How to Register for Museum Camps

1. Go to [www.cincymuseum.org](http://www.cincymuseum.org), click buy tickets, and select the tab for camps (under Programs and Events > Programs for Kids). In Passport you will see the camp filter, and, on the right, you will see the available camps.
   a. Reminder: To show camps for July and August the guest will need to change the filter end date.

2. The guest should add their preferred camp(s) and hit “Next.” On the next page they will need to log in using the email and password associated with their account. They can create an account if that are not a member.
3. Next, they should be asked to create or update their and their children’s personal profiles. Click “Modify” next to each name to update the profiles. If a new profile needs to be created, click “Add Participant.” You must fill in all the information to move on to the next page.

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<tr>
<th>Member/Parent</th>
<th>Camp Participants</th>
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<td>Modify</td>
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- Complete information about each person who may be participating in a camp. Once setup you will be able to select and assign participants to specific camps.

a. There are four steps associated with a child’s profile: Demographics, Information, Health Information (please put any allergies, or pertinent information that campers’ instructors may need to know – including behavior management recommendations if any, or any other health concerns), and Participant Waivers. All four steps must be completed to move on.

   i. Campers who need to carry an epi-pen, must complete our epi-pen authorization form. Campers must complete this epi-pen form to participate in camps.


   Please fill out and bring the epi-pen authorization form to their first day of camps or email the camps manager at camps@cincymuseum.org. Please indicate if the camper is not able to carry their own epi-pen around. Staff will make sure that the epi-pen is with the camper at all times during the day.

b. On the Information page, the first and second Emergency & Authorized Pickup Contacts must be filled in (these are who we will call if something happens during the camp day). You can input different names or the same name twice, just as long as it gets filled in. Same goes for Additional Authorized Pickups, you must fill in the text box either with names or N/A to move on. Campers may only be picked up by those listed on authorized pickups, please make sure all who may pick up camper are listed here.
c. For the Health Information and the Participate Waivers, parents will be required to check the boxes that apply. If a parent would like to provide information regarding their campers needs, there is a text box available to share that information.
4. Once a camper’s profile has been created or updated their will be a green check mark next to their name. From here, click “View Camps.” You will be brought to a page that shows the camps you initially put in your cart. Passport will inform you if the camps you have selected are age appropriate for your camper.

a. What you will see if your campers age matches with the age group of the camp:
b. What you will see if your campers age does not match with the age group of the camp:

i. Campers should be signing up for camps that are for the grade they are going into in the fall. **EX:** If the child is in 1\(^\text{st}\) grade going into 2\(^\text{nd}\) grade, they should sign up for 2\(^\text{nd}\) grade camp.

5. When all your camps are selected, changed your child from “Not Assigned” to “Participant.” You will then see the cost of the camp(s) generated on the right.
6. Now click “Add to Cart” and “Checkout” to complete your purchase. You’re done!

7. Once you have completed check out, you will be sent a Confirmation Letter to the email used to register for camps (sometimes this comes to your spam/ junk email, be sure to check both for email confirmation). Confirmation Letter will have all camp information that you will need to know for camps. If you do not receive this confirmation email, please reach out to the registration team at (513) 287-7001.