

How to register your child for camp



At this point, you should have received a link from your group leader, this is a unique link just for your group and will look like...

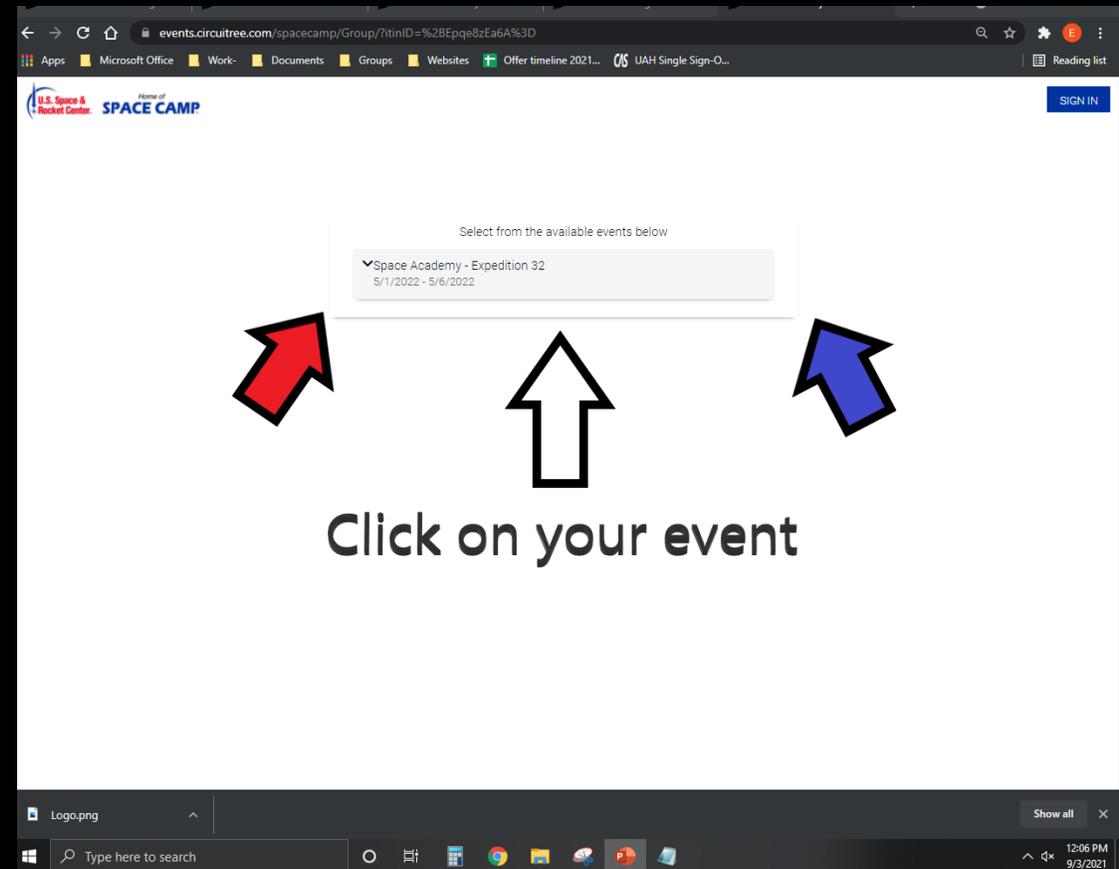
<https://events.circuitree.com/spacecamp/Group/?itinID=%2BEpqe8zEa6A%3D>

The link will take you to a page that looks like the example on the right.

You will notice your group name (Not shown here) and the event or list of events you can register for.

*****NOTICE*****

If there are multiple events to choose from, please verify with your group leader which one your child is attending.



After clicking on the event, you want to register for, the page to the right will load.

You will want to enter your email address on the line “Your Email”

Then you will click on, “GET STARTED”

*****NOTICE*****

Do not click on “Sign In” in the upper right corner, this only refreshes the page.

