

Registration Form

By clicking on "Add Spouse" on Screen #1, you are able to add another administrator to the account. It does not have to be a spouse, but can be a number of individuals. (See Screen #2)

Screen #1:

Security Question

[add another phone](#)

To help us identify you properly should you forget your password, please select and answer a security question.

Question *

What was the name of your first stuffed an

Security Answer *

peanut butter

[cancel](#)

Screen #2:

Add Spouse

Member Information

Father	
Mother	
Step Father	
Step Mother	
Grandfather	<input type="text" value="Smith"/>
Grandmother	
Uncle	
Aunt	<input type="text"/>
Husband	
Wife	(edit members, register, make
Legal Guardian	
Friend of Family	
Single	
Child	
Step Child	
Grandchild	
Niece	
Nephew	
Cousin	
Foster Parent	

On the “Select Event” Screen, all of the camps your child qualifies for will populate. If you want to narrow the search criteria to a specific camp, you can use the drop down function under “Type” (See Screen #3). **Please note – once the grade is selected on the attendee screen, it cannot be changed unless you contact Rachael Jensen at 402.554.3453 or rachaeljensen@unomaha.edu. Currently, the grade function serves no other purpose than to notify the registrant the grade identified.

Screen #3:

Select Event

Type

All

Aim for the Stars

Jazz Camp

Mav Kids

Techademy

Grade

7th v to 7th v

		PRICE	AVAILABILITY
20	AIM FOR THE STARS - WEEK 1		06/05/2017
<input type="checkbox"/>	Adventures In The Chem Lab (6/5/2017-6/9/2017) Grades 6th to 8th (Coed)	\$ 175.00	OPEN
<input type="checkbox"/>	EV3 Engineering I (6/5/2017-6/9/2017) Grades 6th to 8th (Coed)	\$ 180.00	FULL
<input type="checkbox"/>	Get Your Game On! Strategies Of The Mind (6/5/2017-6/9/2017) Grades 6th to 8th (Coed)	\$ 165.00	OPEN
<input type="checkbox"/>	Go Green For Girls (6/5/2017-6/9/2017) Grades 6th to 8th (Female)	\$ 175.00	OPEN
	AIM FOR THE STARS - WEEK 2		06/12/2017
<input type="checkbox"/>	EV3 Engineering I (6/12/2017-6/16/2017) Grades 6th to 8th (Coed)	\$ 180.00	OPEN
<input type="checkbox"/>	EV3 Engineering II (6/12/2017-6/16/2017) Grades 6th to 8th (Coed)	\$ 180.00	OPEN
<input type="checkbox"/>	Forensic Science (6/12/2017-6/16/2017) Grades 6th to 8th (Coed)	\$ 180.00	OPEN
<input type="checkbox"/>	Geology (6/12/2017-6/16/2017) Grades 6th to 8th (Coed)	\$ 175.00	OPEN
<input type="checkbox"/>	Zoology (6/12/2017-6/16/2017) Grades 6th to 8th (Coed)	\$ 175.00	OPEN

Screen #4 shows questions specific to the camp you selected. If you registered for more than one camp at a time, the application will take you back to the questions specific to the next camp (See Screen #5).

Screen #4:

Matthew Doe
 Making Music Inside the Computer (6/26/2017-6/30/2017)

Additional Information

Please fill out the information below.

