How to Register Online for Rutgers 2019 Summer Tech Camps

www.cpe.rutgers.edu/techcamps

- COMPLETING YOUR PERMISSION FORM(S) -

** If you have already completed your permission form(s), skip to STEP 4.

STEP 1: Click on the yellow REGISTER ONLINE button at the top of the page

Rutgers Summer Tech Camps

In Partnership with Fleming Tech Camps

Are your kids interested in technology and engineering? Do they want to build robots, learn to code, create their own video games, build websites, or make amazing Minecraft worlds? Join us at Rutgers Tech Camps this summer for fun, learning, and more!

[REGISTER ONLINE]

VIEW CAMP SCHEDULE

LEARN MORE

DOWNLOAD FLYER

Download Instructions Here

STEP 2: Fill out the Tech Camp Permission Form

You are required to fill out a form for each youth attending summer camp. All fields with a red asterisk (*) are required. There are 5 pages total.

Tech Camp Permission Form

Information about the Youth Participant and Activity

NOTE: If you have more than one child attending, please be sure to include information for EACH child by clicking on the link following section one of the form.

If you are registering more than one camper, click here to add another child.
STEP 3: Review and CONFIRM your form
You **must** review and click the CONFIRM button at the bottom of the page to finalize your responses and be taken to the registration and payment portal. You may make changes directly from this page, if necessary. If you wish to print a copy for your records, please do so from this screen.

- COMPLETING YOUR ONLINE REGISTRATION -

STEP 4: Start the Online Registration Process
After you have clicked confirm on the permission form, click the “Complete Registration Now” button on the next page.

This will take you to the Rutgers OCPE registration site. **Please have a credit card ready.**

If you completed the permission form at an earlier date, copy and paste this URL into your web browser: [https://ce-catalog.rutgers.edu/coursedisplay.cfm?schID=74423](https://ce-catalog.rutgers.edu/coursedisplay.cfm?schID=74423).

Scroll to the bottom of the page. In the lower right hand-corner, click on REGISTER/SIGN-IN NOW.
STEP 5a: For Returning Registrants: Log In to Your Account
If you already have an account with Rutgers Continuing Studies, enter your user name and password and click on LOGIN. If you do not remember your user name and/or password, please call our office at 848-932-9271, Option 2 (8:00am-4:30pm, Monday-Friday). Our Registration Unit will be happy to assist you with logging into your account.

STEP 5b: For New Registrants: Create a New Account
If you have never registered with Continuing Studies before, click on CREATE ACCOUNT under New Students. Complete the Registrant Profile. All fields with an asterisk (*) must be completed. (TIP: Use your email address for your username.) Please make note of the username and password that you choose. You will need them to register for future courses and camps! Once you have completed the profile information, click SUBMIT.

STEP 6: Create an Account for Each Child Attending Camp
• On the left toolbar, click on MY ACCOUNT at the bottom
• From the drop-down menu, choose MANAGE MEMBERS
• On the next screen, click on ADD NEW MEMBER
• Fill in your child’s information:
  o Include child’s first and last name
  o The mailing address you entered on your account will automatically populate for your child. If your child lives at a different address, please edit this information.
  o Enter YOUR email address and home phone number
OPTIONAL: Enter a user name and password

- Click ADD NEW MEMBER to add additional members for each additional child you wish to register
- When complete, you will see your children listed on your MANAGE MEMBERS page. At any time, you can log into your account and use the links on this “member” page to manage your child’s account.

MANAGE MEMBERS

<table>
<thead>
<tr>
<th>Member ID</th>
<th>Member Name</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>RU41292815</td>
<td>Doe, Johnny</td>
<td>Edit Profile</td>
</tr>
<tr>
<td>RU41292810</td>
<td>Doe, Suzy</td>
<td>Edit Profile</td>
</tr>
</tbody>
</table>

STEP 7a: Register Your Child for Camp
While still logged in to your registration account, access the 2019 camp registration page using this link:

Rutgers 2019 Summer Tech Camp Registration Page

Note if registering multiple children: Register one child at a time for one (or more) camps; next, register the second child for each camp, and so on, until you have registered all children. You will pay for all camp registrations/all children in one transaction at the end.

STEP 7b: Select Child’s Name to Register Him/Her
At the bottom of the page, find the drop-down menu. You will see your name displayed (because your name is at the top of the list of choices). You MUST click on the drop-down list and change the selected person to the name of the child you wish to register.
STEP 7c: Select the Appropriate Camp Fee(s)

After you select your child’s name from the drop-down list, wait a moment for the page to refresh. Then, select the appropriate camp fee from the list above your child’s name (camp selections will be made later).

**Note:** Please carefully make your selection here; you will not be able to edit this choice later. If you realize you have selected the wrong fee later in the process, you will have to cancel your entire order and start over.

Click the **ADD TO CART** button at the bottom right.

