



Camp Registration

User Guide

Last Updated March 22, 2019

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1 Introduction

This user guide will navigate through the various screens of the camp registration process.

If you are an existing user of Parent Portal, please have your registered email and password to proceed with the camp registration.

If you are a new user of Parent Portal, first you can register with Parent Portal and proceed with the Camp Registration.

2 Camp Home Page

Camp Registration link / url will be provided by the school.

Upon clicking the link, list of available camp(s) will be shown as below:



Upon camp is selected, available sessions will be listed with the details as follows:

Session Name	Date	Time	Day(s) Offered	Grade	Fee	Action
▼ Fri. March 1	03/01/2019 - 03/31/2019	8:00 AM - 11:00 AM	F	1st Grade - 8th Grade	\$ 24.50 *	🔍
Extended Care		7:30 AM - 8:00 AM			\$2.00	
▼ Mon. March 4	03/04/2019 - 03/31/2019	9:00 AM - 11:00 AM	M	4th Grade - 8th Grade	\$ 19.50 *	🔍
▼ Tue. March 5	03/05/2019 - 04/02/2019	9:00 AM - 11:00 AM	Tu	1st Grade - 6th Grade	\$ 19.50 *	🔍
Extended Care		7:30 AM - 8:00 AM			\$2.00	

* Winter Camp Fee includes Early Bird Discount.

Policies:

NEXT

NEXT button click will navigate to the following screen where parent can register for a new account in OnCare Parent Portal or login with an existing account.

The screenshot shows the OnCare Parent Portal interface. At the top is a blue header with a home icon and the word "Home". The main content is split into two columns: "New Parent" and "Current Parent".

New Parent
If you are a new parent and want to continue your registration, please click on 'Start New Registration' button below.
NEW REGISTRATION
Help me retrieve my incompleted registration
Email **SUBMIT**

Current Parent
If you are an enrolled parent in the center and have an OnCare parent portal account, please Sign In below.
Email
Password
SIGN IN
[Forgot Password? >](#)

Three yellow callout boxes with red borders and arrows pointing to specific elements:
1. Top left: "Click this if you haven't registered earlier with Parent Portal" with an arrow pointing to the "NEW REGISTRATION" button.
2. Bottom left: "Incomplete registrations can be resumed by providing the email you have used earlier" with an arrow pointing to the "SUBMIT" button.
3. Right side: "Use your existing Parent Portal account to Sign In and proceed with the camp registration" with an arrow pointing to the "SIGN IN" button.

3 New Parent - Parent Portal

If you are a new user of Parent Portal, you will be prompted to enter the following information:

- a. Contact Details
- b. Child Details
- c. Session Details

3.1 Enter Contact Details

Parent Child Sessions Confirmation Payment

Primary Contact + Add Secondary Contact(Optional)

First Name Perera	Last Name Amanda
Email Amanda_camp@beyonduniverse.in	Confirm Email Amanda_camp@beyonduniverse.in
Mobile Phone (464)-795-9807	

How many children you want to enroll?

Select
2

BACK NEXT

Optionally, you can provide Secondary Contact details

Select the number of children you want to enroll for the camp

3.2 Enter Child Details

 **Child**  Sessions  Confirmation  Payment

Child Details

First Name Ben	Last Name John
Gender <input checked="" type="radio"/> Boy <input type="radio"/> Girl	Date of Birth 06/01/2015 ▼
Is sibling in our childcare program? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Grade Completed by end of coming Summer 1st Grade ▼	

Child Allergy

Yes No

Special Diets

Special Diet
 Yes No

Emergency Contact

Full Name	Relationship	Home Phone	Cell Phone	Email
#1				
#2				
#3				

This page will be shown only if your school has opted for the same.

