CHAUTAUQUA

Camp Online Registration Instructions

The purpose of this document is to provide direction and a step-by-step guide for completing Chautauqua's (individual) online registration process. The registration and payment process must be completed by an adult over the age of 18.

<u>Step-by-Step Process</u>

1. Follow the link provided for registration for your event (either provided by event organizers or listed on Chautauqua's website).

2. Login to your account (you can do so via the menu of Chautauqua's website). If you have not already created an account, please create an account and fill out needed bio information. In addition, add any minors (under 18 yrs) that you are registering and are participating at your event (If you are the parent or guardian of someone under the age of 18, add the minor you are registering to your account and **register them** for the event).

3. Answer any questions that are prevalent to your event (ex. T-shirt size, what school, etc.).

4. Complete "**Participant Medical Information Form**". Form must be completed and electronically signed by the attendee (if 18 or older) or by the parent / guardian of the minor attending.

5. Add any medications that are needed for the individual that is attending. Please include a schedule with dosage information. (This information may be entered at a later time by logging back into your account if desired)

6. Complete and electronically sign the "**Chautauqua Release Waiver**". Form must be completed and electronically signed by the attendee (if 18 or older) or by the parent / guardian of the minor attending.

7. Complete the registration process by "checking out". Payment of balance (in full or payment plan) can be made via Credit Card. If you have any "sponsorship" or discount codes, enter them on the "My cart" page.

8. You will receive a confirmation email once the registration process is completed.

   If there are any additional questions or concerns, please contact us via email at **registration@thecampbytheriver.com** or via phone at **(937) 746-3811 ext. 2**.