

SUMMER CAMP REGISTRATION GUIDE:

All customers, members, and guests are required to have a Kroc Community Account to register for Kroc program and classes. If you have a Kroc Community Account, please skip to Step 2.

Step 1: Create Your Household Account

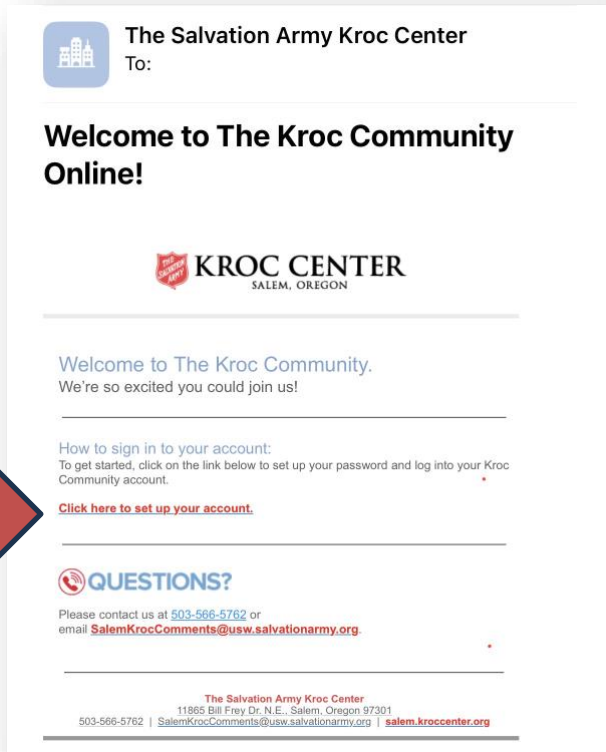
Please Note: All Kroc Members are required to use their email on their Membership Account when creating a Kroc Community Account for Membership Benefits and Pricing to apply at enrollment, i.e. Camp Member prices only apply to Kroc Community Accounts tied to a Kroc Membership Account (emails must match).

- A. Visit saalem.kroccommunity.org/s/create-account
- B. Create Kroc Community Household Account: Enter your first and last names, email, birthdate, and gender, then *click* "Submit"
- C. You will receive a Welcome email with the link "[Click here to set up your account.](#)" Follow the instructions provided.
- D. Create your Password

B

C

D

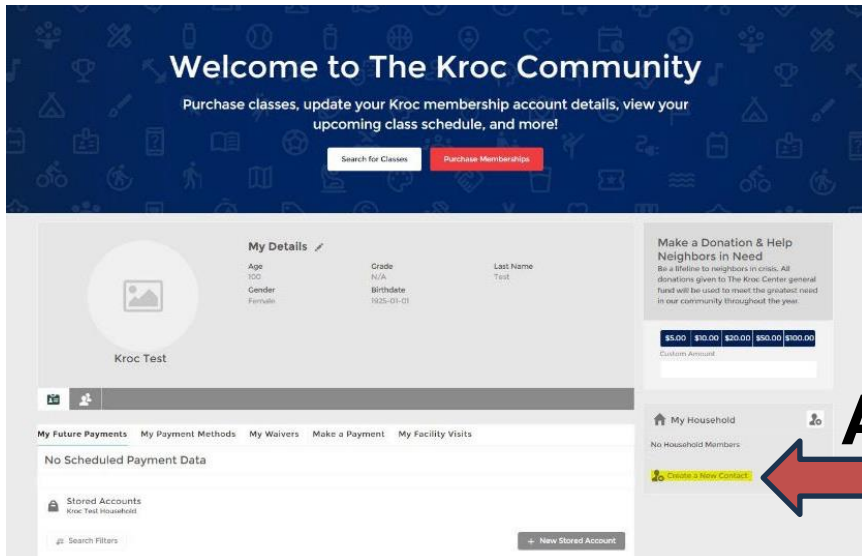


If you get an error message or have trouble setting up, please call Information Desk at 503-566-5762. If you are a Kroc Member, we may need to verify the email address on your membership file.

