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# Camp Registration Module

## User Guide

Last update January 31, 2017

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### Contents

|    |                                   |    |
|----|-----------------------------------|----|
| 1. | What is The Purpose .....         | 2  |
| 2. | Camp Setup.....                   | 2  |
| 3. | Vendor Setup.....                 | 8  |
| 4. | Session Setup .....               | 8  |
| 5. | Get Camp Registration URL.....    | 10 |
| 6. | Process Camp Registration.....    | 11 |
| 7. | View Registration By Session..... | 15 |
| 8. | Reports.....                      | 16 |
| 9. | Frequently Asked Questions.....   | 17 |

## 1. What is The Purpose

The OnCare Camp Registration Module helps streamline the registration process for various camp sessions (summer, winter camp etc.). This is an add-on module to the OnCare Office solutions and therefore is additional fee to use this module. Please contact OnCare support for more details.

### **Please note:**

- The billing related to the Camp Registration module is integrated with Family Accounting. After a family registers for the camp, the related billing will be automatically posted to the Family Account Ledger.
- It is helpful to set up the billing descriptions in your billing set up first if it's desired to have the description specific to summer camp (Go to Family Accounting → Setup → Billing Setup).
- Click SAVE at the bottom of the page each time a change is made in the setup process.

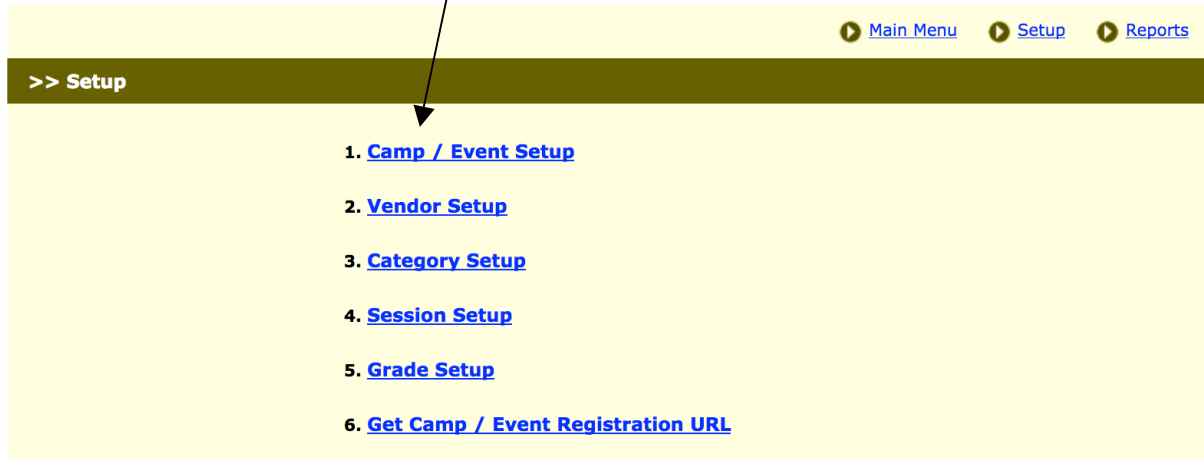
## 2. Camp Setup

Click on Camp Registration from the OnCare Office homepage. Click on Setup.



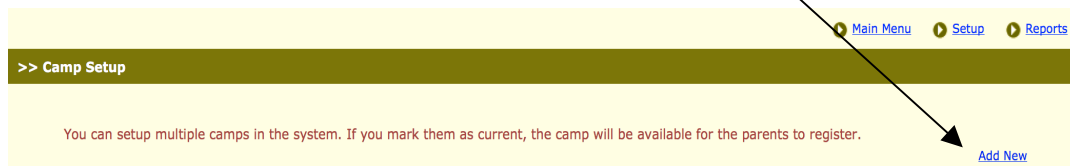
Click on Camp/Event Setup

Select this



Click on Add New.

Select this



Fill in Program Setup information first. Select a **Camp Type**: Summer, Winter, Sports, or Spring.

**Program Setup**

Program Name

Program Coordinator

Email

Phone

Registration Start Date

Registration End Date

Is Current? ☒ Yes ☐ No

Camp / Event Type

Deposit at the Registration ☐ Yes ☒ No

Registration Type ☒ Director Authorized ☐ Self Registration ☐ Direct Payment

Grade Validation Required in Session ☐ Yes ☒ No

| No. | Field Name     | Visible   | Mandatory   |
|-----|----------------|---|---|
| 1   | Current School | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Camp / Event Settings

One Time Registration Fee ☐ Yes ☒ No

Cc Registration Confirmation To ☐ Location Director ☐ Program Coordinator

In the Camp Setup, an administrator can:

- **Make a Camp Current** –

By choosing “Yes” for “Is Current,” parents can view the camp with the URL link.

**Note:** You can have more than one current camps at a time.

- **Set a “Deposit at the Registration” –**

A fee that the parents will pay at the end of the registration process. If set to “Yes,” then the deposit amount is deducted from the session amount and posted to the ledger. The deposit date on the ledger is the same date as registration. If set to “No,” only the session fees will be posted to the ledger.

- **Set Registration Type –**

Director Authorized:

This is a 2-step process. Parents enroll with general contact information, Director is notified through OnCare and chooses to process enrollment. Once processed, the family will complete registration by setting up a Parent Portal account with the option to pay online.

Self-Registration:

Parents can complete the enrollment process on their own but are still invited to the Parent Portal to complete important information and payment. This allows programs to collect detailed information such as allergy and medication information.

Direct Payment:

Parents can complete enrollment process and pay directly without using the Parent Portal.

- **Set Grade Validation Required in Sessions –**


For example if Yes is chosen, a camp that is setup for 4<sup>th</sup>-5<sup>th</sup> graders will not allow a 3<sup>rd</sup> grader to enroll. If the Grade Validation Required in Session is No, then all can register. OnCare also has the ability to limit the number of spaces to certain age groups. For example, if a camp only has 10 spaces for 4<sup>th</sup> graders and 10 spaces for 5<sup>th</sup> graders, then the module won’t allow the 11<sup>th</sup> child to enroll.