The screenshot displays a web browser window with the following elements:

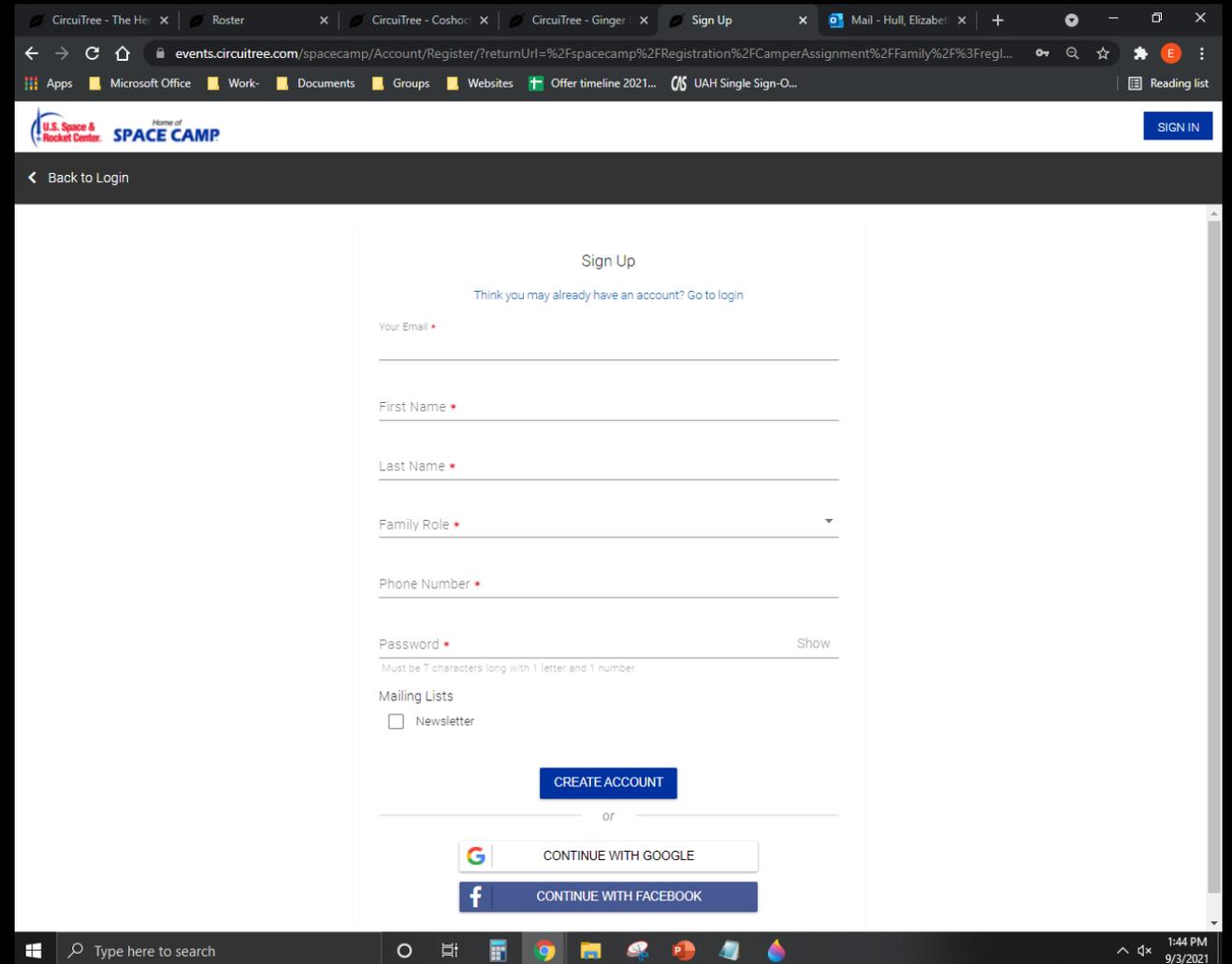
- Address Bar:** `events.circuitree.com/spacecamp/Account/Login?ReturnUrl=%2Fspacecamp%2FDashboard%2FRegistrations`
- Page Header:** U.S. Space & Rocket Center logo and "Home of SPACE CAMP".
- Sign In or Sign Up Form:**
 - Input field labeled "Your Email" with a green arrow pointing to it.
 - "GET STARTED" button.
 - Separator: "or"
 - "CONTINUE WITH GOOGLE" button.
 - "CONTINUE WITH FACEBOOK" button.
- Top Right:** A "Sign In" button with a red "X" over it.
- Taskbar:** Windows search bar, taskbar icons, and system tray showing "8:50 AM 9/7/2021".

