

## 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 animal

Security Answer \*

peanut butter

[cancel](#) **Add Spouse** **Create**

Screen #2:

## Add Spouse

### Member Information

- Father
- Mother**
- Step Father
- Step Mother
- Grandfather
- Grandmother
- Uncle
- Aunt
- Husband
- Wife
- Legal Guardian
- Friend of Family
- Single
- Child
- Step Child
- Grandchild
- Niece
- Nephew
- Cousin
- Foster Parent

Smith

(edit members, register, make

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](mailto: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**

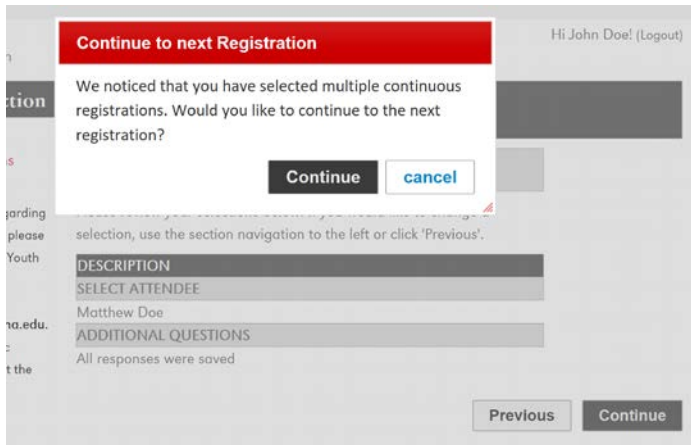
What is your T-Shirt size? \*

- Select - v

Previous

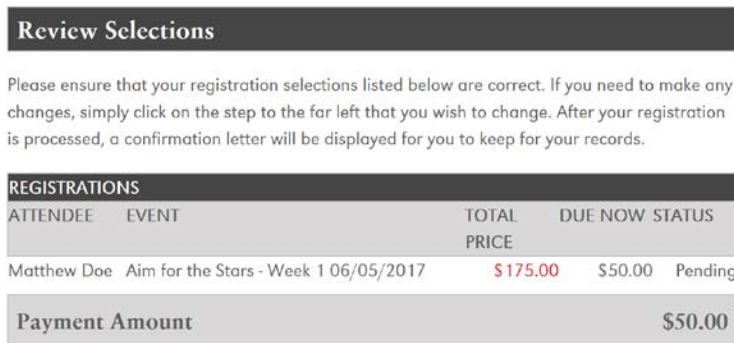
Continue

Screen #5:

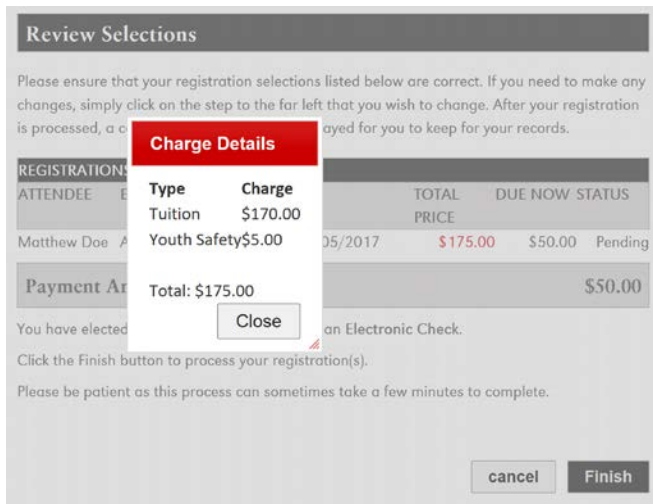


On the "Review Selections" page, you can click on the dollar amount in red to generate itemized details about the camp. (See Screen #6 and #7)

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

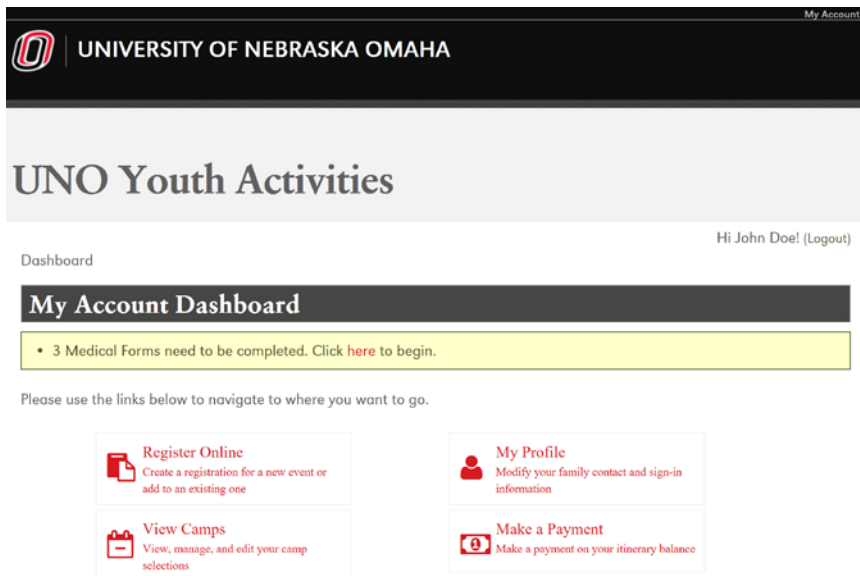
### Matthew Doe (Making Music Inside the Computer (6/26/2017-6/30/2017))