- **Set Current School as Visible and/or Mandatory –**

In this setting, a program can require a family to list their current school. This is especially helpful when camps want to group children by their school.

- **Set the Early Bird Discount option –**

This will apply a credit to the account ledger when families enroll by a certain date set by the program. It will no longer be applied after the set end date.

| Early Bird Discount                |  |
|------------------------------------|--|
| Is Early Bird Discount Applicable? | <input checked="" type="radio"/> Yes <input type="radio"/> No  |
| Description                        | <input type="text"/>   |
| Amount                             | <input type="text" value="\$0.00"/>  |
| Early Bird Ends On                 | <input type="text"/>  |

• **Set the Multi-Session Discount –**

This section will credit an account ledger if the family signs up for more than one session. The amount of sessions to trigger this credit is indicated below. Once setup in the Camp Setup, it can be applied to the sessions in the Session Setup

**Multi-Session Discount**

Is Multi-Session Discount Applicable? ☒ Yes ☐ No

Description  Amount

Multi-Session Discount Method ☒ Same Discount for Each Session ☐ Different Discount for Each Session

Minimum number of sessions to be selected to qualify for Multi-Session Discount

If “Different Discount for Each Session” is chosen, then click “Add New Multi Session Discount.”

**Multi-Session Discount**

Is Multi-Session Discount Applicable? ☒ Yes ☐ No

Description  Amount

Multi-Session Discount Method ☐ Same Discount for Each Session ☒ Different Discount for Each Session

[Add New Multi-Session Discount](#)

| Multi-Session Discount (Custom Setup) |                         | Session |
|---------------------------------------|-------------------------|---------|
| <input type="checkbox"/>              | 01/01/2016 - 05/01/2016 | 2       |

|             | Regular Session Discount | Short Session Discount |
|-------------|--------------------------|------------------------|
| 1st Session | \$5.50                   | \$3.33                 |
| 2nd Session | \$5.50                   | \$3.33                 |
| 3rd Session | \$5.50                   | \$3.33                 |

It will prompt for values -

a) Total Session in Program

**Multi-Session Discount (Custom Setup)**

Total Sessions in Program

b) Minimum number of sessions to be selected to qualify for Multi-Session Discount

c) Discount Valid From & To dates

d) Tier Session Values for Regular & Short Sessions. If the “Minimum number of sessions to be selected to qualify for Multi-Session Discount” is set to 5, the discount is qualified for registered children with equal to or more than 5 sessions. The discount amount if each

session depends on the given tier. An administrator can differentiate discounts between a regular session and a short session. The short session can be used for holiday weeks that are not a full week or children that attend part-time during the week. See below for an example:

**Multi-Session Discount (Custom Setup)**

**Minimum number of sessions to be selected to qualify for Multi-Session Discount**

**Discount Valid From**

**Discount Valid Till**

|                                     |              | Regular Session Discount            | Short Session Discount              |
|-------------------------------------|--------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | 1st Session  | <input type="text" value="\$3.00"/> | <input type="text" value="\$2.00"/> |
| <input checked="" type="checkbox"/> | 2nd Session  | <input type="text" value="\$3.00"/> | <input type="text" value="\$2.00"/> |
| <input checked="" type="checkbox"/> | 3rd Session  | <input type="text" value="\$3.00"/> | <input type="text" value="\$2.00"/> |
| <input checked="" type="checkbox"/> | 4th Session  | <input type="text" value="\$3.00"/> | <input type="text" value="\$2.00"/> |
| <input checked="" type="checkbox"/> | 5th Session  | <input type="text" value="\$5.00"/> | <input type="text" value="\$3.00"/> |
| <input checked="" type="checkbox"/> | 6th Session  | <input type="text" value="\$5.00"/> | <input type="text" value="\$3.00"/> |
| <input checked="" type="checkbox"/> | 7th Session  | <input type="text" value="\$5.00"/> | <input type="text" value="\$3.00"/> |
| <input checked="" type="checkbox"/> | 8th Session  | <input type="text" value="\$5.00"/> | <input type="text" value="\$3.00"/> |
| <input checked="" type="checkbox"/> | 9th Session  | <input type="text" value="\$5.00"/> | <input type="text" value="\$3.00"/> |
| <input checked="" type="checkbox"/> | 10th Session | <input type="text" value="\$5.00"/> | <input type="text" value="\$3.00"/> |

**Save**

- **Set the Sibling Discount –**

This will be applied to the tuition fees for summer camp. For example, if a summer camp offers a 5% sibling discount, then \$30 would be credited to the account ledger on a session costing \$600. This is a flat amount, not a percentage of the total cost.

**Note:** This does not apply to registration fees. If a program is giving a sibling discount to the registration fee, it will need to be entered manually in the account ledger.

**Sibling Discount**

**Is Sibling Discount Applicable?** ☒ Yes ☐ No

**Description**  **Amount** \$0.00

• **Input Camp Add-On information –**

This section can be used for additional fees, such as extended care or field trip fees. When entered in the Camp Setup, it will expedite the Session Setup.

**Add-On Session**

[New Add-On Session](#)

| No. | Session Name                       | Time    |         | Billing Description | Fees    | Display Order | Action                                      |
|-----|------------------------------------|---------|---------|---------------------|---------|---------------|---|
|     |                                    | From    | To      |                     |         |               |   |
| 1   | EMEC (Early Morning Extended Care) | 7:00 AM | 8:50 AM | EMEC                | \$20.00 | ▲ ▼           | <a href="#">Edit</a> <a href="#">Delete</a> |
| 2   | MEC (Morning Extended Care)        | 8:00 AM | 8:50 AM | MEC                 | \$10.00 | ▲ ▼           | <a href="#">Edit</a> <a href="#">Delete</a> |
| 3   | AEC (Afternoon Extended Care)      | 3:00 PM | 6:00 PM | AEC                 | \$30.00 | ▲ ▼           | <a href="#">Edit</a> <a href="#">Delete</a> |

• **Enter Camp Policy information –**

The Policy section can be used to communicate any information parents may need to know before registering, such as refund policy, paperwork due or session changes policy, etc. At the bottom of the policy section, there is an option to hide policies on the home page. If this is selected, then parents will only see the policies at the end of registration. If it is not selected, it will be viewed on the summer camp URL.