If you already have an account with us, you can skip this step.

VERY IMPORTANT

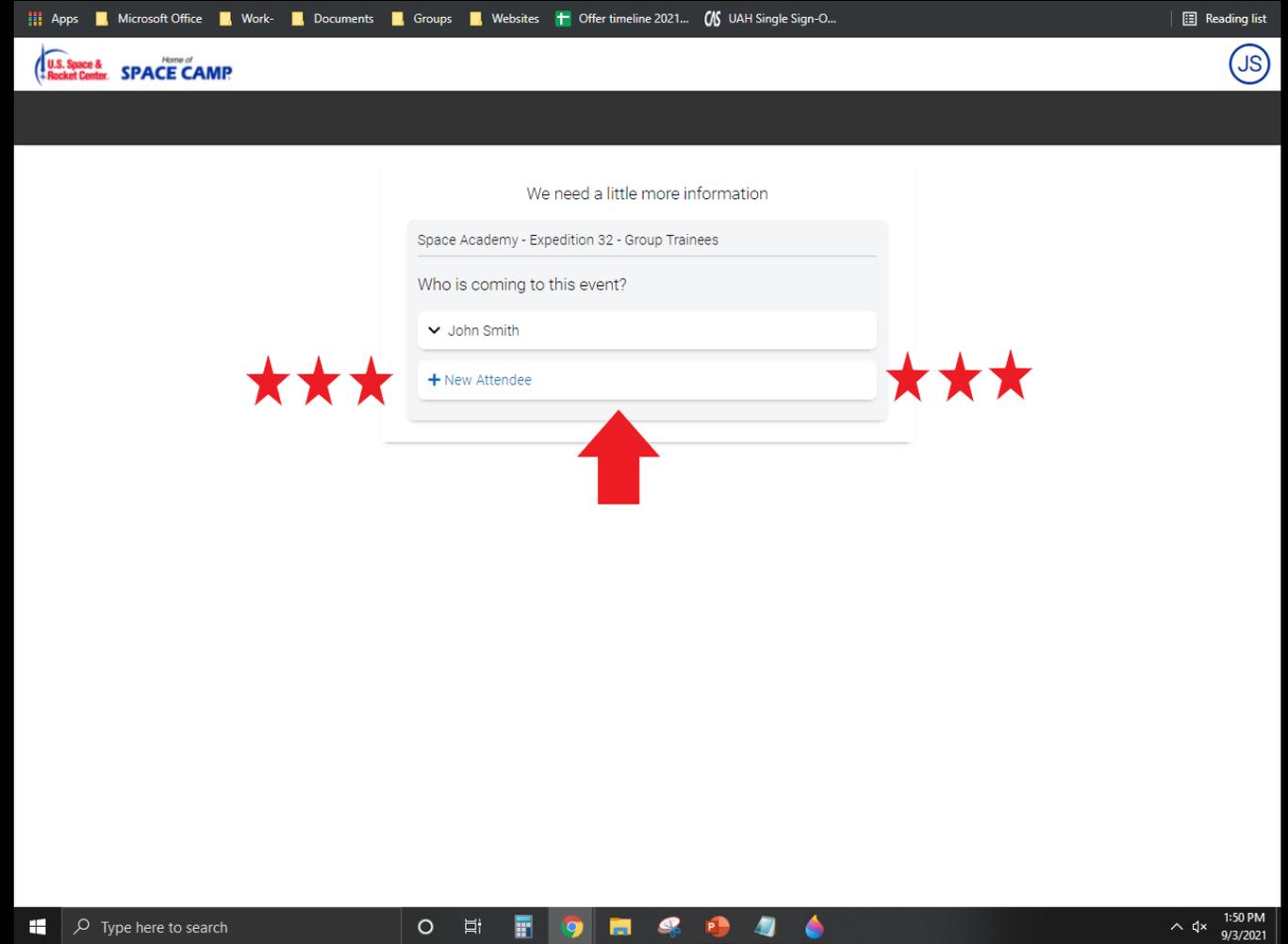
On this page you will put **YOUR** information as the parent / guardian

Once you have completed all of the required fields click on, "Create Account"



If you had an account with us previously, choose your camper from the drop-down menu.