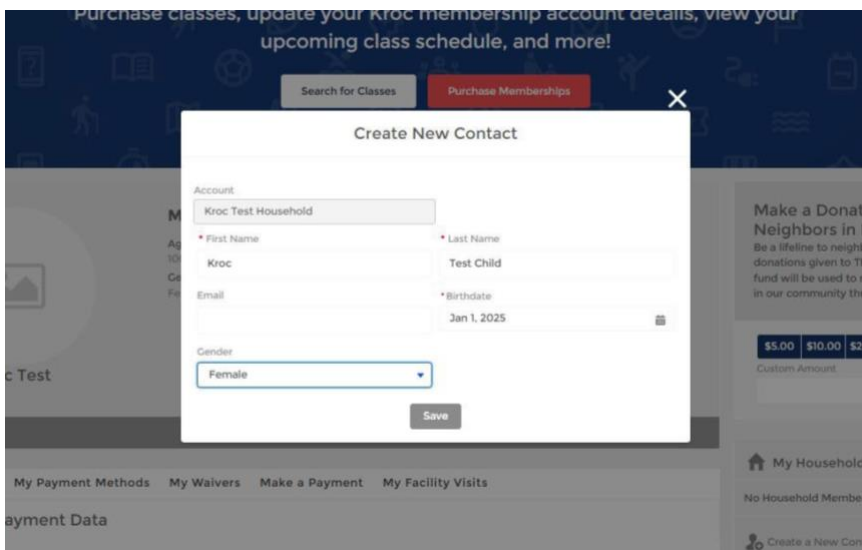
Step 2: Create your youth contact

Your Kroc Community Household Account is complete. Time to add your youth onto your account for Camp registration.

- A. Under "My Household" *click* on "Create a New Contact."

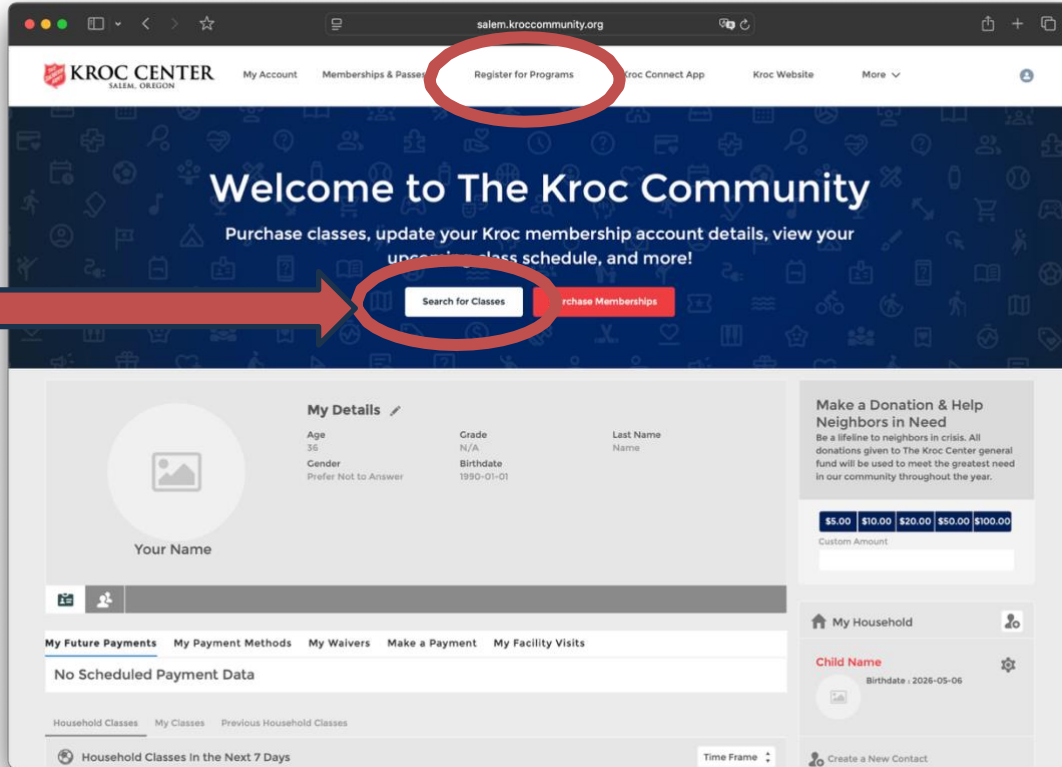


- B. Input your child's information and then Save. First and last name and birthdate are required.
Repeat as needed for all participating youth.
Please do not list your email under your child's contact, leave the email field blank.



