

NEBRASKA 4-H CAMP ONLINE REGISTRATION INSTRUCTIONS

Before registering online at <http://4h.unl.edu/4hcampregister>
read the instructions below:

If this is the first time you have registered with Nebraska 4-H Camps and Centers:

1. You will need to create a new account. To begin, click on the "Create a new account" button.
2. Enter the primary contact (parent/guardian) information into the fields provided. On this page you can enter an additional person to the account: a 2nd contact (parent/guardian). We strongly encourage each family to have a secondary contact. Designate your county and how you heard about Nebraska 4-H Camps and Centers. Create a password. (Your username will be the email you provided.)
3. Click on "add a new child to account" link. Enter the information in the fields provided. Click "Save and make reservation"
4. All available sessions that your child qualifies for will be listed, by site.
5. Select the sessions you would like to register for. Click the "Register" button at the bottom of the page.
6. Confirm the information on this page and click the "Next" button at the bottom of the page.
7. If you have a cabin (roommate) request, enter it on this page. Click "Next". If you do not have a specific request, you may click next to get to the next page. ****Please note: We will make every effort to place campers in the same cabin if requested; there is no guarantee. We will do our best to meet your needs.
8. On this page is the "Nebraska 4-H Camps and Centers Permission and Health Form". Please complete this information (some fields may be duplicated from the registration process.) Our insurance required the completion of this form prior to attendance at camp. Once the information is complete, acknowledge the completion and click the button provide a digital signature on the document. Click the "Next" button to proceed to the next page.
9. On this page you will be asked to read and accept the 4-H Code of Conduct for Youth and parents and provide a digital signature. Select that the information is complete and click to digitally sign the document. (This will be the only time we ask for you to sign the 4-H Code of Conduct.) Select "Next" to proceed to the next page.
10. On this page, you will be asked to read and sign UNL's Youth Activity Safety Policy. Read the policy and select "yes", acknowledge the form is complete and apply your digital signature. Select "Next" to proceed to the next page.
11. On this page you may deposit money into the camp store if you wish. This will be added to your camp registration total.
12. If you have received a Campership please select and enter the code on this page. Once the code is entered click on the "Next" button to proceed to the next page. If you have not received a Campership, you may click on the "Next" button without entering any information.
13. You may enter any medications your child takes and the designated days and times on this page. (You may add multiple medications by clicking "Save Medication" or you may continue the registration process by clicking "Done entering medications" button. *You will also be asked to document this on the Nebraska 4-H Participant Permission and Health Form.
14. Confirm the Primary Contact Information or make necessary edits. Click the "Next" button to proceed to the next page.
15. Confirm the Secondary Contact Information or make necessary edits. Click the "Next" button to proceed to the next page.
16. Confirm persons who are authorized to pick up your child. Click the "Next" button to proceed to the next page.
17. On this page you can either continue to add additional registrations for family members, which you will need to repeat steps 3-15, or you can check out/view your cart.



18. In 'your cart' you will see all the sessions you have selected to register for. If these are not the sessions you intended to select, you can edit on this screen by clicking the "Remove" button next to the session. If you would like to add additional session click "Make additional reservations" If there are no changes, click "Proceed to Payment" button.
19. Select credit card (Visa and MasterCard accepted) and enter your credit card information. Click "Process Order". Please only click the button one time, you will be charged each time the "Process Order" button is clicked. The next page will give you a confirmation number. You will also receive a confirmation email that has important information regarding camp.

If you have registered with us before:

1. Log in with your username and password
2. Select the child you are registering by clicking on their name
3. Select "Make a Reservation" on the left hand side.
4. Follow the instructions starting at #4 under the first time users instructions

Confirmation: Online registration is not finished until the "Process Order" is completed. Once payment has been acknowledged, you will receive an immediate confirmation by email. The confirmation email will include an Instruction Sheet to Parents that includes a list of items to bring to camp

***If you do not receive this email, your registration is not complete or you mistyped your email address. Please follow the online instructions or contact the specific camp for help.

*******Important:** You will not receive an emailed copy of a blank "Nebraska 4-H Participant Permission and Health Form". The form you filled out online is the only record we will have. Please ensure this is filled out completely and accurately.

Multiple Sessions: You may enroll a camper for multiple sessions at any camp location with online registration. You will only need one username and password to register at any of the sites.

Cabin Requests: Campers who want to room together should add each other's name in the box labeled "Cabin Request" during the online registration process. Although every effort will be made to place campers in the same cabin if requested, there is no guarantee. We will do our BEST. It is our policy to try to keep campers in each cabin within a two-year age span, if possible.