3.3 Session Selection

Parent **Child** Sessions Confirmation Payment

Select Sessions for **Thomas Kuhn** Session is full Registered Session

Select	Session Name	Session Date	Session Time	Days Offered	Grade	Fee	Action
<input checked="" type="checkbox"/>	Week #1 - May 6th to 12th	05/06/2019 - 05/12/2019	9:00 AM - 3:00 PM	M,Tu,W,Th,F	1st Grade - 8th Grade	\$ 200.00	
	Intro Session		8:30 AM - 9:00 AM			\$25.00	
<input type="checkbox"/>	Week #1 - After Care		3:00 PM - 4:00 PM			\$75.00	
<input type="checkbox"/>	Week #1 - Before Care		8:00 AM - 9:00 AM			\$50.00	
<input type="checkbox"/>	Week #2 - May 13th to 19th	05/13/2019 - 05/19/2019	9:00 AM - 3:00 PM	M,Tu,W,Th,F	1st Grade - 8th Grade	\$ 250.00	
	Intro Session		8:30 AM - 9:00 AM			\$25.00	
<input type="checkbox"/>	Week #3 - May 20th to 26th	05/20/2019 - 05/26/2019	9:00 AM - 3:00 PM	M,Tu,W,Th,F	1st Grade - 8th Grade	\$ 300.00	
	Intro Session		8:30 AM - 9:00 AM			\$25.00	
<input type="checkbox"/>	Week #3 - After Care		8:00 AM - 9:00 AM			\$50.00	
<input type="checkbox"/>	Week #3 - Before Care		3:00 PM - 4:00 PM			\$50.00	

3.4 Session Validations

⚠ Session times are overlapping for Tue. March 5, Mon. March 4. Please uncheck some of the sessions to continue the registration. Session is full Registered Session

Select	Session Name	Date	Time	Day(s) Offered	Grade	Fee	Action
<input type="checkbox"/>	Fri. March 1	03/01/2019 - 03/31/2019	8:00 AM - 11:00 AM	F	1st Grade - 8th Grade	\$ 24.50 *	
	Extended Care		7:30 AM - 8:00 AM			\$2.00	
<input checked="" type="checkbox"/>	Mon. March 4	03/04/2019 - 03/31/2019	9:00 AM - 11:00 AM	M,Tu	4th Grade - 8th Grade	\$ 19.50 *	
<input checked="" type="checkbox"/>	Tue. March 5	03/05/2019 - 04/02/2019	9:00 AM - 11:00 AM	Tu	1st Grade - 6th Grade	\$ 19.50 *	
<input type="checkbox"/>	Extended Care		7:30 AM - 8:00 AM			\$2.00	

* Winter Camp Fee includes Early Bird Discount.

Questions? Contact Program Coordinator Alissa at Alissa@beyonduniverse.in or (123) 647-8962

If you are entered two children to enroll. Then it asks about the second child details and session details.

Parent Child Sessions Confirmation

Second Child Details

First Name _____ Last Name _____

Gender
 Boy Girl

Date of Birth _____

Is sibling in our childcare program?
 Yes No

Grade Completed by end of coming Summer
Select here _____

3.5 Session Confirmation

Parent — Child — Sessions — Confirmation — Payment

EDIT

Parent Info

Primary Contact

First Name Perera	Last Name Amanda
Mobile Phone 4647959807	Email amanda_camp@beyonduniverse.in

Child Info

#	First Name	Last Name	Date of Birth	Gender	Grade	Action
#1	Thomas	Kuhn	03/04/2018	Boy	1st Grade	EDIT
#2	Leo	John	03/05/2017	Boy	2nd Grade	EDIT

Session Summary

Thomas Kuhn EDIT

Session	Date	Time	Fee	Sibling	Amount Due
Week #1 - May 6th to 12th	05/06/2019 - 05/12/2019	9:00 AM - 3:00 PM	\$200.00	-	\$190.00
Intro Session		8:30 AM - 9:00 AM			\$25.00

Leo John EDIT

Session	Date	Time	Fee	Sibling	Amount Due
Week #1 - May 6th to 12th	05/06/2019 - 05/12/2019	9:00 AM - 3:00 PM	\$200.00	-	\$190.00
Intro Session		8:30 AM - 9:00 AM			\$25.00

Session Fee	\$430.00
One Time Registration Fee	\$50.00
Early Bird Discount (Camp Level) for Thomas Kuhn	(\$10.00)
Early Bird Discount (Camp Level) for Leo John	(\$10.00)
Total Fee	\$460.00

3.6 Payment Options and Funding Account Creation

Parent Child Sessions Confirmation Payment

Choose the payment option

Tuition Auto Pay (TAP)

- ✓ Register your payment account.
- ✓ Your center director will process the payments automatically when the payment is due.

Go

Tuition Pay Direct (TPD)

- ✓ Register your payment account.
- ✓ You can login to parent portal account and make the payment when it is due.