Select this to hide policies

☐ **Hide Policies in Camp Home Page for Parents**

• **Edit Camp Acknowledgement –**

This section is a mandatory field. Even if no policies are stated, parents must acknowledge the terms of the summer camp. This is the standard acknowledgement, but it can be easily edited.

**Parent Acknowledgement**

I have read and understand the camp policies and agree to the terms.

**Note:** Click Save at the bottom of the page each time a change is made.

### 3. Vendor Setup

If the program is running its own camp without the help of a vendor, enter your own program information into this section.

This function is used when programs have a third party vendor that would need access to camp registration. For example, if a gymnastics vendor is running a week of camp for the program, the information can be entered into the Vendor Setup allowing the gymnastics instructors to access roll sheets for that particular week. To set up, click Add New Vendor and enter the contact information.

The screenshot shows the 'Vendor Setup' page. At the top, there is a dark green header with the text '>> Vendor Setup'. Below the header, on the left, is a blue link '<< Back'. On the right, there is a blue link 'Add New Vendor'. A yellow box with the text 'Select this' has an arrow pointing to the 'Add New Vendor' link.

The Active vendors will be displayed while adding New Sessions, the inactive vendors - will be hidden from display.

### 4. Category Setup

In this section, you can categorize sessions such as “sports” or “performing arts.” This is not a mandatory field if you do not wish to categorize. Select Add New Category

The screenshot shows the 'Category Setup' page. At the top, there is a blue link '<< Back'. Below it, there is a dropdown menu labeled 'Select Camp / Event' with the value '2017 Summer Camp (Current)'. To the right of the dropdown is a blue link 'Add New Category'. A yellow box with the text 'Select this' has an arrow pointing to the 'Add New Category' link. Below the dropdown is a table with the following structure:

| No.                | Category Name | Minimum Session(s) | Action |
|--------------------|---------------|--------------------|--------|
| No data to display |               |                    |        |

Name the category here:

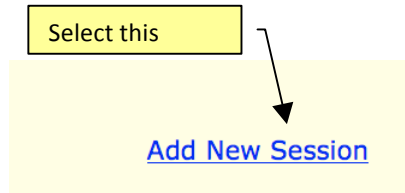
The screenshot shows the 'Category Setup' form. At the top, there is a blue link '<< Back'. Below it, there is a text label 'Program Name: 2017 Summer Camp (Current)'. Below that is a dark green header with the text 'Category'. Below the header, there is a form with the following fields:

- Category Name:
- Minimum Session(s):
- Submit:



## 5. Session Setup

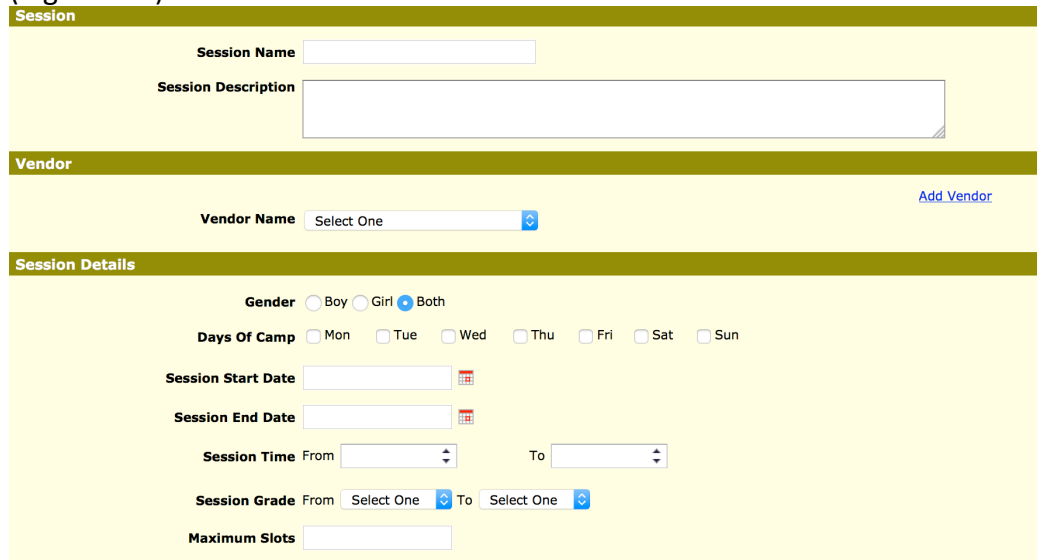
By Default, the first active Camp is displayed. The list shows all the active/inactive Camp for which sessions can be added/edited. The inactive Camps will be displayed at the end of active camps. If there are multiple camps, first select the camp, then click on Add New Session.



In the Session Setup, an administrator can:

- **Edit Session Details –**

Type in a Session Name and Description, select a Vendor, and choose session details in the screen below. The Session Grade is configured by OnCare to indicate a preschool camp or a school-age camp. Contact OnCare to set your Session Grade. If there is no maximum capacity in the summer camp, set the Maximum Slots field to a large number (e.g. 10000).

A screenshot of a web form titled "Session Setup". The form is divided into three main sections, each with a yellow header bar. The first section, "Session", contains fields for "Session Name" (a text input) and "Session Description" (a larger text area). The second section, "Vendor", contains a "Vendor Name" dropdown menu set to "Select One" and a blue "Add Vendor" link. The third section, "Session Details", contains several fields: "Gender" with radio buttons for "Boy", "Girl", and "Both" (where "Both" is selected); "Days Of Camp" with checkboxes for "Mon", "Tue", "Wed", "Thu", "Fri", "Sat", and "Sun"; "Session Start Date" and "Session End Date" with date pickers; "Session Time" with "From" and "To" time pickers; "Session Grade" with "From" and "To" dropdown menus both set to "Select One"; and "Maximum Slots" with a text input field.

If the Camp Setup has the Multi-Site Session discount set to “Different Discount for Each Session”, there is confirmation required if the session is short. If “Short Session” is set to “Yes,” the “Short Session Discount” is applied for this session; else the regular discount is applied.

