

NHMU Summer Camp Registration Guide

Get ready for 2018 Summer Camp Registration!
Review these guidelines to be best prepared when registration opens at 10 a.m. on the following dates:

- ▶ **March 1** Priority Registration for Copper Club Members
- ▶ **March 7** Early Registration for Family-level Members and above
- ▶ **March 12** Public Registration

Pre-Registration

- ▶ **Step 1** – Check your NHMU Membership to make sure you're eligible for early registration. To do so, check your membership level and expiration date printed on your member card, or contact Maren Fisher at 801-585-9054 or mfisher@nhmu.utah.edu.
- ▶ **Step 2** – View our [Summer Camp Sneak Peek](#) that offers a complete overview of all classes.
- ▶ **Step 3** – Download our [complete Summer Camp schedule](#) and select your camps.
- ▶ **Step 4** – View our [Summer Camp FAQ page](#) to answer questions.
- ▶ **Step 5** – Even if you're familiar with our Summer Camps, finish reading this document as our registration process has changed!

Registration Day

No matter your membership level, the registration process will be the same but will take place on different dates. Membership level will be verified upon registration. You will not need your NHMU Member card or a Member ID number.

Once you add your first summer camp to your shopping cart, it will remain there for a maximum of 60 minutes. You must add any additional camps and complete the checkout process in that time, otherwise items will be removed from your cart to ensure availability to others.

Follow these steps to register:

- ▶ **Step 1** – Visit our [Summer Camp Overview page](#).
- ▶ **Step 2** – Browse camps by following the links for grade levels in the menu on the left side of the webpage.
- ▶ **Step 3** – Select the “Click here to check availability and register” link next to the camp you want.
- ▶ **Step 4** – Complete the registration form:
 1. Enter the quantity of campers you wish to register in the corresponding membership level field and click **CONTINUE**. If you want to register two children in the

same camp, you must enter “2” in this field. Returning to the camp to add another single child will overwrite your first submission.

2. Fill out the name and address of your first camper (not you).
 3. Complete the Camper Information fields. A shortcut button will expedite the process by allowing you to apply the same information to multiple fields. At the end of these Summer Camp Guidelines is a cheat sheet with all the information you will need for each camper.
 4. You must read, sign, and return the University of Utah Waiver Form before the first day of camp. [Click here to review it in advance](#).
 5. Select **ADD TO CART** to complete your camp registration. **From this point on, you have 60 minutes to complete your registration and checkout process.**
- ▶ **Step 5** – To add more camps, select the **SEE ALL CAMPS** button at the top of your shopping cart window. You will be directed back to the Summer Camp Overview page where you can browse additional camps.
 - ▶ **Step 6** – Once you have added all your Summer Camps to your shopping cart, complete the billing information in your shopping cart and review your order.
 - ▶ **Step 7** – Complete your billing information and submit your payment to finish the checkout process. If at any time you wish to add more camps, simply click the **SEE ALL CAMPS** button at the top of your screen.

Wait List

There will be no wait list this year. If spaces become available in any full camps, the page will automatically update to allow new registrations. Please bookmark and check back on any full camps for which you wish to register. Make sure to refresh the page to view the latest availability.

Questions or Comments?

If you have questions or comments regarding our Summer Camp lineup, please contact Shelli Campbell, NHMU Summer Camp director, at 801-585-3948 or scampbell@nhmu.utah.edu.

For questions about your NHMU Membership, please contact Maren Fisher, NHMU Membership manager, at 801-585-9054 or mfisher@nhmu.utah.edu.

Register Online Now www.nhmu.utah.edu/summercamp

NHMU Summer Camp Registration Guide (continued)

Required Camper Information On registration day, you will be asked for the following information for each camper. You can use this form to prepare in advance.

Camper Information

(complete one form per camper)

Camper First Name _____

Camper Last Name _____

Address _____

City _____

State _____ ZIP _____

Grade level Camper will enter this fall _____

Does your Camper have an IEP in school? _____

IEP details _____

Medical or behavioral details _____

Parent Guardian Contact Information

First Name _____

Last Name _____

Cell Phone _____

Email _____

Address (if different than Camper's):

Address _____

State _____ ZIP _____

Pick-up Authorization

(other than Parent/Guardian)

First Name _____

Last Name _____

Cell Phone _____

You will have the option to provide an additional pick-up authorization name.

Additional Emergency Contact

(other than Parent/Guardian)

First Name _____

Last Name _____

Cell Phone _____

Relation to Camper _____

You will have the option to provide an additional emergency contact name.

Additional Emergency Contact 2 (optional)

(other than Parent/Guardian)

First Name _____

Last Name _____

Cell Phone _____

Relation to Camper _____

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