Go

BACK

Parent Child Sessions Confirmation Payment

Tuition Pay Direct (TPD) Enrollment

Thank you for enrolling in the Tuition Pay Direct (TPD) program.

With TPD, you can setup recurring payment or make one-time payment as per your convenience.

TPD helps us save time in administration so we can spend more time with your children.

You can enroll in TPD using your Bank Account (ACH) or Credit/Debit card.

A service fee of 2.00% is applicable for the credit/debit card payments and a service fee of \$0.50 is applicable for the ACH payments .

BACK NEXT

Parent Child Sessions Confirmation Payment

How do you want to pay?

Checking/Savings Account Credit/Debit Card

BACK NEXT

How do you want to pay?

Checking/Savings Account
 Credit/Debit Card

Name of Funding Account
Amanda

Card Holder Name
Amanda

Card Type
Visa

Card Number
4111111111111111

Card Expiry
01-Jan 20**25**

Jackson Child Care Academy_Camp Demo Sessions Home

Parent Child Sessions Confirmation Payment

How much do you want to pay?

Current Due **\$340.00**
 Total Due **\$631.75**
(Inclusive of 5.00% discount)

Now 6 - May 13 - May
 \$340.00 \$540.00 \$631.75

How do you want to pay?

Account Holder **Perera Amadaa**
 Funding Account **Amanda**

Accept Payment Terms

By selecting the check box, you are agreeing to the following terms and that such action constitutes a valid signature that is and shall remain binding upon you in the same manner as if you had affixed your signature hereto via ink or other traditional signing method:

- The card/bank account information provided is accurate and is issued in your name
- You hereby authorize debit of the card/ bank account for the payment of fees related to the camp registration and will not dispute the charges

NEXT

3.7 Make Payment

Jackson Child Care Academy_Camp Demo

Parent Child Sessions Confirmation **Payment**

How much do you want to pay?

Current Due	Total Due
\$340.00	\$631.75 <i>(Inclusive of 5.00% discount)</i>

Now 6 - May 13 -

\$340.00 \$540.00 \$631.75

How do you want to pay?

Account Holder: **Perera Amanda1**
Funding Account: **Amanda**

Accept Payment Terms

By selecting the check box, you are agreeing to the following terms and that such action constitutes a valid signature and shall remain binding upon you in the same manner as if you had affixed your signature hereto via ink or other traditional signing method:

- The card/bank account information provided is accurate and is issued in your name
- You hereby authorize debit of the card/ bank account for the payment of fees related to the camp registration and you do not dispute the charges

