Camp Brain Registration Manual

CampBrain Introduction:

Rochambeau, The French International School
2024-25 School Year

Introduction:
CampBrain is the new activity enrollment platform at Rochambeau. To address issues with consistency, equity and availability, CampBrain will provide families with an incredibly ease-to-use interface that addresses many of concerns you have had with our previous service provider.

The link to the new registration portal is here: https://rochambeau.campbrainregistration.com
NOTE: If there are no current club registrations available, you will not be able to continue to the registration process.

As you prepare for enrollment, we wanted to share with you with an overview of the process as outlined in our registration handbook:

1. **Create an account:** Once registrations open, you will have the opportunity to create an account and to add family members to it
   a. It is important to remember that there should only be one account per family. Additional accounts will be merged into a single account to ensure equal access for all
   b. You will have the opportunity to add both children to your household and other adults
2. **Registering for Activities:** Once your account is created and your children have been added to the platform, you will be ready for registration:
   a. You will start by creating a new application and adding your children to it
   b. Clicking on **Show Details** under the offering will allow you to add it to your cart
   c. During the process, you may toggle between children to complete registrations for each
   d. Waitlists will be available for all activities and will be cleared as space permits
   e. NOTE: There may be additional forms required for some clubs (sports, etc.)
3. **Making a Payment:** Once you have completed the selections for your children, you will be able to make a payment.
   a. Some camps will have payment options based on their type and duration
   b. Make sure to complete all of the forms and steps prior to submitting payment

We are excited to share this new platform that showcases an exciting new process for registration and the amazing offerings for your children this year.

We look forward to working with your children this year,

Cristen Steele
Director of Auxiliary Programs

Creating an Account

Step 1: Creating an Account

Create a "New User Sign Up" using a Parent First and Last name, email address and create a unique password.

*Note: additional parents and guardians can be added to the account for one account family. Multiple accounts for the same student are not necessary.

Step 2: Managing Household

Once you have successfully created your account. You will be brought to a welcome page. From here you want to click on "Manage People and Household Information". This will allow you to add all family members to your account which will populate grade appropriate activities when registration opens.

*Note: Please take care to input correct information so that you are registering for the appropriate activities. Students registered for activities outside of their grade level will be removed and reimbursed with no notice.

Step 3: Adding Adults

Online Registration: Household Details ↩ Home

Household   Household Details   Secondary Household

1
Test Family
(Parent/Guardian)

Edit Details

2   + Add a Parent/Guardian

+ Add a Child

1. The name of the registered parent should show in box #1. Details can be edited by clicking the "Edit Details" button to change spelling, add phone numbers or update an email address.

2. To add additional parents/guardians, click on the blue "Add a Parent/Guardian" button. An email address for this person should be added so that they are included on any pertinent activity updates sent out by the Auxiliary Programs team.

Step 4: Adding Children

Online Registration: Household Details

🔙 Home

Household   Household Details   Secondary Household

Test Family
(Parent/Guardian)

Edit Details

+ Add a Parent/Guardian

+ Add a Child

To add a child, click on the blue "Add a Child" button.

Online Registration: Household Details

🔙 Home

Household   Household Details   Secondary Household

Add a Child
(This person lives in my household)

First Name *

Preferred Name

Email Address

Middle Name

Phone Numbers

+ Add a Number

Last Name *
Family

Date of Birth

Month *   Day *   Year *

Save   Discard

This is where you will enter the child's name and birthday. Email addresses are not required but can be added if you so choose.

**Note: Emails will not be sent to participants, only to the Parents/Guardians on the account.

Save each child's information and repeat step 3 until all children have been added to the account.

Step 4: Household Details

Once all family members have been added to the account, your screen will look similar to this.

Online Registration: Household Details

Household | **Household Details** | Secondary Household

Parent 1 Test Family
(Parent/Guardian)

Edit Details

Parent 2 Test Family
(Parent/Guardian)

Edit Details

Child A Family

Edit Details

Child B Family

Edit Details

Child C Family

Edit Details

Child D Family

Edit Details

+ Add a Child

Next you want to click on the "Household Details" button

Step 5: Updating Household Information

Online Registration: Household Details ↩ Home

Household   Household Details   Secondary Household

Detailed Household Information

Home Address

Street address *

City *

State/Province *   Zip/Postal code *

Country *

Emergency contacts

Contact 1   Contact 2   Contact 3

Full Name   Cell Phone

Relationship   Home Phone

Work Phone

Save   Discard

✔ Information has been saved.

From the Household details screen, you will be able to add information such as Address, and Emergency contacts.

Please be sure to add at least 1 emergency contact that is not a household member. In the event of an emergency and we cannot reach either parent/guardian, an emergency contact is necessary.

Once complete, hit the blue "Save" button. A green text box will appear indicating your information has been saved successfully.

You may then click the blue "Home" button in the top right-hand corner.