Otherwise click on, “New Attendee”



Skip this step if you had an account with us previously.

*****IMPORTANT*****

Enter your **CHILD'S** information into this form

Please make sure to click on Male or Female otherwise we will be calling to see which gender we need to room your child with.

Please ensure the DOB is correct.

Once all fields are completed click on, "Select"

events.circuitree.com/spacecamp/Registration/CamperAssignment/Family?regIDs=QgMxxsI9rrU=

U.S. Space & Rocket Center Home of SPACE CAMP JS

We need a little more information

Space Academy - Expedition 32 - Group Trainees

Who is coming to this event?

▼ John Smith

+ New Attendee

First Name *

Last Name *

Birthday *

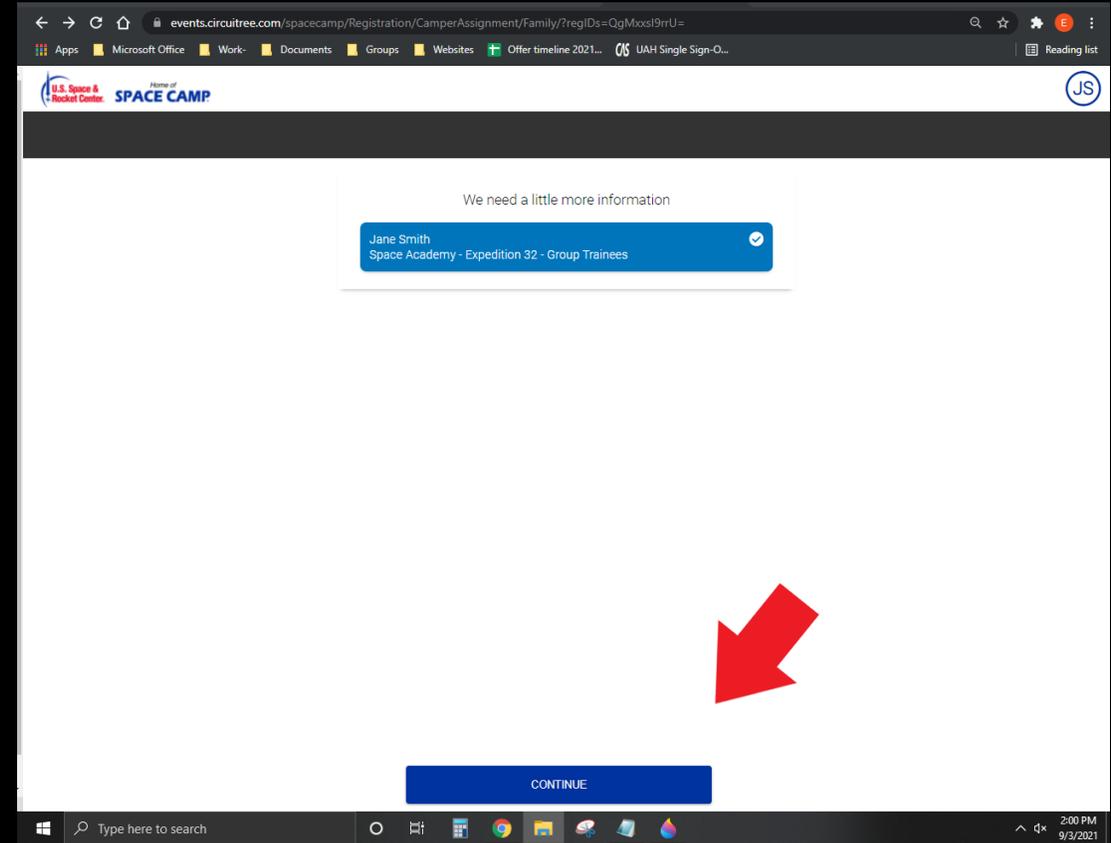
Male Female

CANCEL SELECT

Type here to search 1:54 PM 9/3/2021

Please make sure the correct camper is highlighted in blue.