PROCEED

NEXT

Parent Child Sessions Confirmation **Payment**

Thank You

Thank You for registering in **Summer Child Care - 2019**

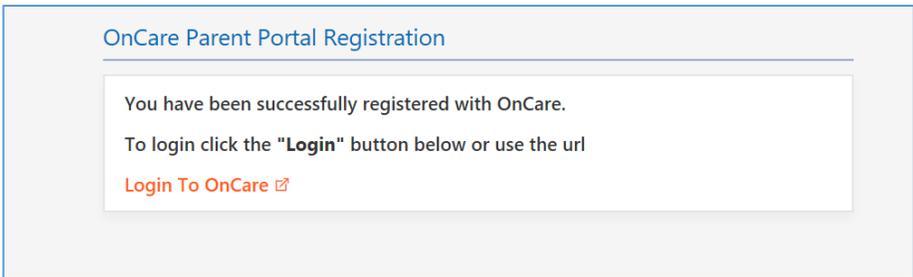
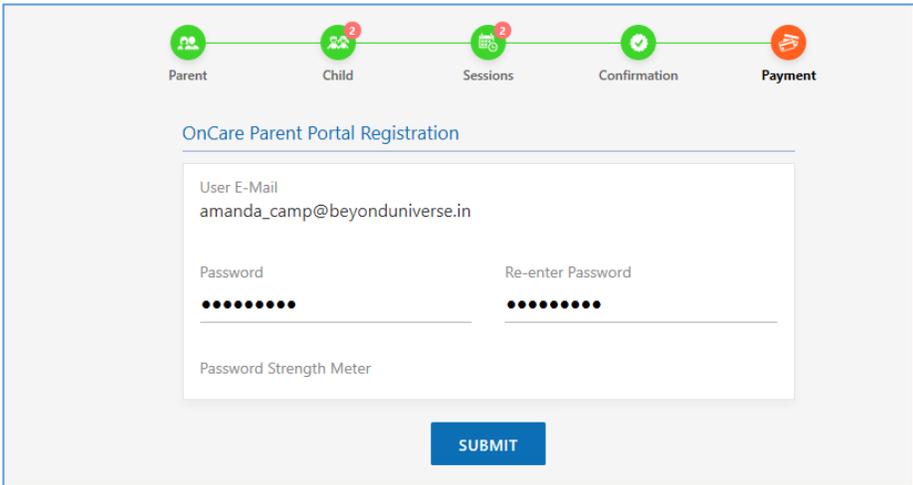
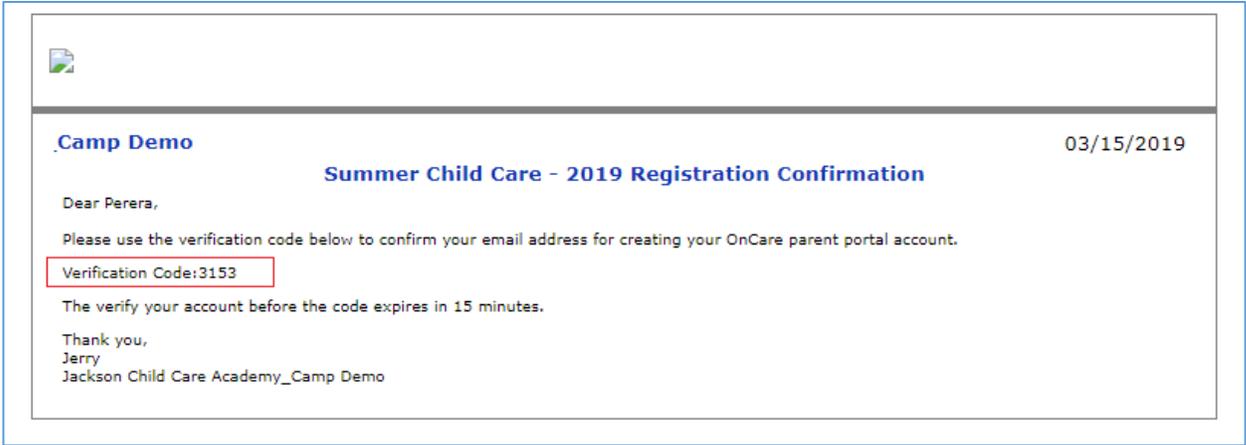
Payment of \$437.00 has been successfully processed
Your registration has been confirmed. The Confirmation has been sent to your email.

Please create an oncare parent portal account to view and manage your registration.

Verification code has been sent to a*****p@beyonduniverse.in .
(Code is Valid for only 15 minutes, Please check your email and enter the code)

Enter Verification Code

VERIFY **RESEND OTP**



3.8 Confirmation

★ **Camp Registration Summary** (217 k)

Jackson Child Care Academy_Camp Demo [support@oncareoffice.com]

Sent: 11:55 am

To: Perera

Attachments:  [2859.pdf](#)



Jackson Child Care Academy_Camp Demo 03/21/
Camp Registration Summary

Dear Perera,

We have processed your initial registration. Please find the summary of your camp registration, attached to this email.

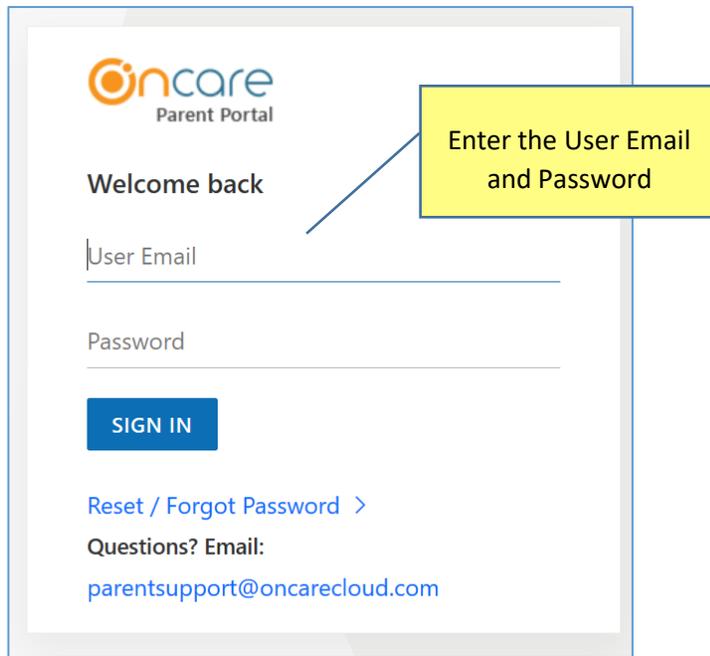
If you have any questions regarding Summer Child Care - 2019, please email Jerry_2019@oncarecloud.com or call (121) 212-1212.