Step 3: Registering for a Program: You can now register your youth for our programs.

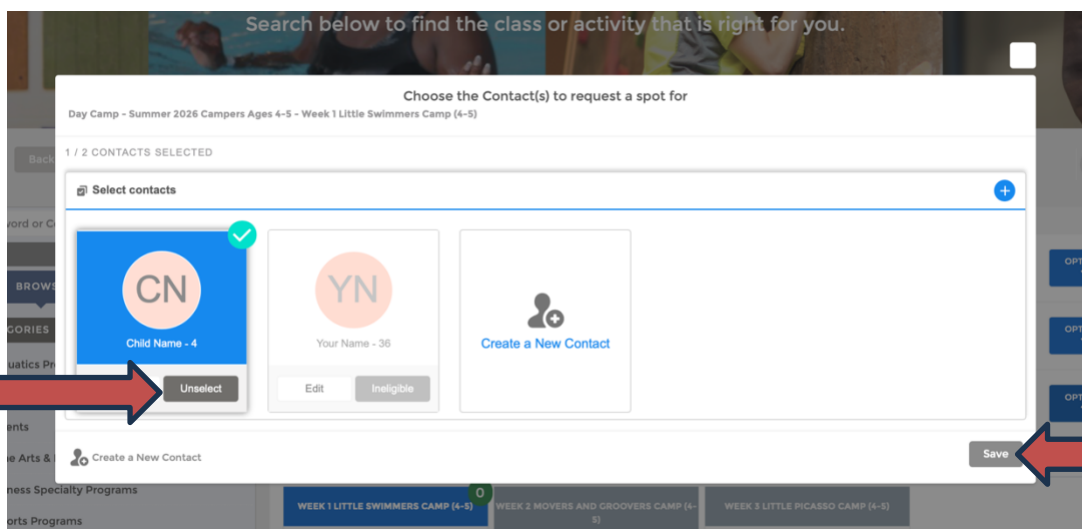
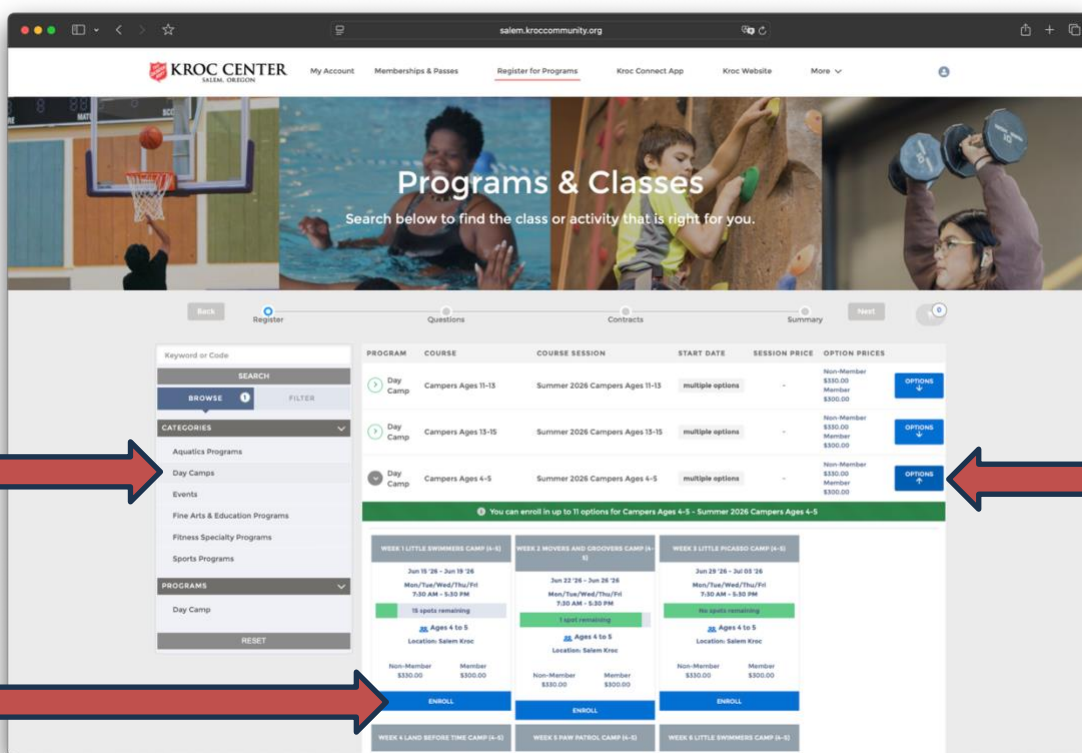
A. While logged in, *click* on “Search for Classes” or “Register for Programs.”