- **Edit Session Fees & Discounts –**

Enter the fees and discounts in the screen below. Some fields will automatically populate if entered into the Camp Setup. Apply any applicable discounts to this particular session. If the Multi-Session Discount is set to “Different Discount for Each Session” the discount values cannot be changed.

- **Choose the Add-On sessions –**

Select the Add-On Sessions available for this session of camp.

**Note:** Enter the Add-ons in the Camp Setup first in order to view them in the Session Setup.

**Fees Setup**

Billing Description
Session Fees \$0.00
Payment Due Date
Deposit Amount for This Session \$113.00

**Discount Setup**

**Early Bird Discount**
Is Early Bird Discount Applicable for This Session? Yes No
Description Summer Camp Early Regis Amount \$75.00
Early Bird Ends On 05/20/2016

**Multi-Session Discount**
Is Multi-Session Discount Applicable for This Session? Yes No
Description Summer Camp Multi-Sessi Amount \$100.00

**Sibling Discount**
Is Sibling Discount Applicable for This Session? Yes No
Description Sibling Discount Amount \$30.00

**Add-On Session**

## 6. Grade Setup

Use this section to set the Grades and/or Ages allowed in the camp. Click Add New to list the grades/ages.

>> Grade Setup

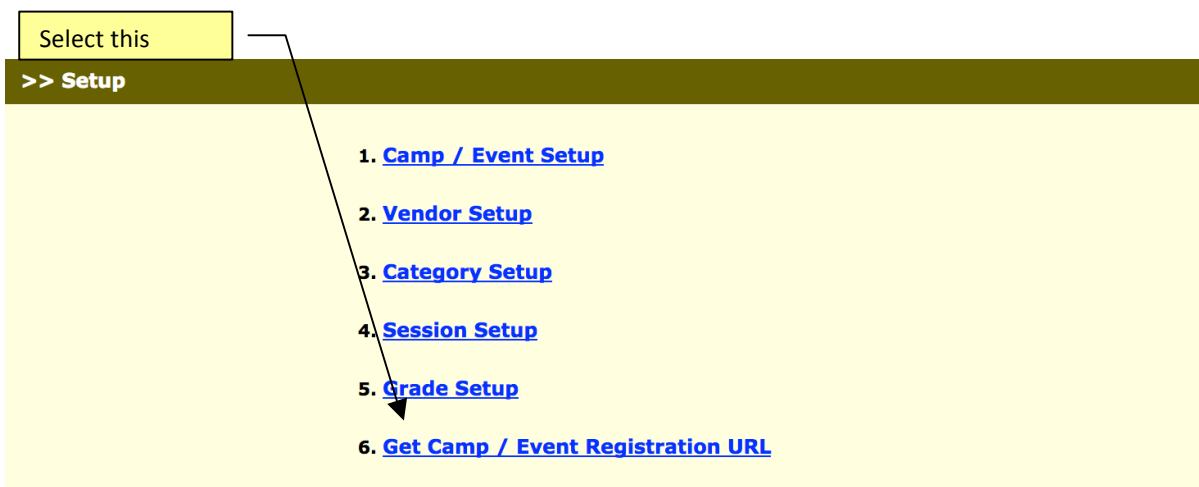
<< Back

View Active (A)

Add New

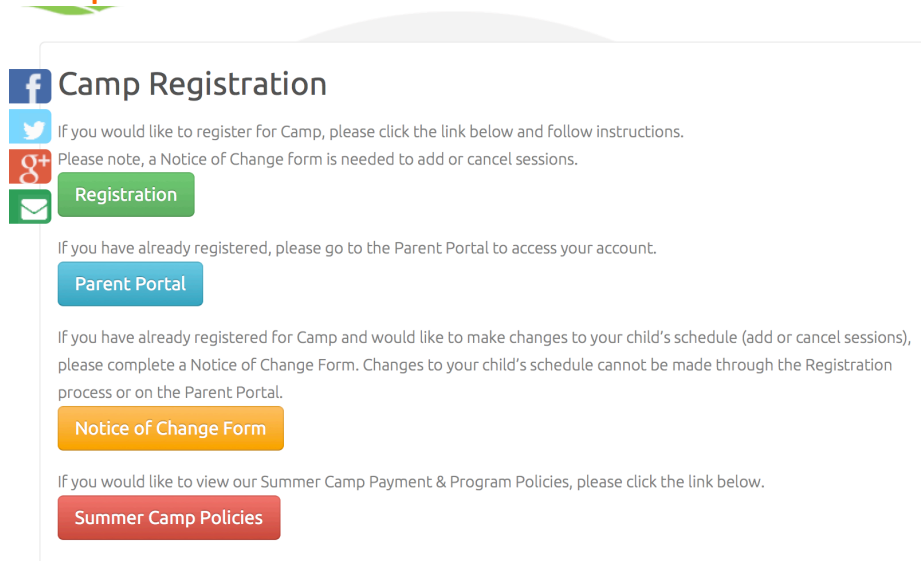
| Grade Name | Status | Display Order | Action                                      |
|------------|--------|---------------|---|
| 4th Grade  | A      | ▲ ▼           | <a href="#">Edit</a> <a href="#">Delete</a> |
| 5th Grade  | A      | ▲ ▼           | <a href="#">Edit</a> <a href="#">Delete</a> |
| 6th Grade  | A      | ▲ ▼           | <a href="#">Edit</a> <a href="#">Delete</a> |

## 7. Get Camp Registration URL



Each program has a unique Camp Registration URL. Copy the URL for a webmaster to publish on the program's website or e-mail it directly to current/prospective families. Once families have the URL, they are able to start the registration process.

### A sample website:



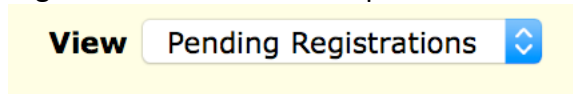
## 8. Process Camp Registration

From the main menu in the Camp Module, select Process Camp Registration.