 **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.

|   |   |
|---|---|
|  <b>Register Online</b><br>Create a registration for a new event or add to an existing one |  <b>My Profile</b><br>Modify your family contact and sign-in information |
|  <b>View Camps</b><br>View, manage, and edit your camp selections                          |  <b>Make a Payment</b><br>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:

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

 **View Camps**  
View, manage, and edit your camp selections

 **My Profile**  
Modify your family contact and sign-in information

 **Make a Payment**  
Make a payment on your itinerary balance

Screen #16:

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

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

### #30261 John Doe Family 2017 June 11 - 17 Balance: \$295.00

Balance Due Date: 06/01/2017  
Location: Dodge Campus



**Matthew Doe**  
Jazz Camp

Enrolled

 **Make Payment**  
Pay on the itinerary

 **View Statement**  
View the statement

### #30262 John Doe Family 2017 June 26 - 30 Balance: \$145.00

Balance Due Date: 06/19/2017  
Location: Scott Campus



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

Enrolled

 **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        |
| <b>TOTALS:</b>                                 | <b>1</b> | <b>\$175.00</b> | <b>(\$150.00)</b> | <b>\$25.00</b> |

**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        |
| <b>TOTAL</b>                          |           |                         | <b>\$465.00</b> |

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

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

No payment is required at this time.

Screen #21:

|                        |                 |  |   |                   |               |               |
|------------------------|-----------------|--|---|-------------------|---------------|---------------|
| <b>John Doe Family</b> |                 | 2017 June 11 - 17  | Balance: \$0.00   |                   |               |               |
| Dodge Campus           |                 |  <b>Make Payment</b><br>Pay on the itinerary. |  <b>Print Statement</b><br>Print your statement. |                   |               |               |
|                        |                 |  |   |                   |               |               |
| <b>ACCOUNT SUMMARY</b> |                 |  |   |                   |               |               |
| DESCRIPTION            | QUANTITY        | CHARGE   | CREDITS   | WAITLIST          | BALANCE       | ADJUSTED      |
| Jazz Camp              | 1               | \$345.00   | (\$345.00)  | \$0.00            | \$0.00        | \$0.00        |
| <b>TOTALS:</b>         | <b>1</b>        | <b>\$345.00</b>  | <b>(\$345.00)</b>   | <b>\$0.00</b>     | <b>\$0.00</b> | <b>\$0.00</b> |
| <b>CHARGE DETAILS</b>  |                 | <b>PAYMENT DETAILS</b>   |   |                   |               |               |
| 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)        |               |               |
| <b>TOTAL:</b>          | <b>\$345.00</b> | <b>TOTAL:</b>  |   | <b>(\$345.00)</b> |               |               |

Screen #22:

**Contact Information:**  
 Website Address: <https://mycircletree.com/1926/UNO/account/> Address: 6001 Dodge Street  
 Phone Number: 4025543453 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            |
|-------------------------|---------------------|-------------------|
| <b>Charges</b>          |                     |                   |
| 12/15/2016              | Tuition             | \$340.00          |
| 12/15/2016              | Youth Safety        | \$5.00            |
|                         | <b>Subtotal:</b>    | <b>\$345.00</b>   |
| <b>Payments/Credits</b> |                     |                   |
| 12/15/2016              | Online Registration | Credit (\$50.00)  |
| 12/15/2016              | Pay Now             | Credit (\$295.00) |
|                         | <b>Subtotal:</b>    | <b>(\$345.00)</b> |
|                         | <b>Balance Due:</b> | <b>0.00</b>       |





## 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.

|   |   |
|---|---|
|  <b>Register Online</b><br>Create a registration for a new event or add to an existing one |  <b>My Profile</b><br>Modify your family contact and sign-in information |
|  <b>View Camps</b><br>View, manage, and edit your camp selections                          |  <b>Make a Payment</b><br>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.

|   |   |                        |   |
|---|---|------------------------|---|
| <b>#30260 John Doe Family</b>                             |   | <b>2017 June 5 - 9</b> | <b>Balance: \$25.00</b>   |
| Balance Due Date:<br>05/08/2017<br>Location: Dodge Campus |  <b>Matthew Doe</b><br>Adventures In The Chem Lab (6/5/2017-6/9/2017) | <b>Enrolled</b>        |  <b>Make Payment</b><br>Pay on the itinerary   |
|   |   |                        |  <b>View Statement</b><br>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  |
|---|---|
| <b>Matthew Doe (Enrolled)</b> <a href="#">Edit Attendee</a>   | <b>Balance:</b> \$25.00   |
|  Dodge Campus<br>Aim for the Stars - Week 1<br>06/05/2017 - 06/09/2017                       |  <b>Make Payment</b><br>Make a payment on this registration        |
| <b>Camp Services</b>  |  <b>View Statement</b><br>View the statement for this registration |
|  <b>Health Form</b> <small>Completed 12/31/16</small><br>Manage medical information          | <b>Information</b><br>Company Information   |
|  <b>Additional Questions</b><br>Answer additional questions                                  |   |
|  <b>Terms and Conditions</b> <small>Incomplete</small><br>View and sign terms and conditions |   |
|  <b>Before/After Care</b><br>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"/> |