



Instructions for Nature Day Camp Registration

1. Go to www.chippewanaturecenter.org. In the upper right hand corner, click **Log In**. Use your assigned **User ID** if you are a member or have previously registered for a program. If you do not know your User ID, please call 989-631-0830.
2. Click on Events and Programs, then Nature Day Camp. Click **Register for Nature Day Camp**.
3. Click on **Register** at the bottom of the page.
4. Select your children's names from the **Available Participant** list on the left side of the screen. Or, if they are not listed there, click the **Add New Participant** button above the list. **Enter the name(s) of every child you wish to register for camp.**
5. Click **Continue** at the bottom of the page. (You may complete the forms now or later in the process.)
6. **On the registration page:**
 - A. **Step 1** – Select the **first child** you wish to register for camp.
 - B. **Step 2** – Select the **week** during which you wish register the first child.
 - C. **Step 3** – Select the session for which you'd like to register the first child by clicking the **green plus sign** on the far right hand side.
 - D. **Step 4** – Listed will be the session chosen in Step 3. **The spot is now held for that child.** If your child is on a waitlist, that will be reflected, as well.

Repeat for additional camps or for additional children.

7. Once all children are registered (or waitlisted) for sessions, click **Continue** at the bottom of the screen.
8. If you have not already completed the forms, you will see a statement in orange that says "More information is needed to complete this purchase." Click the **Fix It** button. This will take you to the forms. Complete the forms for each child. The t-shirt form must be completed before you can check out. If you are able to complete the health and medication forms now, please do so. Otherwise, you will have to return later to do it. **Remember, your child's spot is being held, so you will not lose it while you complete the forms.**
9. Once the forms are complete, you can either click the **Check Out** button at the top of the screen to skip to the check out, or click **Continue** and move past the registration window back to the **Check Out** page.
10. **Check out.** Payment is required at the time of registration. We accept VISA, MasterCard and Discover.