

## How to Register Online for Rutgers 4-H Youth Development 2018 Summer Camps

[www.cpe.rutgers.edu/mercer4Hcamp](http://www.cpe.rutgers.edu/mercer4Hcamp)

### - COMPLETING YOUR PERMISSION FORM(S) -

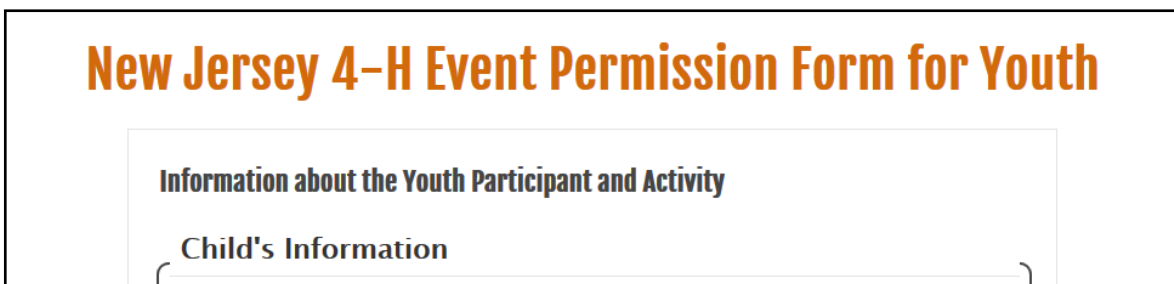
**\*\* If you have already completed your permission form(s), skip to STEP 4.**

**STEP 1:** Click on the yellow REGISTER ONLINE button in the center of the page



**STEP 2:** Fill out the NEW JERSEY 4-H EVENT PERMISSION FORM FOR YOUTH

You are required to fill out a form for each youth attending summer camp. All fields with a red asterisk (\*) are required. There are four (4) pages total.



**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.

Parent/Guardian's Initials \*

[Add Another Child to Your Registration](#)

### 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.

#### Please review your response and confirm.

You **MUST click the confirm button** at the bottom of this page to finalize your response. If you want to print this page for your record, you may do it now.

## - COMPLETING YOUR ONLINE REGISTRATION -

### STEP 4: Start the Online Registration Process

After you have clicked confirm on the permission form, click the "**complete your registration now**" hyperlink on the next page.

Thank you for submitting the New Jersey 4-H Event Permission Form for Youth!

In order to complete your registration, you must create an account with our online payment system and provide payment information. [Click here to complete your registration now!](#)

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=68783>.

Scroll to the bottom of the page. In the lower right hand-corner, click on **REGISTER/SIGN-IN NOW**.

[Need to register for someone else? Click here](#)

[Back](#) [Inquire](#) [Register/Sign In Now](#)

You must sign into your account or create a new account to add to your cart.

## 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.** You may want to 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:
  - Include child's first and last name
  - 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.

- Enter **YOUR** email address and home phone number
- Enter a user name and password (optional)
- 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** Account: Jane Doe

Members are additional people to which you can add new registrations. This could be a child, a spouse, or even an employee. Use the Add New Member button below to add a new member account. If the person already has an account, but it is not linked to your account as a member, please contact the office and request them to link the account to you as a member account.

For the member accounts listed below, you can register these members in the same manner you would register yourself. However, during the registration process, make sure you select the correct member account before adding the course to the cart. At the bottom of the course detail page just above the Add To Cart button is a list of all your members. Select the correct member name and then add the course to the cart. If you do not use the correct member account name, the registration will be under your name as the person taking the course.

[Add New Member](#)

| Member ID  | Member Name | Options   |
|------------|-------------|---|
| RU41292815 | Doe, Johnny | <a href="#">Edit Profile</a> <a href="#">Registrations</a> <a href="#">Invoices</a> |
| RU41292816 | Doe, Suzy   | <a href="#">Edit Profile</a> <a href="#">Registrations</a> <a href="#">Invoices</a> |

### STEP 7a: Register Your Child for Camp

**While still logged in to your registration account**, access the 2018 camp registration page using this link:

[Rutgers 4-H of Mercer County 2018 Summer Camp Registration Page](#)

*Note if registering multiple children: You will register one child for one (or more) camps, then register the next child for camp, and so on, until you have registered all your children. You will pay for all camps (and all children) in one transaction at the end.*

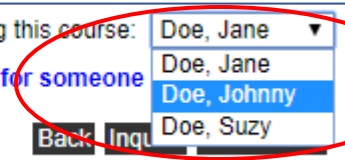
### STEP 7b: Select Child’s Name to Register Him/Her

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 list and change the selected name to that of the child you wish to register.

Please select the name of the person who will be attending this course:

**Need to register for someone**

[Back](#) [Inquiry](#)



## STEP 7c: Select the Appropriate Camp Fee(s)

After you select your child's name from the drop-down list, select the appropriate camp fee(s) from the list above your child's name. Make all your camp selections for this child at this time.

**Note:** Please *carefully* make your selections here; you will not be able to edit these choices later. If you realize you have selected the wrong camps 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:



Select Multiple: Select ONE or More of the following fees

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|                                     |        |   |
|-------------------------------------|--------|---|
| <input checked="" type="checkbox"/> | \$ 185 | *Registration Fee - Camp 1: \$185 (until May 1, 2018) |
| <input checked="" type="checkbox"/> | \$ 185 | *Registration Fee - Camp 2: \$185 (until May 1, 2018) |
| <input type="checkbox"/>            | \$ 185 | *Registration Fee - Camp 3: \$185 (until May 1, 2018) |
| <input type="checkbox"/>            | \$ 235 | *Registration Fee - Camp 4: \$235 (until May 1, 2018) |

Please select the name of the person who will be attending this course: Doe, Johnny ▼

[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 the fee selection page. Repeat the steps above until all children have been registered and you are back on the "cart" page.