Click on, "Continue"



Important Notes about this page.

Please make sure to complete the Additional Questions section,

Merchandise is optional and can be added at any time

Bunk1 Photo Options:

Check with your group leader to see if the group has purchased pictures.

Otherwise, if no picture options have been purchased the only picture available to view is the team photo. You cannot preview photos without a photo package.

Once all sections have a blue check mark click on, "Continue to Checkout"

events.circuitree.com/spacecamp/Registration/Addons/Family/?itinID=Yyrb3CGyoys%253d®ID=Jay7qRu5CTM%253d&eid=PD4HpJoEddl%253d...

U.S. Space & Rocket Center. Home of SPACE CAMP

Now that you have picked who is going, we need some more information about that registration.

Jane Smith
Space Academy - Expedition 32 - Group Trainees - 5/1/2022

- ✓ Additional Questions [Edit](#)
- ✓ Merchandise [Edit](#)
- ✓ Bunk1 Photo Options
OPTION 1 \$0.00 [Edit](#)
- ✓ Donate
No Donation [Edit](#)

+ Add Another Event

CONTINUE TO CHECKOUT

Type here to search

2:03 PM 9/3/2021

Assuming you did not add any merchandise or photo's you should have a \$0.00 balance.

IMPORTANT

You will be paying your **Group Leader**, for the costs of camp.

Any cancellations, or refunds must be made through your **Group Leader** and not Space Camp.

Click on, "Take me to my Account"



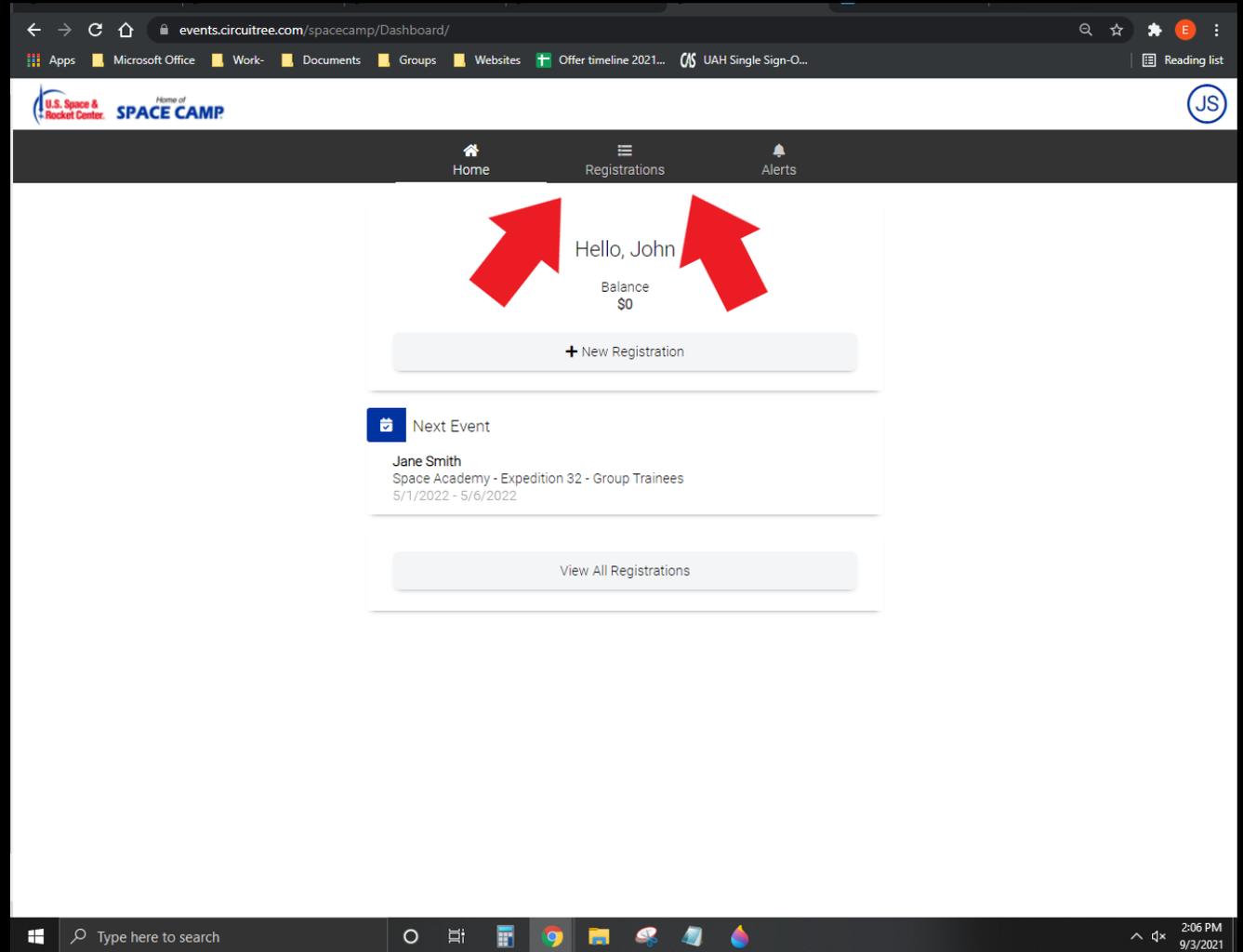
The screenshot shows a web browser window with the URL 'events.circuitree.com/spacecamp/Registration/Complete/?eid=IVu%2FsGrdf08%3D&bid=Yyrb3CGyoys%3D&tr=Jay7qRu5CTM%3D'. The page header includes the 'U.S. Space & Rocket Center' logo and 'Home of SPACE CAMP'. A large blue banner at the top center contains a white checkmark and the text 'Spots Saved!'. Below this, a message reads 'Below is a summary of this transaction.' A table lists the transaction details for 'Jane Smith' at 'Space Academy - Expedition 32 - Group Trainees'. The table shows a total of \$0.00, with no payments and a balance due of \$0.00 on 2/1/2022. At the bottom of the page, a blue button labeled 'TAKE ME TO MY ACCOUNT' is visible. A large red arrow points from the right side of the page towards this button. The browser's taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 2:04 PM on 9/3/2021.