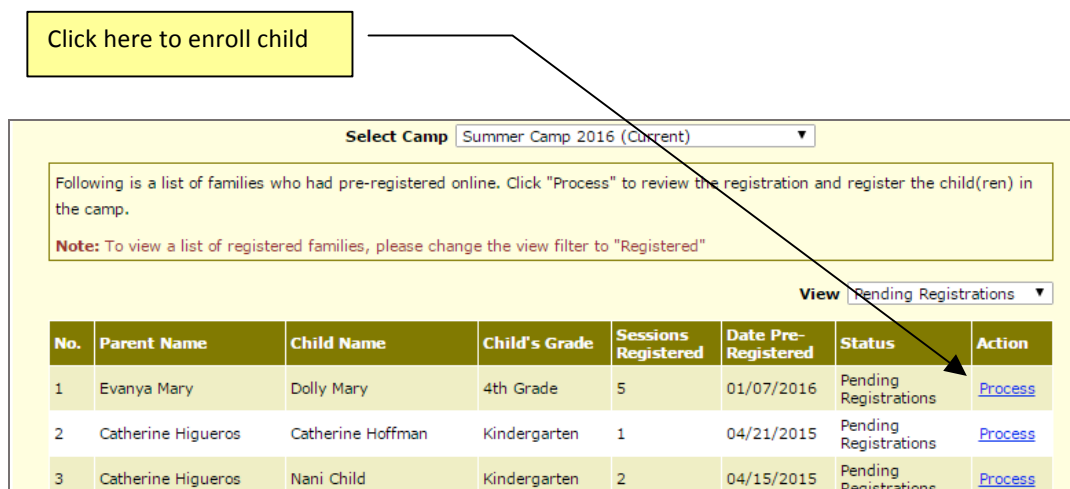


## Enroll Pending Registrations to Camp

First select a camp. Family registration management is available in this function. A program can view Pending Registrations, Registered (completed), or Cancelled registrations. Choose the option here:



By choosing “Pending Registrations” in the drop-down menu, the program can select Process to review the registration and register the child(ren) to the summer camp. This will only be available if “No” is selected under the “Allow Parent Self Registration” section in the Camp Setup page.



**Note: If there are no Pending Registrations in the selected camp, the list automatically shows registered families.**

If “Yes” has been selected to allow parents to self-register, then the registration will automatically go to “Registered.” By choosing “Registered” from drop-down menu, a program can view those that registered from the URL link. The Child Information, Registration Details and Contact Information will be provided. Click on Add New Sessions to change a family’s session choice. Click on Cancel to void the registration.

The screenshot shows a registration form with two main sections: 'Child Information' and 'Registration Details'. The 'Child Information' section includes fields for 'Child First Name' (Test), 'Child Last Name' (Test), 'Gender' (Boy selected), 'Date Of Birth' (03/04/2011), 'Child's Grade' (3rd Grade), and 'Registered Date' (04/08/2016). The 'Registration Details' section features an 'Add New Sessions' button. Below this is a table with columns: Session, Date, Time, Fee, Discounts (Early Bird, Multi-Session, Sibling), Amount Due, Status, and Action. A callout box labeled 'Add New Sessions – more information p. 13' points to the 'Add New Sessions' button. Another callout box labeled 'Cancel' points to the 'Cancel' link in the 'Action' column of the table row.

| Session   | Date                    | Time              | Fee      | Discounts  |               |         | Amount Due | Status     | Action                 |
|-----------|-------------------------|-------------------|----------|------------|---------------|---------|------------|------------|------------------------|
|           |                         |                   |          | Early Bird | Multi-Session | Sibling |            |            |                        |
| Session 1 | 06/13/2016 - 07/08/2016 | 8:00 AM - 6:00 PM | \$675.00 | \$75.00    | \$100.00      | --      | \$500.00   | Registered | <a href="#">Cancel</a> |

The Registered family’s ledger is automatically updated with the registration process showing charges, credits and discounts.

**Note: Families receive an e-mail after registration asking them to continue the registration process by setting up an account. This will collect more information needed from the families. See below:**

Thank you for registering your child in our summer camp.

To complete your child summer camp registration, please follow the instructions below:

- 1) Create an account to access the Parent Portal by click on the link below:  
<https://www.oncareoffice.com/ParentPortal/ParentRegistration.aspx?IKEY=b7219f2d-9295-4957-bdc9-5ca0812147a3>
- 2) Login to the Parent Portal to provide the additional information needed to complete your registration.
- 3) On the Parent Portal Home Page, click on the **"Add/Edit Family Record Details"** link to complete the family information.
- 4) Then, click on the **"Add/Edit Child Record Details"** link to complete the child information Note: Under Action next to the child's name, please click on the **"Questions"** and **"Additional Info"** link.
- 5) Finally, click on the link to enroll in online payment for the summer camp.

## Cancel a Session

When Cancel is clicked, the site redirects to the ledger to void the charges.

The child has been disenrolled successfully from the selected week(s) in the camp.

To complete this process, you will be redirected to the Account Ledger for this family to void the related billing items for the session(s) the child has been disenrolled.

OK

**Note:** Cancelling a session doesn't remove the payment posted on the ledger. This must be done manually and by each individual transaction.

## Add a New Session

Click Add New (page 12) from the individual child's enrollment information screen. The discounts if applicable can be checked-in. Click Next button.

Child First Name: HenryChild Last Name: Gomez

| Session Name       | Date                    | Time               | Days Of Camp | Grade                    | Fee      |
|--------------------|-------------------------|--------------------|--------------|--------------------------|----------|
| Week 1 Summer Camp | 04/20/2015 - 05/31/2016 | 9:00 AM - 12:00 PM | M,Tu,W,Th,F  | Kindergarten - 1st Grade | \$250.00 |

Please Select the Discounts you want to apply to each of the selected sessions above.

**Available Discounts**

☒ Early Bird Discount Amount \$30

☒ Multi-Session Discount Amount\$15

☐ Sibling Discount Amount

Notes

Next

Click applicable discounts

**Notes:** The Add New Session function doesn't validate grade/age.

A new screen appears after clicking the Next button. Review informaiton and click Register to complete the process.

Child First Name: HenryChild Last Name: Gomez

| Session            | Date                    | Time               | Fee      | Discounts  |               |         | Amount Due |
|--------------------|-------------------------|--------------------|----------|------------|---------------|---------|------------|
|                    |                         |                    |          | Early Bird | Multi-Session | Sibling |            |
| Week 1 Summer Camp | 04/20/2015 - 05/31/2016 | 9:00 AM - 12:00 PM | \$250.00 | \$30.00    | \$5.00        | --      | \$215.00   |

Notes:

Register

A confirmation message is displayed.