*(instructions continue on next page)*

## STEP 7d: Verify Camp Selections

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

Example:

**YOUR CART** Account: Jane Doe

If Pay Amount edit is available, you may enter an amount less than the full amount due.  
The balance will be billed. Minimum payment amounts may be in effect.  
Click the Recalculate button after changing the amount to be paid.

| Item Code                            | Title / Schedule<br>Registrant / Items   | Qty | Item<br>Fee | Total<br>Fees | Pay<br>Amount |
|--------------------------------------|--|-----|-------------|---------------|---------------|
| YD0102HA18<br><a href="#">remove</a> | Rutgers 4-H of Mercer County Summer Camp<br>Doe, Johnny<br>6/25/18 - 8/24/18 9:00 AM - 4:00 PM<br>Days: M Tu W Th F<br><br>Registration Fee<br><b>Register for Workshops</b> | 1   |             |               |               |
|                                      | *Registration Fee: Camp 1: \$185 (until May 1, 2018)   | 1   | \$ 185      | \$ 185        |               |
|                                      | *Registration Fee: Camp 2: \$185 (until May 1, 2018)   | 1   | \$ 185      | \$ 185        |               |
| Sub-Total:                           |  |     |             | \$ 370        | \$ 370.00     |

On the next page, review your child's schedule. Your child's camp(s) will be pre-selected based on the fees you chose on the first page.

Verify that the camps selected with a checkmark are the ones you want.

- **If camp selections are correct**, click the **ADD WORKSHOPS** button to return to the cart page.
- **If camp selections are incorrect**, click the **CANCEL ORDER** link at the top right. Use the link provided in STEP 7a to return to the camp registration page to start over.

**CONFERENCE SCHEDULE** Account: Jane Doe

**Rutgers 4-H of Mercer County Summer Camp**

June 25, 2018 - August 24, 2018  
RCE of Mercer County  
Select Workshops for : Suzy Doe

|   |                   |
|---|-------------------|
| <b>Monday, June 25, 2018</b>  |                   |
| 9:00 AM   |                   |
| ▶ <input checked="" type="checkbox"/> Camp 1: 'Back to Basics' Cooking and Sewing Camp  | 9:00 AM - 4:00 PM |
| <b>Monday, July 9, 2018</b>   |                   |
| 9:00 AM   |                   |
| ▶ <input checked="" type="checkbox"/> Camp 2: Creative Cooking and Upcycling Camp       | 9:00 AM - 4:00 PM |
| <b>Monday, July 16, 2018</b>  |                   |
| 9:00 AM   |                   |
| ▶ <input type="checkbox"/> n/a Camp 3: Get Moving – Get Healthy Cooking and Sewing Camp | 9:00 AM - 4:00 PM |
| <b>Monday, August 6, 2018</b>   |                   |
| 9:00 AM   |                   |
| ▶ <input type="checkbox"/> n/a Camp 4: Outdoor Adventure Camp                           | 9:00 AM - 4:00 PM |

**Add Workshops**  
Back

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.

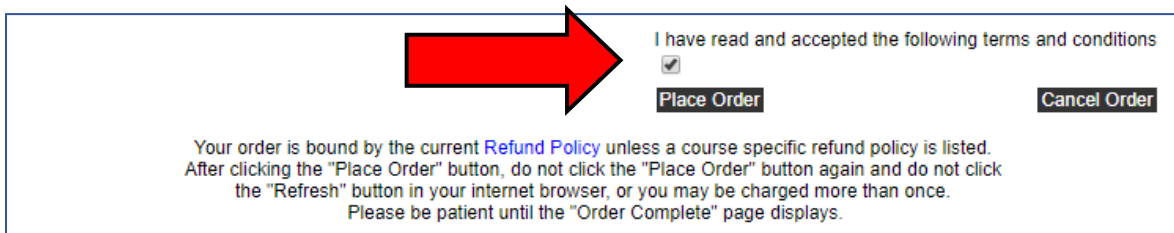


On the next page, enter "n/a" in the "professional license #" field for each child. Then, please let us know how you heard about the camps by making a selection from the drop down menu. Once you have completed these required questions, click **NEXT**.

## 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 completion of payment, you will receive a receipt confirming your payment directly from the ScholarChip site, as well as a registration confirmation email from the Office of Continuing Professional Education.

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## QUESTIONS?

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

### Program Coordinator

Rosemary Mende  
848-932-7643

[rosemary.mende@rutgers.edu](mailto:rosemary.mende@rutgers.edu)

### Administrative Assistant

Olga Welsh  
848-932-7315

[ow31@njaes.rutgers.edu](mailto:ow31@njaes.rutgers.edu)

### Registration Unit

Tel: 848-932-9271, option 2  
Fax: 732-932-8726

[registration@njaes.rutgers.edu](mailto:registration@njaes.rutgers.edu)

**NOTE:** All questions concerning **camp content** and **programming** should be directed to Dana Thompson at [dthompson@mercercounty.org](mailto:dthompson@mercercounty.org) or 609-989-6830.

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***See you at camp this summer!!***