

Overview of Camper Dashboard

If you are logging into an existing account or have just finished creating a new one, you will be directed to your camper dashboard. From this page, you are able to access all available forms, update/create contacts, make a payment, etc. This document outlines the general uses for each section. For more information regarding a specific section, please visit our website for more registration help.

The screenshot displays the Camper Dashboard with five main sections:

- A Account:** Shows user information for Tracy Kile, including email and an "Edit Account" button.
- B Quick Access:** A horizontal bar with buttons for "Add Camper", "Add Program", "Make A Payment", "Refresh", and "Logout".
- C Campers:** A section for managing campers, featuring a search bar with "Test2 Kile", a "Remove Camper" button, and tabs for "Personal", "Address", "Phones", and "Emails". The "Personal" tab shows birth date (09/18/2009), gender (Female), and grade (Grade 7), along with an "Add Camper" and "Edit Personal" button.
- D Enrollment:** Lists enrollment for "2022 Week 8: 6th-8th (07/31/2022-08/05/2022) -6th-8th Jr. High Camp Girls" with a status of "Enrolled, NOT Registered" and buttons for "Billing" and "Remove". An "Add New Program" button is also present.
- E Financial:** A table showing financial details for the same session program, including "Reg Bal" (\$448.00) and "Snack Shop Bal" (\$0.00). It includes buttons for "View Transactions" and "Make Payment".

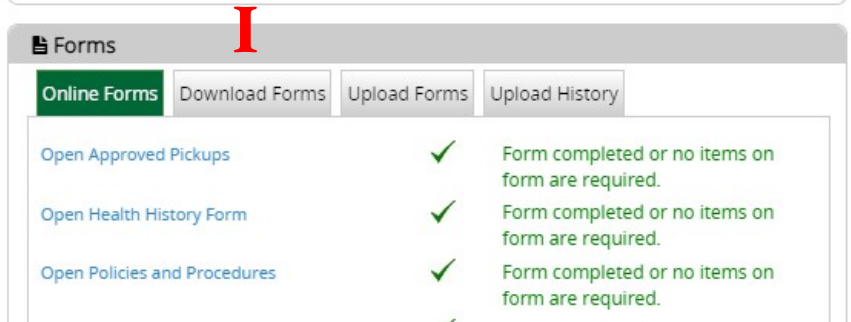
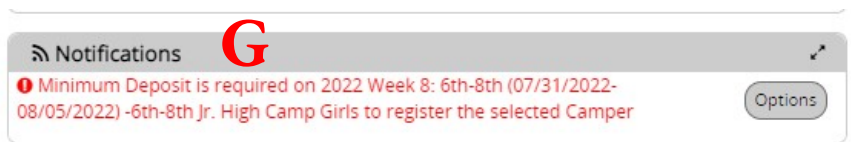
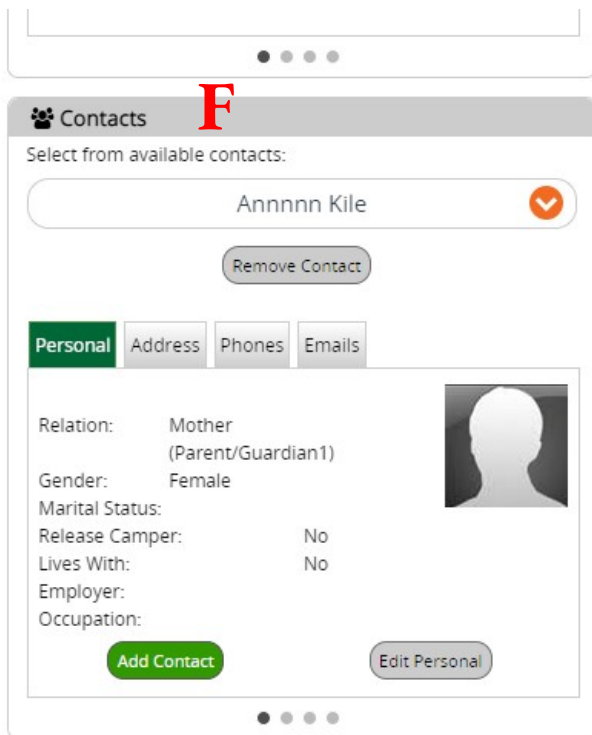
A Account: You can edit your account information such as email and phone number.

B Quick Access: These actions are available elsewhere, but are consolidated for easy use.

C Campers: Multiple campers may be on the same account. To view a different camper, choose from the drop-down menu next to the camper name. To edit information on a camper, choose "Edit Personal." *Note: camper grade, age, and gender cannot be changed online, please contact help@brr.org for assistance.* Click through the tabs (Address, Phones, and Email) to edit contact information. Choose "Add Camper" to create a new camper on the same account.

D Enrollment: This section outlines what sessions/programs the camper is enrolled/registered in. The red text next to the session alerts you that there is an outstanding action on the enrollment. Billing contact can be edited here ("Billing"). You may remove an enrollment by choosing "Remove."

E Financial: In order for registration to be complete, the minimum deposit for a session must be paid. To make a payment, select "Make a Payment" from either Quick Access or this section. Past transactions with charges to the account by date may be viewed by choosing "View Transactions."



F Contacts: For each program, the minimum numbers of contacts is 2 (one **Guardian** and one **Emergency Contact**). This section will show the contacts already attached to the camper; personal/contact information can be edited here by choosing between the tabs (Personal, Address, Phones, and Emails). To change which contact you are viewing, select from the drop down menu next to the name.

G Notifications: Before registration can be completed, all notifications need to be addressed. Common notifications include uncompleted forms, unassigned contacts, or unpaid minimum deposits. For more details regarding the notification, please select “Options.”

H Medical: Use this section to add medications by selecting “Add Medication” as well as allergies by selecting “Allergies.” Both medications and allergies should be entered in the Health History Form as well.

*Even if the camper does not have any allergies, you **MUST** click “Allergies” and choose “No Known Allergies.”

I Forms: All forms need to be completed before making a payment for registration. A form is complete (or not required for registration) if there is a green check mark next to it. Forms will vary across programs. Any section highlighted in yellow on a form must be completed.



J Optional Items: These are not required for registration. You may add 1 cabin mate request (“Cabin Mate”) or add a gift bag to your account on the tab “Add. Chg.”