2016 P.A.S.S. Camp Online Registration Tutorial

Please follow the below steps to register for the 2016 P.A.S.S. Camp program. If you have any questions regarding P.A.S.S. Camp online registration, please call 303-871-3908.

This year, all DU affiliation discounts (DU faculty/staff, alumni, students and Coors Fitness Center members) are automatic and do not require a coupon code. To confirm your DU affiliation prior to registration, please call 303-871-3908.

**Step 1**
Visit https://signup.recreation.du.edu and log in. If you have previously participated in a DU Recreation program, you already have an online registration account. If you do not know or remember your password, click on the “Forgot Password” button and enter your primary email address. The system will email your username and a password reset link. If you have not previously participated in a DU Recreation program, select “Create an Account”. If you experience problems logging in to your account, please call 303-871-3908.

**Step 2**
Click on “Open Online Registration” and select P.A.S.S. Camp Priority Registration.
Step 3
Click on the “+” next to the Youth Activities PreReq activity. This activity is a required prerequisite for registration in the 2016 P.A.S.S. Camp program. During this $0 registration, you will submit all required medical, emergency contact and acknowledgment of risk information. Once you have added the activity to your cart, you will be prompted to select the child(ren) you would like to register for the activity.

If you try to register for P.A.S.S. Camp prior to adding the Youth Activities PreReq to your cart, you will receive the below error message.
Step 4
Please answer all questions for your child. The questions in red are required. You will be prompted to electronically sign the acknowledgment of risk form at the end of this screen. Please note: the “Copy Questions” toggle will not copy your answers from one child to the next. You will need to submit the information for each child individually.

Once you submit your answers, you will be taken to the Shopping Cart screen.
Step 5
From the shopping cart, select “Open Online Registration” and “P.A.S.S. Camp Priority Registration” (as completed in Step 2) to select your weeks of camp.

Step 6
Select the “+” next to all weeks of P.A.S.S. Camp in which you wish to enroll your child(ren). Your selections will show in the lower left corner of your screen.
**Step 7**
Select the correct child and camp week(s) and select Continue.

**Online Registration**

<table>
<thead>
<tr>
<th>Child 1: ZZZAlumniHousehold</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.A.S.S. Camp (406104-02)</td>
</tr>
<tr>
<td>P.A.S.S. Camp (406104-04)</td>
</tr>
</tbody>
</table>

[Continue] [Cancel]

**Step 8**
Enter your child’s lunch preference (included with registration), any friend requests and early/late care needs for the week. If your answers to these questions will be the same for each camp week, you can select the “Copy Questions” and/or “Copy Fees” box (this will need to be completed per child if registering multiple children at one time).

**P.A.S.S. Camp (406104-02) for Child 1: ZZZAlumniHousehold (Purchase)**

**Questions**
- [ ] Copy Questions

**Lunch Preference**
- [ ] Regular
- [ ] Friend 1

**Friend**
Please list the name of up to one friend your child would like to be with.

**Fees**
- [ ] Copy Fees

<table>
<thead>
<tr>
<th>Add Description</th>
<th>Amount</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA55 Camp Late Care</td>
<td>30.00</td>
<td>1.00</td>
</tr>
<tr>
<td>PA55 Camp Early Care</td>
<td>30.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

[Continue] [Cancel]

Select Continue to proceed to your Shopping Cart.
Step 9
From your shopping cart, you can select the fee details icon to see more detailed information about the fees charged.

Step 10
In the Checkout screen you will see the minimum amount due (50%), however, the system will default to pay 100%. You can change the “Amount to be Paid Today” to reflect the 50% deposit if you would prefer. If you do not have any affiliation discounts and have a coupon code, you will enter it on this screen. Please remember, only one discount can be applied to a P.A.S.S. Camp registration. Once all information is updated, select Continue.
Step 11
Enter your payment information and select Submit Payment. Payment processing may take 1-2 minutes. Please do not hit the back button during this process. Once the payment is confirmed, you can download your receipt in PDF format or have it emailed to you.

Please note: A copy of your child’s current immunization record must be submitted to the DU Youth Activities office prior to your child’s first day of camp. Immunization forms can be emailed to youthprograms@du.edu, faxed to 303-871-4950 or brought to the P.A.S.S. Camp front desk.