Techademy - T-shirts

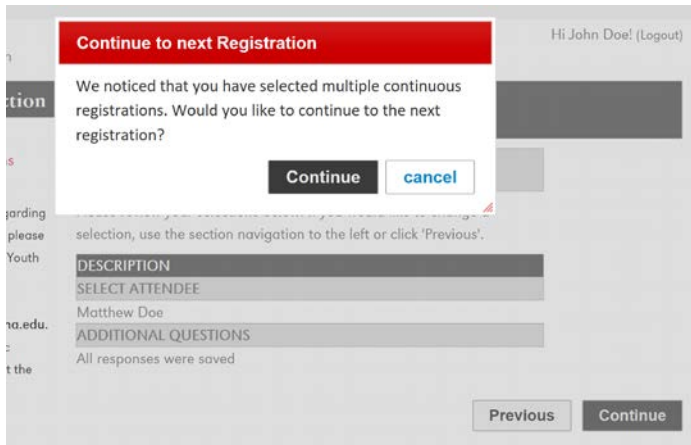
What is your T-Shirt size? *

- Select - v

Previous

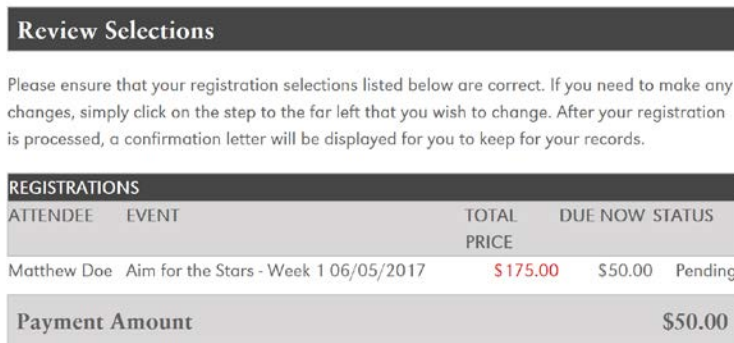
Continue

Screen #5:

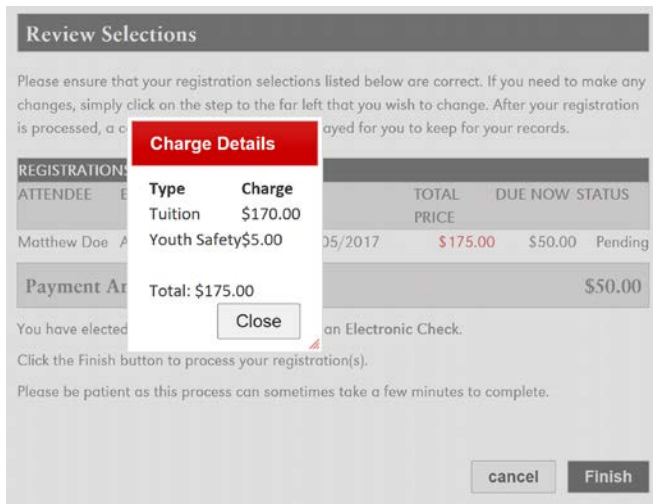


On the "Review Selections" page, you can click on the dollar amount in red to generate itemized details about the camp. (See Screen #6 and #7)

Screen #6:



Screen #7:



Once done with the application, you will receive a confirmation page.

Screen #8:

Confirmation

Registration Complete!

Thank you for registering. Your information has been saved and is available for review.

Below you will find information we need before camp begins click on a link to fill out the required information.

Matthew Doe (Jazz Camp)



Health Form

Manage medical information

Matthew Doe (Making Music Inside the Computer (6/26/2017-6/30/2017))



Health Form

Manage medical information

My Account – Outstanding Forms

At any time during or after the application process, you can click “My Account” in the top right hand corner of the screen. This will take you to the following screen:

Screen #9:

My Account

UNIVERSITY OF NEBRASKA OMAHA

UNO Youth Activities

Hi John Doe! (Logout)

Dashboard

My Account Dashboard

• 3 Medical Forms need to be completed. [Click here](#) to begin.

Please use the links below to navigate to where you want to go.

Register Online Create a registration for a new event or add to an existing one	My Profile Modify your family contact and sign-in information
View Camps View, manage, and edit your camp selections	Make a Payment Make a payment on your itinerary balance

By clicking to complete the medical form (text in yellow), it will link you to the list of camps. Click on the text in red to link to the medical form. (See Screen #10)

Screen #10

Click an attendee name below to continue on to the health form, and terms and conditions.