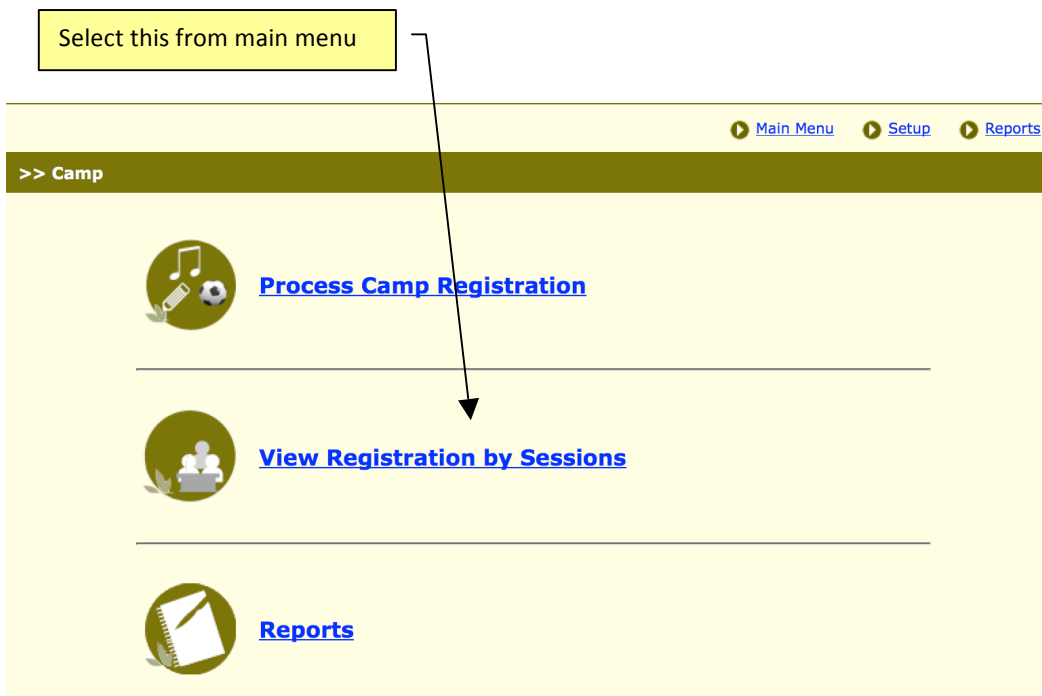
Child First Name: Henry

Child Last Name: Gomez

Newly selected sessions have been registered successfully and the related billing items are recorded in Account Ledger.

OK

## 9. View Registration By Session



This shows an overall view of the camp with the Active session names in the chronological order with the camp dates, time offered and max slots displaying the total count of registered families for each Sessions in a camp.

Click here to view details of registered or pending registration families

| Enroll a Child by Program Coordinator |                           |                         |                   |           |            |
|---------------------------------------|---------------------------|-------------------------|-------------------|-----------|------------|
| No.                                   | Session Name              | Date(s) Offered         | Time              | Max Slots | Registered |
| 1                                     | <a href="#">Session 1</a> | 06/13/2016 - 07/08/2016 | 8:00 AM - 6:00 PM | 25        | 1          |
| 2                                     | <a href="#">Session 2</a> | 07/11/2016 - 08/12/2016 | 8:00 AM - 6:00 PM | 25        | 1          |

Click on a specific session to view session details, available spaces and a list of children enrolled for that session. A drop-down menu is available to view cancelled registrations for a particular session as well as the pending registrations.

**Session Name:** Week 3 Program

**Vendor Name:** Good Shepherd  
**Date(s) Offered:** 03/01/2016 - 03/31/2016  
**Day(s) Offered:** Tue, Wed  
**Time:** 12:00 PM - 02:00 PM

**Class Grade:** 1st Grade - 4th Grade  
**Maximum Slots:** 50  
**Enrolled Slots:** 38

View Registered

| No. | Child Name   | Child's Grade | Date Registered | Parent Name     | Phone Number | Notes |
|-----|--------------|---------------|-----------------|-----------------|--------------|-------|
| 1   | Sally Gomez  | 5th Grade     | 04/24/2015      | Cindy Gomez     | 4234324324   |       |
| 2   | Henry Beckel | 1st Grade     | 04/16/2015      | Jacob Beckel    | 3454534534   |       |
| 3   | Peter James  | 4th Grade     | 01/18/2016      | Nathaniel James | 9879879879   |       |
| 4   | Andrea Julie | 1st Grade     | 06/27/2015      | William Keith   | 3095844398   |       |
| 5   | Mary Joe     | Kindergarten  | 06/27/2015      | Joel Graham     | 3095844398   |       |

## Enroll a Child by Program Coordinator

To manually enroll a child, click on Enroll a Child by Program Coordinator. Enter the child's information and family contact information.

One use of this feature is to accommodate families who do not have online access . Also this can be used to process children on a full scholarship.

Select

[Enroll a Child by Program Coordinator](#)

| No. | Session Name              | Date(s) Offered         | Time              | Max Slots | Registered |
|-----|---------------------------|-------------------------|-------------------|-----------|------------|
| 1   | <a href="#">Session 1</a> | 06/13/2016 - 07/08/2016 | 8:00 AM - 6:00 PM | 25        | 1          |
| 2   | <a href="#">Session 2</a> | 07/11/2016 - 08/12/2016 | 8:00 AM - 6:00 PM | 25        | 1          |

**Note:** If the director enrolls the child to camp registration, the parent receive two emails.

- 1) Email is received with a welcome context with the Parent Portal URL and login at the bottom of the context.
- 2) Camp Registration Summary with the billing and discount details with a PDF.

## 10. Reports

From the main page, select Reports to view session rosters and roll call sheets





Camp Roster by Session asks for Camp, Session, Status and Report Type. After making selections the report will be generated. It can be viewed online or in a PDF format to print.



