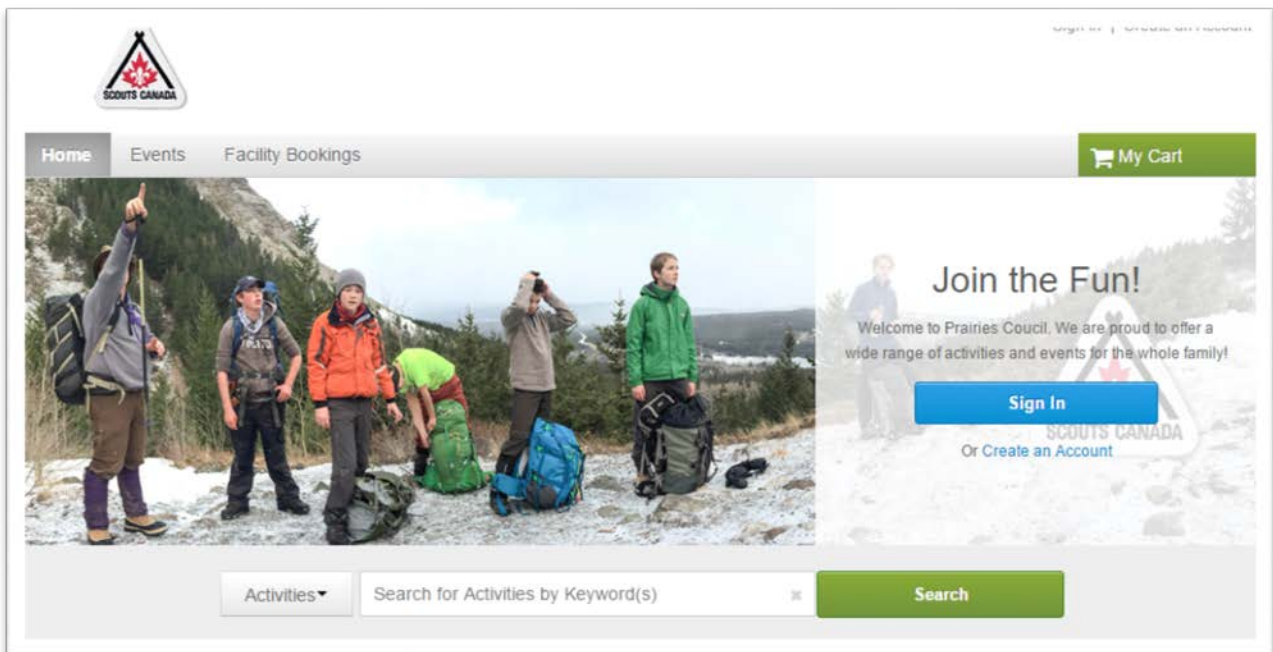


Summer Camp at Impeesa: How to Register Your Child

***Important Note:** If your youth is currently registered/active with Scouts Canada you will need to look up the Member Number for your youth. Login to your MyScouts account, click on the MyFamily tab and select your child from the list. If your child is not linked to your account or you need with assistance contact prairies@scouts.ca. You will not need/have this information if your youth is not registered/active with Scouts Canada. Youth who are registered/active with Scouts Canada are covered under our insurance; non-member youth need to be added to our insurance.

Step One – Logging in:

Visit <https://ca.apm.activecommunities.com/Prairies/> to log in to your existing account or create a new one.



Step Two – Add Youth to Your Account:

Under *Account Settings*, click on *Change Information about Family/Friends* to add each youth you wish to register.

***Important Note:** The youth information must be entered first so each youth is available to be selected when doing summer camp registration.*

- **Account Activity**
 - Show Your Daily Schedules
 - Show and Manage your Wish List
 - List Account Deposits
 - List Account Credits
 - List of Prior Transactions
 - List Scholarships
 - List Saved Credit Cards
- **Online Services**
 - Register for Activities
 - Make Reservations
 - View Your Shopping Cart
 - Logoff
- **Account Settings**
 - Change Your Password
 - Change Account Address or Personal Information
 - Change Information about Family/Friends
- **Payment Details**
 - Pay on Account
 - List of Account Payments
 - View Account Payment Details
 - Change Auto-Charge Payments
- **Team Management Services**
 - Manage Teams

Entering details for new youth:

[▶ Add New Family Member](#)

If the youth doesn't already exist in your profile, Click on *Add New Family Member* to add them in.

Complete all information—including the correct date of birth—as the different sections for summer camp are geared for specific age groups.

When finished:

Click on *Submit & Add Family Member* to add another youth to your profile

OR

Submit if there are no more to register.

[Submit & Add Family Member](#)

[Submit](#)

Step Three - Register for Summer Camp: To Start, Click on *Events*.

[Home](#)

[Events](#)

[Facility Bookings](#)

Select the program and camp dates you want and click *Add to Cart*.

