



ONLINE RESERVATION DIRECTIONS

1) Create an account:

- a) Go to www.pathfinderranch.com and click "Create or access your account" at the top.
- b) Select "Individual/Family" as your account type and fill in the Primary Contact section with **your** information. The Primary Contact must be an adult (e.g. parent/guardian). Add your child if they are attending as an "Additional Contact."
- c) Pick a secure password for your account that you will remember for future access and select "Create".

2) Make a reservation:

- a) Select the name of the person you are making a reservation for under "New Reservations."
- b) Select your child's school from the list.
- c) Input the session password _____ (provided by the school) to access the correct field trip. This is different from your account password.

3) Complete the forms:

- a) Complete the Health History, Activity Acknowledgement and Behavior Forms. Electronically sign each.
- b) You'll be asked for your child's last tetanus shot. Record an estimated date if you don't have the exact date.
- c) You'll be asked to complete some additional information (e.g. alternate contacts, pickup authorization).
- d) Depending on the field trip option your school selected, you might have the opportunity to buy a t-shirt. Payment will be due during check out.
- e) Each person attending from your family will need a reservation. If you have multiple family members attending, select "Make another reservation", add those extra family members to your account, and complete their forms.

4) Finish your reservation(s):

- a) Select "Proceed to checkout" and "Complete order". However, if you are making a shirt payment or donation, select "Proceed to payment" to fill out your payment information and then select "Process order."
- b) You'll receive an email confirmation with an info packet and packing list after completion. If you don't receive this email, please call our office at 951-659-2455 or email us for assistance.

5) Medication Order Form:

- a) If your child has medication and you will not be attending as a chaperone, please print and complete the Medication Order Form in the Student Packet. Read the instructions carefully to determine whether you or a physician needs to sign the form. Turn in the form and medication(s) to a teacher before the trip.



EXTENDED ONLINE DIRECTIONS

1. We recommend using a desktop, laptop or tablet, but a smart phone with a large screen might also work.
2. Go to www.pathfinderranch.com and click "**Create or access your account**".
3. Click "**Create an Account**". Select "**Individual/Family**" for the type of account. Input **your** information as an adult (not your child) in the Primary Contact section. If your child(ren) will be attending, scroll down to the Additional Contact section, select "**Child**" from the drop down box, and input your child's information. If you have multiple children attending, you can add the other child later on during this process. Create an account password and click "**Create Account**".
4. Under New Reservations click your child's name OR yourself if you're not attending with a child. Then click "**I am registering as an individual**".
5. Under the Outdoor Education section, select your school group's name and click "**Register**". Input the Session Password _____ (provided by the school) and click "**Next**".
6. On the Health History Form, fill out the Health/Medications, Allergies, Diet, and Immunization sections. If possible, also fill out the Health-Care Provider, Insurance, and Additional Info sections. Read and click "**Authorization for Health Care**" section. Select "**Click to Sign**", follow the directions to electronically sign the form, and click "**Next**".
7. On the Activity Acknowledgement Form, read the Participation and Activity sections. Click "**without restrictions**" if the person **does not** have any activity restrictions. Click "**with the following restrictions**" and list them in the box below if the person **has** activity restrictions (e.g. no hiking, no animal interactions). Read and click the "**Authorization**" section. Select "**Click to Sign**", "**Sign Document**" and "**Next**".
8. Read the Behavior Form (read the Student Behavior Form with your child), read and click the "**Completion Acknowledgement**" section, "**Click to Sign**", "**Sign Document**", and "**Next**".
9. Complete the Alternate Contact info in case we need to, but can't reach you. Click "**Next**".
10. For Pickup Authorization, click "**Add an individual to this list**" to authorize another adult to pick up your child in case they need to leave early and you're unavailable to pick them up. Click "**Next**".
11. If your school selected one of our shirt options you will be asked to:
 - a. Provide your child's shirt size (no fee will be collected) and click "**Next**". OR...
 - b. Provide your child's shirt size if you'd like to buy one (pay during checkout) and "**Next**".
12. If you're interested in making a donation to support our organization through camper scholarships or our general fund, you can input the dollar amount in the desired section, and click "**Add Donation**". Payment will be made during checkout. If you do not wish to donate now, click "**No, thank you**".
13. If you have multiple family members attending camp, click "**Add additional reservations**", select the next person's name or add an individual to your account and then select their name, and fill out their forms by returning to Steps 5-12 to complete their reservation.
14. Click "**Proceed to Checkout**". Verify the trip info, shirt fee and/or donation (if applicable). FYI No trip fees will be collected during this online process. Those fees will be collected by the school. Then...
 - a. If payment is due click "**Proceed to Payment**", select method, input info, and "**Process Order**". OR...
 - b. If there are no payment fees that need to be collected then click "**Complete Order**".
15. You'll receive an email confirmation with an info packet and packing list. Contact our office at 951-659-2455 if you don't receive this confirmation.
16. If you have a child attending who needs to take medications while at camp, but you won't be attending as a chaperone, please print the Medication Order Form (next page) or ask your school for a paper copy, and submit a completed copy with the med(s) to a teacher before the trip.



Student Medication Order Form

PR STAFF:

School Name: _____

Student Name: _____ Birth Date: _____
Last First M.I.

Medication Name: _____

Route Taken (Check Box)

Amount Given: _____

By Mouth

Time (Circle): As Needed Before Breakfast After Breakfast

Topically

Before Dinner After Dinner Before Bed

Inhalation

Other (specify time and frequency): _____

Intranasal Spray

Injection

Medication Name: _____

Route Taken (Check Box)

Amount (to be given): _____

By Mouth

Time (Circle): As Needed Before Breakfast After Breakfast

Topically

Before Dinner After Dinner Before Bed

Inhalation

Other (specify time and frequency): _____

Intranasal Spray

Injection

Medication Name: _____

Route Taken (Check Box)

Amount (to be given): _____

By Mouth

Time (Circle): As Needed Before Breakfast After Breakfast

Topically

Before Dinner After Dinner Before Bed

Inhalation

Other (specify time and frequency): _____

Intranasal Spray

Injection

- All medications must be in the original container, not expired and have a visible expiration date.
- **Over-The-Counter (OTC)** medication must be age appropriate plus the dosages on the label and form must match in order for a parent/guardian to sign this form. **A licensed physician must sign if these conditions do not apply.**
 - **Prescription (Rx)** medication must have a legible pharmacy label with the child's name in order for a parent/guardian to sign this form. **A licensed physician must sign if these conditions do not apply.**

Parent/Guardian OR Physician's Name:

Physician's Stamp (if applicable)

Last First

Signature: _____

Date: _____ Phone: _____

By signing this form, I certify the above information is correct, and authorize Pathfinder Ranch employees to administer the medication(s) or have an adult from the group supervise the child during self-administration.