On the Program & Classes Page:

- A. Click “Day Camps” under “Categories”
- B. Find your youth’s age group and click “Options”
- C. Find the Week/Camp you want to enroll your youth in and click “Enroll.” The “Select Contacts” window will pop up.
- D. Select the youth(s) you want to enroll for the selected camp.
- E. Click save and the Select Contact Window will close.

Repeat this process for every camp you wish to enroll your youth(s) in. If you are signing up for multiple camps per child, add all of them to your cart before proceeding to purchase.



Questions, Contracts/Waivers, and Payment

F. Click "Next" at the top of the screen near your cart when you finished enrolling.



G. **Questions:** please fill out all required fields indicated with a red * and all optional fields if applicable or you deem necessary such as Medication and allergies. Click "Next" when complete.

REQUIRED INFORMATION

Street Address* 12345 street st

City* Salem

State* Oregon

Zip Code* 97301

Phone* 123-456-7890

Alternate Phone

Gender* Prefer Not to Answer

Race/Ethnicity Select an Option

Email Email@address.com

ADDITIONAL INFORMATION

Authorized Pickup Names* Parent or Guardian Name

Unauthorized Pickup Names* N/A or Name of unauthorized person

Special Pick-Up Instructions? N/A

Does your child need a lifejacket? Yes

Camper's shirt size? S

Camper's School* Elementary School

Dietary Restrictions? N/A

Does your child have any allergies? No Peanuts

CAMP MEDICATION INFORMATION

Medication & Strength Epi pen

Dosage 0.35 mg

Administration Instructions (ex: Time of day) If exposed to peanuts

Storage Instructions with child

Quantity Sent to Camp 1

Date Prescribed May 12, 2025

Expiration Date Nov 26, 2026

Temporary or Permanent Select an Option

Reason for Medication

Peanut allergy

Possible Side Effects (ex: reactions to food, dehydration, stress, drowsiness, etc...) fast/pounding heartbeat, shakiness, sweating, nausea, vomiting

Which, if any, of the above side effects has your child experienced? And to what extent? fast/pounding heartbeat, shakiness, sweating, nausea, vomiting

Other important information regarding medication

Expected consequence if medicine is not taken as directed: Death

Does your child have behaviors, and if so how would you like your child supported? No