Example:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$675</td>
<td>Registration Fee - 1 Week/1 Camper</td>
</tr>
<tr>
<td>$625</td>
<td>Registration Fee - 1 Week/1 Camper: Multi-Camper/Comp &amp; RU Alumni/Staff Discounted Rate</td>
</tr>
<tr>
<td>$1,350</td>
<td>Registration Fee - 2 Weeks/1 Camper</td>
</tr>
<tr>
<td>$1,250</td>
<td>Registration Fee - 2 Weeks/1 Camper: Multi-Camper/Comp &amp; RU Alumni/Staff Discounted Rate</td>
</tr>
<tr>
<td>$2,025</td>
<td>Registration Fee - 3 Weeks/1 Camper</td>
</tr>
<tr>
<td>$1,875</td>
<td>Registration Fee - 3 Weeks/1 Camper: Multi-Camper/Comp &amp; RU Alumni/Staff Discounted Rate</td>
</tr>
<tr>
<td>$2,700</td>
<td>Registration Fee - 4 Weeks/1 Camper</td>
</tr>
<tr>
<td>$2,500</td>
<td>Registration Fee - 4 Weeks/1 Camper: Multi-Camper/Comp &amp; RU Alumni/Staff Discounted Rate</td>
</tr>
<tr>
<td>$3,375</td>
<td>Registration Fee - 5 Weeks/1 Camper</td>
</tr>
<tr>
<td>$3,125</td>
<td>Registration Fee - 5 Weeks/1 Camper: Multi-Camper/Comp &amp; RU Alumni/Staff Discounted Rate</td>
</tr>
<tr>
<td>$4,050</td>
<td>Registration Fee - 6 Weeks/1 Camper</td>
</tr>
<tr>
<td>$3,750</td>
<td>Registration Fee - 6 Weeks/1 Camper: Multi-Camper/Comp &amp; RU Alumni/Staff Discounted Rate</td>
</tr>
<tr>
<td>$4,725</td>
<td>Registration Fee - 7 Weeks/1 Camper</td>
</tr>
<tr>
<td>$4,375</td>
<td>Registration Fee - 7 Weeks/1 Camper: Multi-Camper/Comp &amp; RU Alumni/Staff Discounted Rate</td>
</tr>
<tr>
<td>$5,400</td>
<td>Registration Fee - 8 Weeks/1 Camper</td>
</tr>
<tr>
<td>$5,000</td>
<td>Registration Fee - 8 Weeks/1 Camper: Multi-Camper/Comp &amp; RU Alumni/Staff Discounted Rate</td>
</tr>
</tbody>
</table>

Please select the name of the person who will be attending this course: **Ryan, Marcus**

Need to register for someone else? Click here

[Back] [Inquire] [Add to Cart]
This will take you to the “cart” page. If you have additional children to register, click the back button on your browser to return to this fee selection page. Repeat the steps above until a fee has been selected for each child. You should end up on the “cart” page.

(Instructions continue on next page)

**STEP 7d: Make Camp Selections**

On the cart page, click the **REGISTER FOR WORKSHOPS** button under your child’s name.

Example:

**YOUR CART**

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Title / Schedule</th>
<th>Qty</th>
<th>Item Fee</th>
<th>Total Fees</th>
<th>Pay Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>YD1101HA19</td>
<td>Rutgers Tech Camps Ryan, Marcus 6/24/19 - 6/28/19</td>
<td>1</td>
<td>$2,025</td>
<td>$2,025</td>
<td>$2,025.00</td>
</tr>
</tbody>
</table>

On the next page, choose your camp(s). Select only one camp for each week that your child is attending. Be sure to choose the same number of weeks that you selected on the fee options page.
When finished making camp selection(s), click the **ADD WORKSHOPS** button at the bottom right of the workshop page to return to the cart page.

Repeat Step 7d for additional children. When finished, you should be on the “cart” page.

**STEP 8: Proceed to Check Out**
Review the item(s) in your cart. When you’re ready to proceed, click the **CHECKOUT** button at the bottom.

On the next page, enter “n/a” in the “professional license #” field for each child. Then, please let us know how you heard about the camps by choosing the best option from the drop down menu. Once you have completed these required questions, click **NEXT**.

**STEP 9: Place Order**
Review your order for a final time. Check the box indicating that you have read and agree to the terms and conditions of the refund policy. Then click **PLACE ORDER**.
Next, you will be taken to ScholarChip, our secure payment portal, and asked to enter your credit card information.

Upon successful completion of payment, you will receive:

- Emailed receipt confirming your payment from ScholarChip
- Registration confirmation email from the Office of Continuing Professional Education.

QUESTIONS?
Rutgers Office of Continuing Professional Education (OCPE) is facilitating this program. Please feel free to contact us with any questions.

<table>
<thead>
<tr>
<th>Program Coordinator</th>
<th>Administrative Assistant</th>
<th>Registration Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosemary Mende</td>
<td>Olga Welsh</td>
<td>Tel: 848-932-9271, option 2</td>
</tr>
<tr>
<td>848-932-7643</td>
<td>848-932-7315</td>
<td>Fax: 732-932-8726</td>
</tr>
<tr>
<td><a href="mailto:rosemary.mende@rutgers.edu">rosemary.mende@rutgers.edu</a></td>
<td><a href="mailto:ow31@njaes.rutgers.edu">ow31@njaes.rutgers.edu</a></td>
<td><a href="mailto:registration@njaes.rutgers.edu">registration@njaes.rutgers.edu</a></td>
</tr>
</tbody>
</table>