAY FOR A COUPLE DAYS ONLY AND WOULD LIKE A DAY RATE, <u>PLEASE</u> <u>SELECT TO PAY BY CHECK</u> AND CALL THE OFFICE ONCE YOU SUBMIT YOUR REGISTRATION. WE WILL APPLY THE DAY RATE AND ADJUST YOUR AMOUNT DUE. YOUR WILL THEN RECEIVE AN UPDATED STATEMENT VIA EMAIL. AT THAT TIME IF YOU WISH TO PAY USING A CREDIT CARD, WE CAN TAKE YOUR CARD INFORMATION OVER THE PHONE AND PROCESS IT AT ONCE.\*\*\*\*\*

10. If you wish to pay a different amount or for any additional payments, please call the office @ 716-366-1900 x12 and we can process the amount you wish to pay using the credit card you saved to your account. If no one is available to take your call, please leave your first and last name and the amount you would like to pay, and we will process it using the credit card you saved to your account.

Once you click the Submit button, your registration will be send to DCC. At that time, our staff will process your registration and make any necessary adjustments. (first-time camper discounts, day rates) and send you an updated statement via email.

If you have any problems with this application or need further assistance, please don't hesitate to call the office @ 716-366-1900 x12