

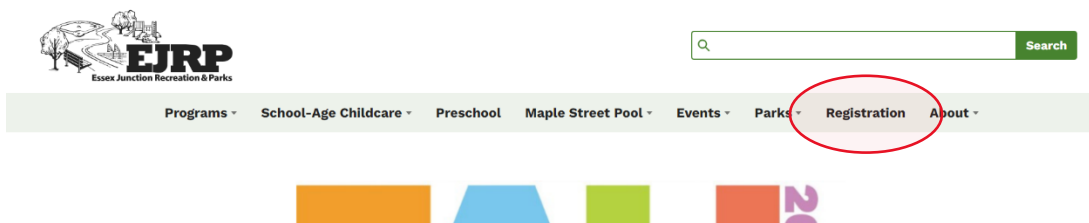
EJRP Vacation Camps: How to Register Online

These instructions will apply to any family using a desktop computer to register, which is the recommended method if possible. If using a mobile device, the layout will differ slightly. We highly recommend ensuring you are able to log on and navigate whichever device you will be using prior to registration on or after October 16 at 9:00am.

EJRP Vacation Camps are for children in grades K-6 attending an EWSD school (Summit, Hiawatha, Fleming, ADL Middle School, Essex Elementary, Founders, Essex Middle School, and Westford)

Logging On

- 1) Go to www.ejrp.org.
- 2) On the home page, click the Registration tab.



- 3) Log in to your EJRP account
 - a) If you have ever done any programming at EJRP, you already have an account, so if you do not know your login information, click "Forgot Password." A reset email will be sent to the primary email address on the account. Our front desk can assist at 802-878-1375 if you have issues gaining access.
 - b) If you are new to EJRP, you can create your account by selecting the "Create Account" button or calling our office at 802-878-1375.
- 4) Once logged in, click on the Registration Button.

A screenshot of the EJRP login form. The form is titled "Login" and has a white background. It contains the following elements:

- A text input field with the email address "acallan@ejrp.org" entered.
- A password input field with a masked password ".....".
- A "Login" button.
- A "Create Account" button.
- A "Forgot Password?" button.



On the Web Activity Search Page

- 5) Under Search Results where it says Display Option, choose Calendar.
- 6) On the left, click on Activity Number and search by **530817**

WebTrac Activity Search

Search Results

Display Option: Calendar

Previous Year Previous Month Today **November 2024** Next Month Next Year

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

1st-2nd Grade Novem...
7:30 am- 5:30 pm
65 of 65 Available

3rd-6th Grade Novem...
7:30 am- 5:30 pm
52 of 52 Available

Keyword Search

Type (16)

Filter

- ✓ Sports
- ✓ Arts
- ✓ Education/Trades
- ✓ Fitness
- ✓ Aquatics
- ✓ Races

Select All Clear Selection

Category (0)

Activity Number

530817

End Month

- 7) Use the “Next Month” button to navigate the calendar and select each day you will need care for your child. All dates for the entire school year are available at this time.

- a) You can register multiple children at the same time, you just need to select each day and which grade they are in.

Previous Year Previous Month Today **November 2024** **Next Month** Next Year

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

27 28 29 30 31 1 2

1st-2nd Grade Novem...
7:30 am- 5:30 pm
65 of 65 Available

3rd-6th Grade Novem...
7:30 am- 5:30 pm
52 of 52 Available

- 8) Once all days needed are selected, click Add to Cart.

2 Selected Items

1st-2nd Grade December Vacation Camp (530817-02-A): 12/26/2024 @ 7:30 am, 12/27/2024 @ 7:30 am
1st-2nd Grade November Vacation Camp (530817-01-A): 11/01/2024 @ 7:30 am

Clear Selection **Add To Cart**

Adding to Cart

- 9) On this page, you will see all eligible household members for each of the days that you selected. Verify that each day is selected for each child that you need before clicking continue.

Family Member Selection

Mike Callan

- 1st-2nd Grade November Vacation Camp (530817-01-A)
- 1st-2nd Grade December Vacation Camp (530817-02-A)

- 10) You will need to select a billing option (Pay in Full or Credit Card Installment Bill). Check the box that says “Copy Billing Information” to only complete this section once per child. Pay in full will charge \$47/day at checkout. Credit card installment bill will charge a \$5/day down payment, then the remaining \$42/day will be automatically billed using the card on file three weeks prior to the start of each month’s camp.

1st-2nd Grade December Vacation Camp (530817-02-A) On 12/26/24 for Mike Callan (Purchase)

1st-2nd Grade December Vacation Camp (530817-02-A) On 12/26/24 for Mike Callan (Purchase)

Billing Option

- Copy Billing Information

Pay in Full

Waivers

WAIVER

I hereby grant permission for me and/or my household/guests to receive emergency medical treatment if needed. I authorize the attending physician to administer necessary medical attention. I certify that I and/or my family member that is participating is in good health and that there are no limitations to their participation. If there are exceptions, I will inform EJRP prior to the start of the program. I have read this carefully and voluntarily agree with full knowledge of its significance.

Being aware of inherent risks, I hereby consent to me, my household, and my guests participating in the program(s) offered by Essex Junction Recreation & Parks (EJRP), and agree to release, discharge, and hold harmless EJRP and the City of Essex Junction, its employees, elected officials, volunteers or instructors from all liability, claims or causes of action for injury, damages, or loss of services resulting from participation.

- I agree with the above *

- a) Families who currently receive subsidy through the VT Childcare Financial Assistance program (CCFAP) **will not** need to select a billing option or make any down payment at the time of enrollment.

11) You will also need to agree to the waivers regarding EJRP's hold harmless agreement authorizing emergency medical care

12) Once this has been completed for all children you are registering, click Continue to bring you to the cart

Shopping Cart

13) Here you will be able to see all days selected for each child and the amount you are being charged. Verify that all is correct.

a) You can remove dates at this time by clicking "remove" on the left of each day.

b) You can also add any dates you may have missed by clicking "continue shopping." It will leave all dates currently selected in your cart, and you will need to go back to the calendar search and begin the process again.

Shopping Cart

	Description	Name	Total Fees	
Remove	1st-2nd Grade December Vacation Camp (530817-02-A) On 12/26/24 (Enrolled)	Mike	\$ 47.00	⋮
Remove	1st-2nd Grade December Vacation Camp (530817-02-A) On 12/27/24 (Enrolled)	Mike	\$ 47.00	⋮
Remove	1st-2nd Grade November Vacation Camp (530817-01-A) On 11/01/24 (Enrolled)	Mike	\$ 47.00	⋮
Grand Total Fees Due			\$ 141.00	
Total Old Balances Not in Shopping Cart			\$ 0.00	

[Proceed To Checkout](#) [Continue Shopping](#) [Pay Old Balances](#) [Empty Cart](#)

14) Click "Proceed to Checkout" when ready and enter your credit card information for whichever payment method you chose and complete the transaction. Ensure you have a receipt confirmation number on the web page, as well as the receipt in your email. That is how you know the transaction was successful.

a) Please verify the receipt immediately and let us know if there are any issues.