#30260 John Doe Family **2017 June 5 - 9** **Balance: \$125.00**

Balance Due Date: 05/08/2017
Location: Dodge Campus

Matthew's health form is incomplete. [Click here to complete.](#)

Matthew Doe
Adventures In The Chem Lab (6/5/2017-6/9/2017) **Enrolled**

Make Payment
Pay on the itinerary

View Statement
View the statement

Medical Form

On the medical form, there is a text box that will appear when selecting the answer "yes." (See Screen #11 and #12) Please list information the Camp Director will need to know in the text box. The more detail, the better experience we are able to provide for your child.

Screen #11:

Matthew Doe
Adventures In The Chem Lab (6/5/2017-6/9/2017)

Medical History - Allergies

Please review and answer the questions below about the attendee's allergies.

Does the attendee have a food allergy? * Yes No

Please describe below what the attendee is allergic to and the reaction seen.

Gluten

Does the attendee have any environmental allergies (insect stings, hay fever, etc.)? * Yes No

Does the attendee have any other allergies? * Yes No

Does your child use an Epi-Pen? * Yes No

Screen #12:

Matthew Doe
Adventures In The Chem Lab (6/5/2017-6/9/2017)

Medical History - Mental, Emotional, and Social Health

Check "Yes" or "No" for each statement. Explain "Yes" answers below. The camp may contact you for additional information.

Ever been treated for attention deficit disorder (ADD) or attention deficit/hyperactivity disorder (AD/HD)? * Yes No

Ever been treated for emotional or behavioral difficulties or an eating disorder? * Yes No

Had a significant life event that continues to affect the camper's life? (History of abuse, death of a loved one, family change, adoption, foster care, new sibling, survived a disaster, others) * Yes No

Please let us know if there is any other information we should know to make this the most positive camp experience for your child. * Yes No

Please explain:

When listing medications, click the “add medication” box. (See Screen #13)

Screen #13:

Matthew Doc
Adventures In The Chem Lab (6/5/2017-6/9/2017)

Medical History - Medications

If your attendee does not have any medications then you can skip this step and move on to the Next step.

Please indicate if your attendee is currently taking any medication or will be taking medications during event.

"Medication" is any substance a person takes to maintain and/or improve their health. This includes vitamins & natural remedies.

Medicine will not be dispensed unless the following guidelines are met:
If you are bringing prescription medications they MUST be in the original pharmacy labeled container or the original manufacturer's container.
Prescription medications MUST have your attendee's name on the bottle.
Any doctor's office samples MUST be accompanied by a signed physician prescription.
Provide enough of each medication to last the entire time the attendee will be on location.

Add Medication

When adding medication, please be sure to list all of the following information. (See Screen #14) For the blanks marked with breakfast, lunch, dinner, bedtime, as needed, indicate how many tablets, chews, etc are required for one dosage. Please be sure to indicate specific instructions for the Camp Directors. For example, Matthew takes 1 chewable multivitamin 100mg at breakfast. The parent notes this medication must be taken with food.

Screen #14:

Add New Medication

Medication Name
Multivitamin

Strength Method
100mg chewable(s)

Breakfast Lunch Dinner
1 1

Bedtime As Needed

Special Instructions or Comments
Matt must take food with his multivitamin.

Save

Cancel

My Account – View Camps

If you go back to “My Account” at the top right hand corner, you can click on “View Camps.” (Screen #15 will link you to Screen #16.)

Screen #15:

The screenshot shows the 'My Account Dashboard' for 'UNO Youth Activities'. At the top, there is a navigation bar with the University of Nebraska Omaha logo and the text 'UNIVERSITY OF NEBRASKA OMAHA'. Below this, the page title 'UNO Youth Activities' is displayed. A user greeting 'Hi John Doe! (Logout)' is visible in the top right. A yellow notification banner states: '3 Medical Forms need to be completed. Click here to begin.' Below the notification, a message reads: 'Please use the links below to navigate to where you want to go.' There are four main action buttons: 'Register Online' (Create a registration for a new event or add to an existing one), 'View Camps' (View, manage, and edit your camp selections), 'My Profile' (Modify your family contact and sign-in information), and 'Make a Payment' (Make a payment on your itinerary balance).

