HOW TO ACCESS/USE THE USER PORTAL

1. Go to https://online.spectrumng.net/SCU and log in
   Question: What is my Username and password?
   Answer: To gain access with username and password, email camp@scu.edu and request access to the online software.

2. Once logged in, the system will show your account information. Your account information must be correct and your campers and/or CIT's will need to be created (if not already in the system) prior to registering for camp. Update personal information as needed.

   To add your camper/CIT – Click Add Sub Member
3. Enter Sub Member information – Click **Submit Changes**. Once your campers and/or CIT’s are entered in the system, you are ready to register for camp.

4. Click the **Home** button to return to main menu to register for camp.
4. Next it is time to select **Camp**.

5. Click **Select** (it’s the only option in the Camp System).
6. Choose between (15 stands for 2015) 15 Bronco Kidz All Sports Camp or 15 Bronco Kidz Counselor in Training Program - Click Register.

**Note:** Prior to selecting camp, or later if you choose, you may Tell a Friend about the camp. You can send one email to a group of family/friends and invite them to sign up – but please remember they may need to have their online account set up first and that they will need to email camp@scu.edu for username and password.
7. When you click on Register a pop up window will open to show Sessions available. To select the sessions interested in registering for, click the **Plus sign** to expand the registration options. You can scroll up and down on this pop up menu to select all sessions interested in. Once all sessions are selected - Click **Enroll**

**Note:** IMPORTANT – Select the correct registration payment option(s). Admin staff will verify correct option is selected. Should an inaccurate payment option be selected, your registration will not be complete and your campers spot will not be guaranteed until correct payment is made. Don’t lose your spot, please select the correct payment option.

Options are:

**Camper Options**

**New Camper** (Full price $325) – It will be my first time at camp and I am not an SCU Faculty/Staff or Alumna registering before discount deadline.

**Past Camper** (15% discount price $276.25) – I attended camp last summer and am registering before April 15, 2015 (this discount ONLY applies to those who attended camp last summer, not two summers ago and so on).

**SCU F/S/Alumni** (10% discount price $292.50) – I am an SCU Faculty or Staff member or Alumna registering before May 1, 2015.

**Counselor In Training (CIT) Options**

Must select: **One Time CIT Admin Fee** ($100) plus all **Sessions** ($50) interested in attending (sorry, no discounts offered).

Camper Screen Shot tutorials

CIT Screen Shot tutorial
8. Next, select one child (you may go back later and enter in additional campers) to register. After one child is selected – Click Continue.

9. If everything looks correct (remember this is for one camper only at this time) – Click Continue. If not correct, click Add More Camp and make necessary changes.
10. Next fill out all the required fields - Click **Continue**.

11. Next download only necessary Forms for your camper. Forms will need to be downloaded, printed, signed and submitted to BKASC Admin. Once you have downloaded necessary forms – Click **Continue**.

Form Options Include:
- **Informed Consent/Liability Waiver** – This form is required for ALL Campers and CIT’s.
- **Medication Consent Form** – ONLY required if Camper or CIT is on medication.
- **Personal Beliefs Affidavit Form** – ONLY required if Camper or CIT requests exemption from the immunization requirements due to all or some immunizations are contrary to personal beliefs.
12. Double check that you signed up for the correct **Sessions** and if necessary **Add Another Camper** at this time. Once everything is correct – Click **Add to Cart**.

Note: At this time, you may also email a **Friend Request** to invite your campers’ friends to sign up.

13. Complete the required payment information – Click **Submit Payment**.