INSURANCE INFORMATION

Health Insurance Yes

Insurance Provider GHP

Policy Number 1234567

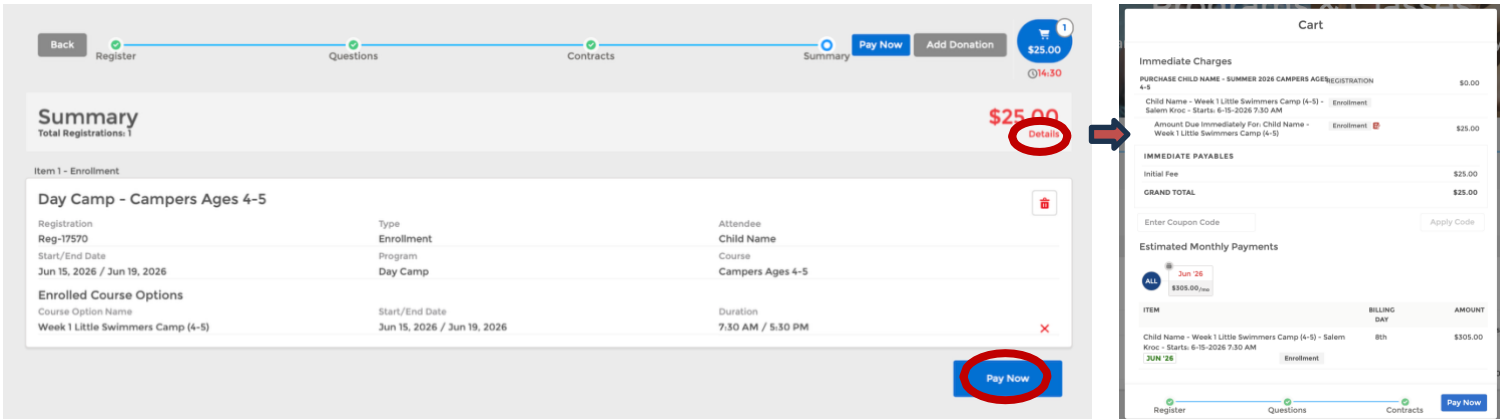
Family Doctor Dr. Family

Doctor's Office Phone # 123-456-7890

H. **Waivers/Contracts:** Click Sign for all required waivers/contracts. Once complete click "Next" for Summary page.

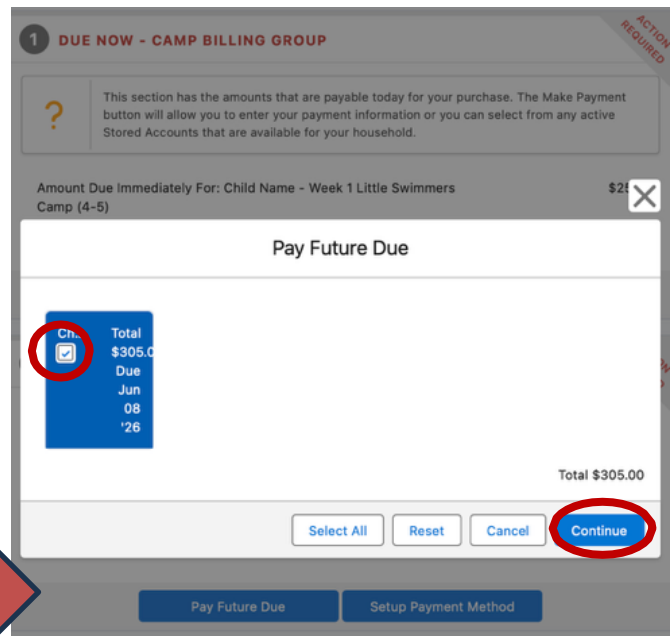
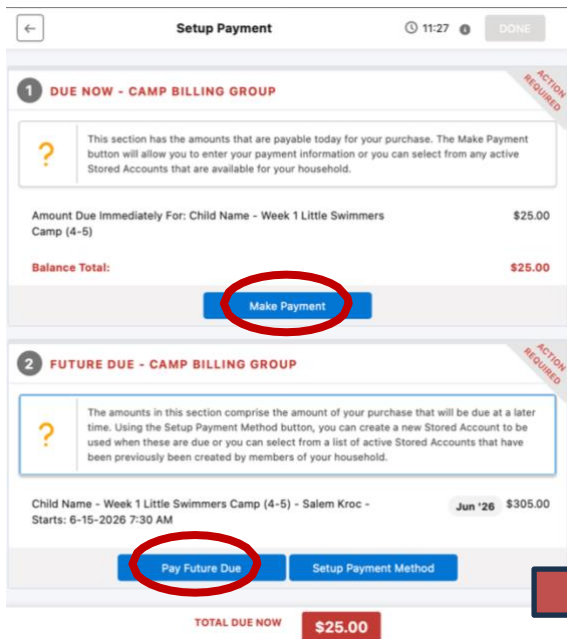
| CONTRACT NAME | CONTRACT STATUS | SIGNATURE | LAST MODIFIED | ATTACHMENT | COMPLETED ON | REQUIRED |
|---|-----------------|-----------|-----------------------|------------|--------------|-------------------|
| Child - Day Camp Policies and Liability 2025 | Complete | Signed | 5/12/2026 by Jun Chan | N/A | 5/12/2026 | N/A |
| Child - Kroc Camps Field Trip Permission Form | Complete | Signed | 5/12/2026 by Jun Chan | N/A | 5/12/2026 | N/A |
| Child - Rock Wall Waiver | Draft | Sign | 5/12/2026 by Jun Chan | N/A | N/A | Prior to Purchase |