Screen #16:

The screenshot displays three camp registration cards for the 'John Doe Family'. Each card includes the camp ID, family name, dates, balance, and a list of actions.

Camp ID	Family Name	Dates	Balance
#30260	John Doe Family	2017 June 5 - 9	\$125.00
#30261	John Doe Family	2017 June 11 - 17	\$295.00
#30262	John Doe Family	2017 June 26 - 30	\$145.00

For each camp, the following information is provided:

- Balance Due Date:** 05/08/2017 (for #30260), 06/01/2017 (for #30261), 06/19/2017 (for #30262)
- Location:** Dodge Campus (for #30260 and #30261), Scott Campus (for #30262)
- Participant:** Matthew Doe
- Activity:** Adventures In The Chem Lab (6/5/2017-6/9/2017) (for #30260), Jazz Camp (for #30261), Making Music Inside the Computer (6/26/2017-6/30/2017) (for #30262)
- Status:** Enrolled
- Actions:** Make Payment (Pay on the itinerary), View Statement (View the statement)

By clicking on “Make Payment” on the right hand side of the screen, it will link you to Screen #17. Here, you can enter in a payment toward the camp you selected. Once you make a payment, a green box will appear stating your payment has been accepted.

Screen #17:

#30260 John Doe Family

2017 June 5 - 9

Balance: \$25.00

Balance Due By: 05/08/2017 [Make a payment](#)

Dodge Campus

View Statement
View the statement

Schedule Payment
Manage pay schedule

ACCOUNT SUMMARY				
DESCRIPTION	QUANTITY	CHARGE	CREDITS	BALANCE
Adventures In The Chem Lab (6/5/2017-6/9/2017)	1	\$175.00	(\$150.00)	\$25.00
TOTALS:	1	\$175.00	(\$150.00)	\$25.00

Payment Accepted

- Your payment has been processed successfully.

My Account – Make a Payment

Clicking again on “My Account” on the top right hand corner of the screen, clicking on “Make a Payment” will link you to Screen #19.

Screen #18:

Dashboard
Hi John Doe! (Logout)

My Account Dashboard

Please use the links below to navigate to where you want to go.

Register Online
Create a registration for a new event or add to an existing one

My Profile
Modify your family contact and sign-in information

View Camps
View, manage, and edit your camp selections

Make a Payment
Make a payment on your itinerary balance

Screen #19:

Payment Selection
×

Select an itinerary from the list below and click 'Make Payment' to begin the payment process.

NAME	ITINERARY	DATE	BALANCE DUE
<input type="radio"/> John Doe Family	30260	06/05/2017 - 06/09/2017	\$25.00
<input type="radio"/> John Doe Family	30261	06/11/2017 - 06/17/2017	\$295.00
<input type="radio"/> John Doe Family	30262	06/26/2017 - 06/30/2017	\$145.00
TOTAL			\$465.00

cancel
Make Payment
Schedule a Payment

At this time, you will only be able to select one camp at a time when making a payment. We are working to make selecting multiple camps at one time a possibility in the future.

By clicking "View Statement" on the right hand side, it will link you to Screen #21. On Screen #21, you can click on "Print Statement" to receive an itemized receipt for the camp you selected.

Screen #20

#30261 John Doe Family	2017 June 11 - 17	Balance: \$0.00		
Balance Due By: 06/01/2017 Dodge Campus	Make a payment	View Statement View the statement		
ACCOUNT SUMMARY				
DESCRIPTION	QUANTITY	CHARGE	CREDITS	BALANCE
Jazz Camp	1	\$345.00	(\$345.00)	\$0.00
TOTALS:	1	\$345.00	(\$345.00)	\$0.00
Payment Method	Total Balance	\$0.00		

No payment is required at this time.