Company Name: Oncare Demo Company (Sandbox)

Center Name: Sandbox Boston

Program Name: Camp 2016

**Week 1 Summer Camp - Session Roster**

Report date: 03/24/16 1:31:39 AM (EST)

Vendor: Good Shepherd

Class Grade: Kindergarten - 1st Grade

Contact: Jacob Felix

Maximum Slots: 90

Date: 04/20/2015 - 05/31/2016

Registered  
Slots: 65

Days Of Camp: M,Tu,W,Th,F

Time: 9:00 AM - 12:00 PM

| No. | Child Name                | Child's Grade | Contact Name                                     | Relationship      | Phone Number                      | Email   |
|-----|---------------------------|---------------|--|-------------------|-----------------------------------|---|
| 1   | Bravo Hickup              | 4th Grade     | Nicholus Hickup,<br>Yonesh Hickup                | Father,<br>Mother | (987) 987-9879,<br>(987) 984-5646 | nicholushickup@beyonduniverse.in,<br>yoneshhickup@beyonduniverse.in |
| 2   | Cancel Session Child One  | 1st Grade     | Cancel Session Testing,<br>Cancel Session Child1 | Father,<br>Mother | (309) 584-4398,<br>(309) 584-4398 | test@test.com,<br>test@test.com                                     |
| 3   | Child Produ               | Kindergarten  | Father Prod                                      | Father            | (329) 084-9083                    | prod@bus.com  |
| 4   | child1 for week end class | Kindergarten  | sam pri  | Mother            | (111) 111-1111                    | sripriya09@gmail.com  |
| 5   | Chinna 16Apr_3            | 2nd Grade     | Karthik 16Apr_2                                  | Father            | (132) 413-2413                    | karthik16apr_2@busoftwareolutions.com                               |

Selecting a camp and session generates the Camp Roll Call Sheets. This report has space for attendance tracking and comments as seen below:

**Session Name:** Session 1**Date:** 06/13/2016 - 07/08/2016**Time:** 8:00 AM - 6:00 PM

| No. | Child Name | 06/13/2016<br>Mon | 06/14/2016<br>Tue | 06/15/2016<br>Wed | 06/16/2016<br>Thu | 06/17/2016<br>Fri | Comments |
|-----|------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------|
| 1   | Test Test  |                   |                   |                   |                   |                   |          |

The 3<sup>rd</sup> report option is the Camp Registration Summary report. This report is in CSV formatting (Excel spreadsheet). It gives an overview of the entire camp including a summary of discounts and enrollment per session. This can be useful for programs running multiple camps at several locations.

# Frequently Asked Questions

## 1. What do the fees and credits look like on the Family Ledger?

Access path: **Family Accounting → Main Menu → Family Account Ledger**

The enrolled child is added to OnCare with the ledger postings as the sample given below:

- Session Charges are posted as per the payment due date set at the session level.
- Deposit: If there's any deposit amount set for each session, it is deducted from the Session Charges and posted on date enrolled to OnCare
- Discounts: The early bird, multisession and sibling discounts are also applied as per the payment due date set for each session.

Note: The parent can login to OnCare Parent Portal and view the ledger postings after the child is enrolled to OnCare provided the family is invited for Parent Portal Login.

Family Account Key : JACOB

Prev

Next

Sponsor : Pascal Jacob

Child First Name : Pretty

Payor

Today's Bal.

Pending Bal.

Payment

Sponsor

\$ 66.30

\$ 66.30

N/A

Show Ledger

All


☒ Hide Void

Post Ledger Item

| Ledger       | Posting Date | Check # | Description  | Comments                        | Child Name | Charges  | Credit | Balance | Action               |
|--------------|--------------|---------|--------------|---------------------------------|------------|----------|--------|---------|----------------------|
| Sponsor      | 12/31/2015   |         | Week 1 Camp  | 12/31/2015 - 01/09/2016         | Pretty     | \$ 11.90 | \$     | 11.90   | <a href="#">Void</a> |
| Sponsor      | 12/31/2015   |         | Week 2 Camp  | 12/31/2015 - 01/16/2016         | Pretty     | \$ 19.50 | \$     | 31.40   | <a href="#">Void</a> |
| Sponsor      | 12/31/2015   |         | Week 3 Camp  | 12/31/2015 - 01/30/2016         | Pretty     | \$ 24.00 | \$     | 55.40   | <a href="#">Void</a> |
| Sponsor      | 12/31/2015   |         | Early Bird   | Week 1 Camp                     | Pretty     | \$ 0.20  | \$     | 55.20   | <a href="#">Void</a> |
| Sponsor      | 12/31/2015   |         | MultiSession | Week 1 Camp                     | Pretty     | \$ 0.30  | \$     | 54.90   | <a href="#">Void</a> |
| Sponsor      | 12/31/2015   |         | Early Bird   | Week 2 Camp                     | Pretty     | \$ 0.60  | \$     | 54.30   | <a href="#">Void</a> |
| Sponsor      | 12/31/2015   |         | MultiSession | Week 2 Camp                     | Pretty     | \$ 0.70  | \$     | 53.60   | <a href="#">Void</a> |
| Sponsor      | 12/31/2015   |         | Early Bird   | Week 3 Camp                     | Pretty     | \$ 1.20  | \$     | 52.40   | <a href="#">Void</a> |
| Sponsor      | 12/31/2015   |         | MultiSession | Week 3 Camp                     | Pretty     | \$ 1.40  | \$     | 51.00   | <a href="#">Void</a> |
| Sponsor      | 01/05/2016   |         | Week 4 Camp  | 01/05/2016 - 01/23/2016         | Pretty     | \$ 12.00 | \$     | 63.00   | <a href="#">Void</a> |
| Sponsor      | 01/05/2016   |         | Early Bird   | Week 4 Camp                     | Pretty     | \$ 0.30  | \$     | 62.70   | <a href="#">Void</a> |
| Sponsor      | 01/05/2016   |         | MultiSession | Week 4 Camp                     | Pretty     | \$ 1.00  | \$     | 61.70   | <a href="#">Void</a> |
| Sponsor      | 01/28/2016   |         | Week 1 Camp  | 12/31/2015 - 01/09/2016-Deposit | Pretty     | \$ 0.10  | \$     | 61.80   | <a href="#">Void</a> |
| Sponsor      | 01/28/2016   |         | Week 2 Camp  | 12/31/2015 - 01/16/2016-Deposit | Pretty     | \$ 0.50  | \$     | 62.30   | <a href="#">Void</a> |
| Sponsor      | 01/28/2016   |         | Week 3 Camp  | 12/31/2015 - 01/30/2016-Deposit | Pretty     | \$ 1.00  | \$     | 63.30   | <a href="#">Void</a> |
| Sponsor      | 01/28/2016   |         | Week 4 Camp  | 01/05/2016 - 01/23/2016-Deposit | Pretty     | \$ 3.00  | \$     | 66.30   | <a href="#">Void</a> |
| Today's Bal. |              |         |              |                                 |            |          | \$     | 66.30   |                      |

## 2. What does the Parent Enrollment look like to families?

This is the home page of Camp Registration for the Parent. It displays the list of Active and Current Camps for the parents to choose.