- I. **Payment:** Review your enrollments on the Summary page. For full charges *click “details.”*
When you are ready, *click “Pay Now”* to go to “Set Up Payment”

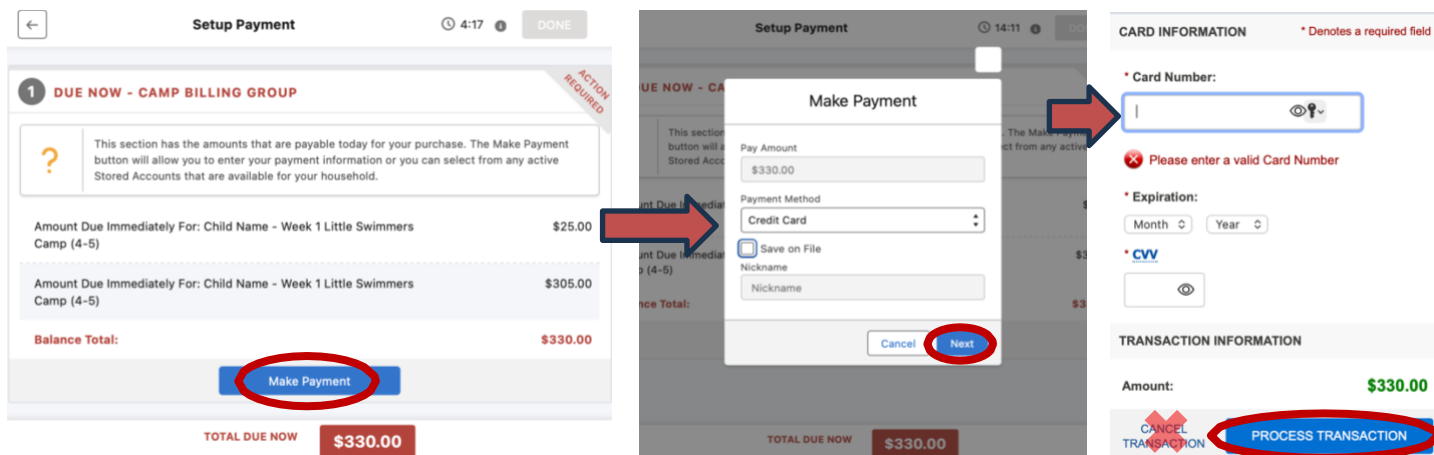


J. **Set Up Payment:**

- You can choose either to pay only the Immediate “Initial Fee” (\$25) by clicking **“Make Payment”** or
- Pay the full Camp Fee by clicking **“Pay Future Due”** and selecting the Camp Fee. Then click **“Continue”**
You cannot Undo this selection.