Summer Camp 5113 60 July 8, 2018 to July 13, 2018 Camp Impeesa Check details for fees
Week 1 (Pika Ages 8-10) 


At this point, a drop down list will display all of the youth you've set up in your profile.

* Who will be participating in this Activity?
Select the Family Member to Enroll ▼

Select the youth you wish to register for summer camp and click *Next*.

Answer Registration Questions:

Answer some questions for this activity.

Summer Camp

* Please describe any special needs we need to be aware of. Please click on all the forms below. They must be completed and submitted by emailing to bedwards@scouts.ca or mailing to Camp Impeesa. P.O Box 3040. Pincher Creek, AB. T0K 1W0

* What is your T-Shirt Size? Please choose one.

* Do you consent to releasing your photo?

Do you require busing? The fee is \$70 per person.

* Are you registered with Scouts Canada?

Yes

No

* Please enter myscouts Membership# for the person booking. Participant list must be submitted 72 hrs prior to booking and will be audited for active members.(MMS#).

Parents can find their child's MyScouts membership # by signing into their account at www.myscouts.ca. Email prairies@scouts.ca if you need assistance. This number applies to active/registered youth. Please note: Summer camp is open to all youth.

Step Four – Finalize Your Registration Forms:

- Enter your initials for each waiver and open each attachment

Review Waivers:

Review and sign to continue.

Agree to Waiver	Required	Description	Attachment
Initials: <input type="text"/>	Yes	Camper Personal Needs Form	Camper Personal Development Requirements
Initials: <input type="text"/>	Yes	Cancellation and Refund Policy	Registration Transfer
Initials: <input type="text"/>	Yes	Parental Consent	Impeesa Consent
Initials: <input type="text"/>	Yes	Participant Dietary Form	Impeesa Dietary
Initials: <input type="text"/>	Yes	Physical Fitness Certificate Non-scouting Member	Impeesa Fitness
Initials: <input type="text"/>	Yes	Scout Shop Discount	Scout Shop Coupon
Initials: <input type="text"/>	Yes	Summer Camp Camper info	Camper Info

[← Back](#) [Cancel & Return to Search](#) [Next →](#)

- Send completed forms to **Blake Edwards** at bedwards@scouts.ca

OR

P.O. Box 3040, Pincher Creek, AB, T0K 1W0.

***Important Note:** Forms must be received no later than two weeks before the camp start date.*

Click *Next* to continue.

Step Five – Select Applicable Fees

An option to use a payment plan will be displayed. Close this screen and proceed to the Select Fees page.

Payment Plan

Summer Camp
By selecting this plan, you agree to make payments as scheduled below.

Due Today (50.00 %)	\$288.75
Jan 15, 2018	\$96.25
Feb 15, 2018	\$96.25
Mar 15, 2018	\$96.25
Total:	577.50

[Agree to Payment Plan](#)

Click on the X to close this screen to review the bus and non-member fees.

***Important Note:** There is an additional fee for the camp bus and a fee to add your youth to our insurance policy for summer camp if he/she is not a registered/active member with Scouts Canada.*

Fill out the Select Fees page:

Select Fees

Please review your enrollment fees and, if applicable, apply your coupons.

Enter Coupon Code: [Apply](#)

Description	Quantity	Unit Fee	Total Price
Summer Camp	1	\$550.00	\$550.00
Will you require the bus (Yes or Blank)? <input type="text" value="Enter Activation Code"/>	<input type="text" value="0"/>	\$70.00	\$0.00
Are you a registered member of Scouting (No or Leave Blank)? <input type="text" value="Enter Activation Code"/>	<input type="text" value="0"/>	\$30.00	\$0.00
Camp Impeesa Returning	1	(\$51.00)	(\$51.00)

Pay in full Total: \$499.00
 Use payment plan

[Proceed to Shopping Cart](#)

[Register Another Participant for this Activity](#)
[Add to Cart & Continue Shopping](#)

Note: answering the questions previously will not fill in the values. Please complete these fields if they apply so that the bus and/or non-member fees are applied.

When selecting your fees for camp, consider the following:

Will you require the bus? For the camp bus, enter either *Yes* or leave blank and then press tab or click on another field to register your selection.

Is your youth a registered member of Scouting? If the answer is yes, leave this field blank or enter *No* for non-Scouting members.

(All youth are welcome at camp, but to ensure everyone is covered, we have to identify non-members and add them onto our insurance policy for summer camp.)

Step Six - Payment

You can now select *Register Another Participant for this Activity, Pay in Full*, or click on *Use payment plan*.

***Helpful Hint:**

If you are registering another youth for the same program/age group/week then select the option to *Register Another Participant for this Activity*. However, if you are registering another youth for a different program/age group/week then select the option to *Add to Cart & Continue Shopping*.



Registrations are not complete until all completed camp forms have been received along with full camp payment.

Please direct questions about camp, programming, and forms to Blake at bedwards@scouts.ca.

Please direct registration questions to Leslie at prairies@scouts.ca or 403-283-4993 extension 1.