Thank you,
Jerry
Jackson Child Care Academy_Camp Demo

4 Current Parent – Parent Portal

4.1 Login

Login to Parent Portal by giving your User Email and Password.



oncare
Parent Portal

Welcome back

User Email

Password

SIGN IN

[Reset / Forgot Password >](#)

Questions? Email:
parentsupport@oncarecloud.com

Enter the User Email and Password

4.2 Home Page

The Home Page of your Parent Portal looks like as follows.

Here, you can choose the camps.

The screenshot displays the Home Page of the Jackson Child Care Academy Camp Demo Parent Portal. The interface includes a top navigation bar with the title "Jackson Child Care Academy_Camp Demo" and links for Home, Questions, and Logout. A left sidebar contains navigation options: Family, Child, Payment, Camp, and Download. The main content area is divided into several sections:

- Tuition Payment:** Shows a current balance of \$-12.60 with a "Pay Now" button. The next scheduled payment date is N/A. Below this is a table with columns for Date, Description, Status, and Amount, which currently displays "No data to display".
- Child:** Lists two children: Brenden Joseph and Miller Joseph, each with a profile icon.
- Camp Registrations:** Includes a "Registered Camps" table and a "Register New Camps" section.

Child Name	Camp	Registered	Action
Brenden Joseph	Summer Child Care - 2019	3 / 3	↓
Miller Joseph	Summer Child Care - 2019	1 / 3	↓ +

The "Register New Camps" section lists two options: "Summer Child Care - 2019" and "2019 - Winter Courses".

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4.3 Child and Camp Selection

Displays the Sessions in Camp

Summer Camp Online Registration

Summer Child Care - 2019 Click "NEXT" to Register: **NEXT**

Session Name	Date	Time	Day(s) Offered	Grade	Fee	Action
Week #1 - May 6th to 12th	05/06/2019 - 05/12/2019	9:00 AM - 3:00 PM	M,Tu,W,Th,F	1st Grade - 8th Grade	\$ 200.00	
Intro Session						
		8:30 AM - 9:00 AM			\$25.00	
		3:00 PM - 4:00 PM			\$75.00	
		8:00 AM - 9:00 AM			\$50.00	
Week #2 - May 13th to 19th	05/13/2019 - 05/19/2019	9:00 AM - 3:00 PM	M,Tu,W,Th,F	1st Grade - 8th Grade	\$ 250.00	
Intro Session						
		8:30 AM - 9:00 AM			\$25.00	
Week #3 - May 20th to 26th	05/20/2019 - 05/26/2019	9:00 AM - 3:00 PM	M,Tu,W,Th,F	1st Grade - 8th Grade	\$ 300.00	
Intro Session						
		8:30 AM - 9:00 AM			\$25.00	
		8:00 AM - 9:00 AM			\$50.00	
		3:00 PM - 4:00 PM			\$50.00	

Policies:

- All field trips are subject to change due to weather or any unforeseen circumstances.
- There will be no credit or refunds for cancellations, vacations, illness, or absences of any kind.
- Photo id proof should be submitted to location

NEXT

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Child
 Sessions
 Confirmation

How many children you want to enroll?