[Home](#)

Sandbox Boston
Camp Registration

Below are the list of Camps we offer currently. Please click on the Camp to begin the registration process.

### List of Current Camps

[Camp 2016](#)

[Summer Camp](#)

When a camp is selected, the list of sessions dates, time, days of the week and fees.


[Home](#)

Sandbox Boston
Sports Camp

Welcome to our Sports Camp Online Registration

Below is a **PREVIEW** of the sessions we offer this year. To register, click on the **"Next"** button to begin the registration process.

**Note:** If you are **registering multiple children**, you must register for **one child at a time**. After you are done registering for the first child, you will be given the option to register another child.

### PREVIEW of Sessions Offered

| Camp 2016                                   |                         |                     |              |                          |             |                         |
|---|-------------------------|---------------------|--------------|--------------------------|-------------|-------------------------|
| Session Name                                | Date                    | Time                | Days of Camp | Grade                    | Fee         | Action                  |
| <input type="checkbox"/> Week 1 Summer Camp | 04/20/2015 - 05/31/2015 | 9:00 AM - 4:00 PM   | M,Tu,W,Th,F  | Kindergarten - 1st Grade | \$ 220.00 * | <a href="#">Details</a> |
| Before Camp                                 |                         | 07:00 AM - 09:00 AM |              |                          | \$20.00     |                         |
| After Camp 2                                |                         | 04:00 PM - 05:30 PM |              |                          | \$40.00     |                         |
| <input type="checkbox"/> Week 2 Summer Camp | 03/02/2015 - 03/12/2015 | 9:00 AM - 4:00 PM   | M,Tu,W,Th,F  | 1st Grade - 5th Grade    | \$ 100.00   | <a href="#">Details</a> |
| Before Camp                                 |                         | 07:00 AM - 09:00 AM |              |                          | \$10.00     |                         |
| After Camp 2                                |                         | 04:00 PM - 05:30 PM |              |                          | \$50.00     |                         |
| <input type="checkbox"/> Week 3 Music Class | 06/01/2015 - 07/31/2015 | 9:30 AM - 5:30 PM   | Tu,W         | 1st Grade - 2nd Grade    | \$ 139.00 * | <a href="#">Details</a> |

\* Camp Fee Includes Early Bird Discount.

When a parent clicks on Details, the next screen appears:

### Session Details

**Session Name:** Week 1 Summer Camp

**Description:** Week one - Junipero Serra Park

**Date:** 04/20/2015 - 05/31/2015

**Time:** 9:00 AM - 4:00 PM

**Gender:** Both

**Fee:** \$250.00

**More Info:** [www.oncare3.com](http://www.oncare3.com)

### 3. What if the family already exists on OnCare:?

The Parent#1 (Sponsor) first name, last name, email and the child's first name, last name are the criteria that are matched with the existing family/child data. If they are matched the existing family will have the ledger posted. If ONE of any of the above features doesn't match then there's a duplication of family created on enrolling to

OnCare. If this occurs, please contact OnCare Support to merge the accounts.

**4. If I edit Family Records, will it update the family data in camp registration?**

After enrolling to OnCare, changing the data in Camp Registration doesn't affect the data in Family Accounting module, likewise changing the data on the family accounting doesn't have effect on Camp Registration Module.

**5. Why do I set a camp end date?**

The camp is available for enrollment depending on the Start and End date of the camp and not by session start/end dates.

**6. Do parents receive multiple e-mails when they enroll multiple children?**

After enrollment, the parent receives only ONE e-mail for enrolling the first time and does not receive any notification mails on subsequent enrollments or for subsequent children.

**7. After Enrollment, what are the Family Ledger default settings?**

The family is added to Family accounting where the ledger details are posted against the Sponsor ONLY with the family status as Active and the ledger type as Single and email preference set to Email Parent 1.

**8. How is the Sibling Discount applied?**

The sibling discount does not apply if the enrollment is done at a different date/time. If more than 1 child is enrolled to a Session and if the 2<sup>nd</sup> child is only enrolled to OnCare the sibling discount is now applied to the 2<sup>nd</sup> child even though the first child is not enrolled to OnCare.

**9. Can the Multi-Session Discount be applied to two different camps?**

No, this discount is not valid for 2 different camps. It applies for the sessions in the same camp. The Multi-Session discount does not apply if the enrollment is done at a different date/time.

**10. Can the Camp Roll Call Sheet have just 2 days?**

No, the first 5 days will be displayed from the session begin date. For example, if camp is from January 4<sup>th</sup> 2016 to January 15<sup>th</sup> 2016, the Camp Roll Call Sheet will date from January 4<sup>th</sup> to January 8<sup>th</sup> regardless of the number of days the camp runs.

**11. Will I be notified if families try to enroll but camp has reached the maximum amount of slots for a session?**

No, there's no alert at this time. If a session is full because it has reached its maximum amount of slots, the session will be greyed out to families.

**12. Can I offer a one-time registration fee?**

Yes, the OnCare team can configure a one-time registration fee. This can also work for other one-time additional fees. Please contact OnCare Support for assistance.

**13. What happens if the camp has been setup but there are no available sessions?**

If there are no sessions available during a period, there is a message prompted "No Sessions found." If parents try to access camp registration from the parent portal, they will see "Thank you for visiting us. There is no Camp available at this time."