Screen #21:

John Doe Family	2017 June 11 - 17	Balance: \$0.00				
Dodge Campus	Make Payment Pay on the itinerary	Print Statement Print your statement				
ACCOUNT SUMMARY						
DESCRIPTION	QUANTITY	CHARGE	CREDITS	WAITLIST	BALANCE	ADJUSTED
Jazz Camp	1	\$345.00	(\$345.00)	\$0.00	\$0.00	\$0.00
TOTALS:	1	\$345.00	(\$345.00)	\$0.00	\$0.00	\$0.00
CHARGE DETAILS		PAYMENT DETAILS				
DESCRIPTION	AMOUNT	DATE	DESCRIPTION	AMOUNT		
Youth Safety	\$5.00	12/15/2016	E-Check #3456 (Online Registration)	(\$50.00)		
Tuition	\$340.00	12/15/2016	E-Check #3456 (Pay Now)	(\$295.00)		
TOTAL:	\$345.00	TOTAL:	(\$345.00)			

Screen #22:

Contact Information:
 Website Address: <https://mycircultree.com/1926/UNO/account/>
 Phone Number: 4025543453
 Address: 6001 Dodge Street
 Omaha, NE 68182

John Doe
 6001 Dodge St
 Omaha, NE 68182 1102

This statement reflects all account activity through December 15, 2016
 Matthew Doe registration for Jazz Camp (06/11/2017 to 06/17/2017)

Date	Description	Amount
Charges		
12/15/2016	Tuition	\$340.00
12/15/2016	Youth Safety	\$5.00
		Subtotal: \$345.00
Payments/Credits		
12/15/2016	Online Registration	Credit (\$50.00)
12/15/2016	Pay Now	Credit (\$295.00)
		Subtotal: (\$345.00)
Balance Due: 0.00		





My Account – View Camps

Clicking on “My Account” at the top right hand corner, clicking “View Camps” will take you to Screen #24.

Screen #23:




My Account Dashboard

Please use the links below to navigate to where you want to go.

 Register Online Create a registration for a new event or add to an existing one	 My Profile Modify your family contact and sign-in information
 View Camps View, manage, and edit your camp selections	 Make a Payment Make a payment on your itinerary balance








Screen #24:

Click an attendee name below to continue on to the health form, and terms and conditions.

#30260 John Doe Family		2017 June 5 - 9	Balance: \$25.00
Balance Due Date: 05/08/2017 Location: Dodge Campus	 Matthew Doe Adventures In The Chem Lab (6/5/2017-6/9/2017)	Enrolled	 Make Payment Pay on the itinerary
			 View Statement View the statement

Clicking on the name of the camp will take you to Screen #25 and you can view any outstanding documents. Also, if you have enrolled in Aim for the Stars, you will be able to manage (add, edit, delete) your before/after care selections. (See Screen #26)

Screen #25:

Registration Details	Itinerary #30260
Matthew Doe (Enrolled) Edit Attendee	Balance: \$25.00
 Dodge Campus Aim for the Stars - Week 1 06/05/2017 - 06/09/2017	 Make Payment Make a payment on this registration
Camp Services	 View Statement View the statement for this registration
 Health Form <small>Completed 12/31/16</small> Manage medical information	Information Company Information
 Additional Questions Answer additional questions	
 Terms and Conditions <small>Incomplete</small> View and sign terms and conditions	
 Before/After Care Manage before/after care reservations for this registration	

Screen #26:

Matthew Doe
Adventures In The Chem Lab (6/5/2017-6/9/2017)

Before, Before/After, After Care

The following is a list of options for additional camp before camp, after camp, or both. Please note, there is a limited amount of space in each category and will be given on a first come basis.

Selections

No selections have been made.

Available

BEFORE/AFTER CARE			
NAME	COST	AVAILABILITY	SELECT
After Care	\$25.00	OPEN	<input type="button" value="Add"/>
Before and After Care	\$30.00	OPEN	<input type="button" value="Add"/>
Before Care	\$10.00	OPEN	<input type="button" value="Add"/>