Jane Smith	
Space Academy - Expedition 32 - Group Trainees	\$0.00
Total	\$0.00
Payments	\$0.00
Balance due on 2/1/2022	\$0.00

TAKE ME TO MY ACCOUNT

You are almost done!

All that is left is the required forms. To complete them click on “Registrations” sandwiched between Home and Alerts. See red arrows...



Please complete anything that has a red triangle next to it, typically you will need to complete the following three items...

- Additional Questions
- Medical History
- Terms and Conditions

Please note if your camper is attending Advanced Space Academy, they will have an additional Scuba form that their doctor must sign off on before they are allowed to Scuba Dive.

Once you complete these forms, that will complete the registration process.

See the next slide for important notes.

The screenshot shows a web browser window displaying the registration dashboard for Jane Smith. The page header includes the U.S. Space & Rocket Center logo and the text "Home of SPACE CAMP". The navigation bar shows "Home", "Registrations", and "Alerts". The user's name "Jane Smith" is displayed next to a blue "Attending" tag. A profile picture placeholder is shown, along with the text "240 days until event" and "Balance \$0.00". A red warning banner states "a few items need your attention". Below this, the event details are listed: "Space Academy - Expedition 32 - Group Trainees" from "5/1/2022 - 5/6/2022". A list of registration items follows: "Additional Questions" (checked), "Merchandise", "Bunk1 Photo Options", "Donate", "Medical History" (with a red triangle warning icon), "Terms and Conditions" (checked), "Forms", and "Photo Upload Option". A red arrow points to the "Medical History" item. At the bottom of the list is a "view all" link. The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 2:07 PM on 9/2/2021.

Congratulations you have now completed registration, please discard the link you received from your group leader, as it is now no longer valid.

If you need to log back in, follow the steps below,

- Go to spacecamp.com
- Hover over, “Help”
- Hover over, “Registered Camper Portal”
- Click on, “Log In”

Please note, most questions will need to be directed to your **Group Leader**. We are happy to help you with registration and general questions, but your **Group Leader** will oversee collecting money, rooming, ensuring special needs are met etc.