Select
 1 ▼

BACK
NEXT

Enter how many children you want to enroll

Child Sessions Confirmation

Select Child

Ben John

Register a New Child

BACK NEXT

You can register a new child

Child Sessions Confirmation

Child Details

First Name: Ben

Last Name: John

Gender: Boy Girl

Date of Birth: 06/01/2015

Is sibling in our childcare program? Yes No

Grade Completed by end of coming Summer: 1st Grade

Child Allergy

Displays the child details that you have already registered

4.4 Session Validations

Displays the already registered sessions in Green tick checkmark

Child **Sessions** Confirmation

Select Sessions for **Ben John**

Session is full Registered Session

Select	Session Name	Session Date	Session Time	Days Offered	Grade	Fee	Action
<input checked="" type="checkbox"/>	Week #1 - May 6th to 12th	05/06/2019 - 05/12/2019	9:00 AM - 3:00 PM	M,Tu,W,Th,F	1st Grade - 8th Grade	\$ 200.00	
	Intro Session		8:30 AM - 9:00 AM			\$25.00	
<input checked="" type="checkbox"/>	Week #1 - After Care		3:00 PM - 4:00 PM			\$75.00	
<input checked="" type="checkbox"/>	Week #1 - Before Care		8:00 AM - 9:00 AM			\$50.00	
<input checked="" type="checkbox"/>	Week #2 - May 13th to 19th	05/13/2019 - 05/19/2019	9:00 AM - 3:00 PM	M,Tu,W,Th,F	1st Grade - 8th Grade	\$ 250.00	
	Intro Session		8:30 AM - 9:00 AM			\$25.00	
<input checked="" type="checkbox"/>	Week #3 - May 20th to 26th	05/20/2019 - 05/26/2019	9:00 AM - 3:00 PM	M,Tu,W,Th,F	1st Grade - 8th Grade	\$ 300.00	
	Intro Session		8:30 AM - 9:00 AM			\$25.00	
<input checked="" type="checkbox"/>	Week #3 - After Care		8:00 AM - 9:00 AM			\$50.00	

4.5 Session Confirmations

Parent → Child → Sessions → Confirmation → Payment

EDIT

Parent Info

Primary Contact

First Name Perera	Last Name Amanda
Mobile Phone 4647959807	Email amanda_camp@beyonduniverse.in

Child Info

#	First Name	Last Name	Date of Birth	Gender	Grade	Action
#1	Thomas	Kuhn	03/04/2018	Boy	1st Grade	EDIT
#2	Leo	John	03/05/2017	Boy	2nd Grade	EDIT

Session Summary

Thomas Kuhn EDIT

Session	Date	Time	Fee	Sibling	Amount Due
Week #1 - May 6th to 12th	05/06/2019 - 05/12/2019	9:00 AM - 3:00 PM	\$200.00	-	\$190.00
Intro Session		8:30 AM - 9:00 AM			\$25.00

Leo John EDIT

Session	Date	Time	Fee	Sibling	Amount Due
Week #1 - May 6th to 12th	05/06/2019 - 05/12/2019	9:00 AM - 3:00 PM	\$200.00	-	\$190.00
Intro Session		8:30 AM - 9:00 AM			\$25.00

Session Fee	\$430.00
One Time Registration Fee	\$50.00
Early Bird Discount (Camp Level) for Thomas Kuhn	(\$10.00)
Early Bird Discount (Camp Level) for Leo John	(\$10.00)
Total Fee	\$460.00

Special Notes To Director / Coordinator

Policies

1. All field trips are subject to change due to weather or any unforeseen circumstances.
2. There will be no credit or refunds for cancellations, vacations, illness, or absences of any kind.
3. Photo id proof should be submitted to location

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

SUBMIT

4.6 Make Payment

How much do you want to pay?

Current Due
\$140.00

Total Due
\$299.25
(Inclusive of 5.00% discount)

How do you want to pay?

Account Holder 
Rita John

Funding Account
Rita 

Accept Payment Terms

By selecting the check box, you are agreeing to the following terms and that such action constitutes a valid signature that is and shall remain binding upon you in the same manner as if you had affixed your signature hereto via ink or other traditional signing method:

- The card/bank account information provided is accurate and is issued in your name
- You hereby authorize debit of the card/ bank account for the payment of fees related to the camp registration and will not dispute the charges

4.7 Confirmation

Child Sessions Confirmation Payment

Thank You

Thank You for submitting your registration for
Summer Child Care - 2019

Payment of \$140.00 has been successfully processed

Your registration has been confirmed. The Confirmation has been sent to your email.

DONE

Next Schedule payment Date
N/A

Date	Description	Status	Amount
No data to display			

Camp Registrations

Registered Camps

Child Name	Camp	Registered	Action
Ben John	Summer Child Care - 2019	3 / 3	 

Register New Camps

Summer Child Care - 2019

2019 - Winter Courses

Here you can view the registered camp for the child