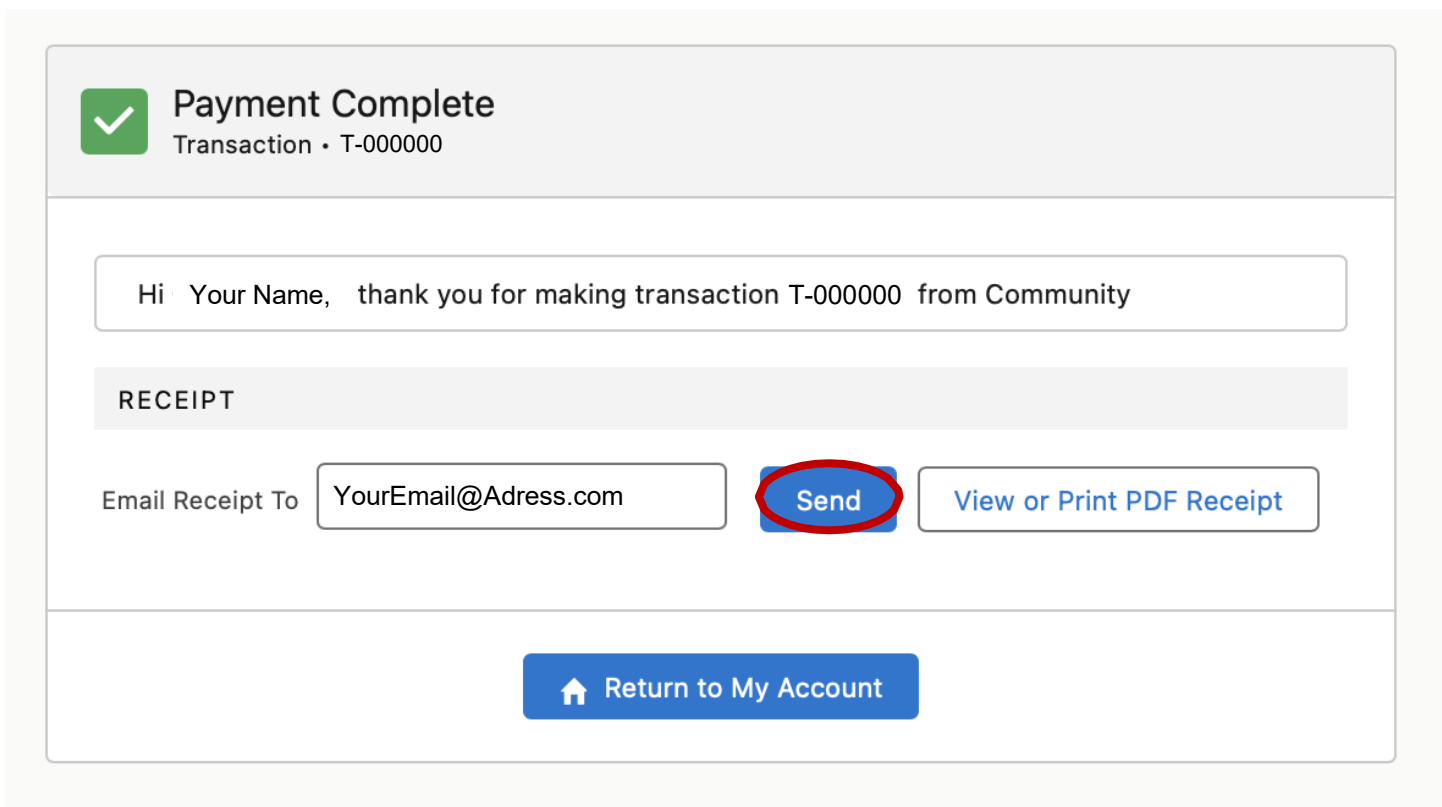


- K. Review your Balance Total and click **“Make Payment”**
- L. Select your **“Payment Method,”** (save on file for faster future payments) and *click* **“Next.”**
Complete the Card Information window and click **“Process Transaction”** to complete the Camp registration.



To make updates or adjustment to your cart, use your browser's back/previous page button. Do not click “Cancel Transaction.”

- M. Lastly *click* **“Send”** an email of your Receipt or **“View/Print PDF Receipt.”**



If you have any questions or concerns, please contact us at 503-566-5762, visit our information Desk in-person, or email our Camp Lead, Kimberly Landers at Kimberly.Landers@usw.salvationarmy.org Have a Great Summer!