Registering For Activities

Step 1: Registering for Activities

Online Registration: Homepage

[→ Logout]

ROCHAMBEAU
THE FRENCH INTERNATIONAL SCHOOL

Start a New Application

Maternelle (TPS-PS-MS)
[Begin →]

Clubs (4th-5th)
[Begin →]

Clubs (2nd-3rd)
[Begin →]

Clubs (K-1st)
[Begin →]

Example Spring 2024
[Begin →]

[👥 Manage People and Household Information]

Find the Grade level you are looking to register for and click the blue "Begin" button.

Step 1: continued...

Registration for Clubs (K-1st) ↩ Home

Welcome to Fall 2024 Enrichment Program Registration with Rochambeau, The French International School.

Please be sure to select activities for both Session 1 and Session 2 in order to ensure your child has care for the entire Fall semester. All offerings are available in our Fall program guide on our website.

Continue →

You will reach the welcome page for the grade level you have selected. Read the welcome message and click the blue continue button.

Registration for Clubs (K-1st) ↩ Home

1 People — 2 Sessions — 3 Forms — 4 Review — 5 Confirmation

Select People To Register

☑ **Child A Family**

Date of Birth
Month * January   Day * 1   Year * 2015
Gender * Male
Grade for this season
Select... * PS

☑ **Child B Family**

Date of Birth
Month * February   Day * 1   Year * 2017
Gender * Female
Grade for this season
Select... * K/GS

☐ Child C Family

☐ Child D Family

+ Add a child

Cart Summary

Child A Family ✕
Child B Family ✕

Select the child that corresponds with the grade level you are registering for, enter the information requested and click continue.

**Note: the children selected will be listed to the right under cart summary.

Previous   Continue →

Step 2: Viewing Activities

Registration for Clubs (K-1st)

[Home]

①People ②Sessions ③Forms ④Review ⑤Confirmation

Fall Semester: September 9 – December 20

Session 1: Sept 9th – Oct 18th

Session 2: Oct 28th – Dec 20th

Details about the season are displayed here

Select Sessions for...

Child A   Child B

You may toggle between children to look at available activities here.

🔍 Search by name...   ▼   Expand all

All options available to the selected student will populate on this page. If you are looking for a specific class, you may search using the search bar here.

Before and Aftercare

Before Care (Semester)   100.00
August 27 - December 20, 2024 | Show Details

Before Care (Year)
August 27, 2024 - June 13, 2025 | Show Details

Aftercare (Semester)
September 9 - December 20, 2024 | Show Details

Aftercare (Year)
September 9, 2024 - June 13, 2025 | Show Details

Drop In (Session 1 | Sept - Oct)

Week of Sept 9th - 13th
September 9 - 13, 2024 | Show Details

Week of Sept 16th - 20th
September 16 - 20, 2024 | Show Details

Week of Sept 23rd - 27th
September 23 - 27, 2024 | Show Details

Week of Sept 30th - Oct 2nd
September 30 - October 2, 2024 | Show Details

Week of Oct 7th - 11th
October 7 - 11, 2024 | Show Details

Week of Oct 14th - 18th
October 14 - 18, 2024 | Show Details

Fall (Session 1 | Sept 9 - Oct 18)

Monday | Choir
September 9 - October 14, 2024 | Show Details

Cart Summary

Child A Family

Child B Family

Subtotal   -

Taxes   -

Total   -

Scroll down the page to see options for Session 1 and 2.

Step 3: Adding Activities to Cart

Thursday | Lego Builders

September 12 - October 17, 2024 | Show Details

Thursday | Techie Kids

September 12 - October 17, 2024 | Hide Details

Everything from your robotic vacuum to Alexa to self-driving cars use AI and Machine Learning to function. In this course, students explore concepts related to Machine Learning and Artificial Intelligence through the lens of gaming! Students create complex competitive games (such as PONG, Platformer, and AI Monster Runner) while learning how to program game characters with AI functionality, vary difficulty levels in interactive games, and use machine learning in game play! This class is taught in English in partnership with Code Advantage.

🛒 Add to cart

Friday | Intro to Chess

September 13 - October 18, 2024 | Show Details

Friday | Poppin Piano

September 13 - October 18, 2024 | Show Details

Friday | Yoga

September 13 - October 18, 2024 | Show Details

Friday | Intro to Italian

September 13 - October 18, 2024 | Show Details

Fall (Session 2 | Oct 28 - Dec 20)

Monday | Choir

October 28 - December 16, 2024 | Show Details

Monday | Art in French

October 28 - December 16, 2024 | Show Details

Monday | Multi Sport

October 28 - December 16, 2024 | Show Details

Cart Summary

Child A Family

Child B Family

Subtotal   -

Taxes   -

Total   -

Once you find the activity of your choosing, select the blue "Show Details" button.

This will expand the section and give you information about the activity. Once you have read the description, you will be able to add your selection to your cart.

**Ineligible Students

If you toggle children and encounter this screen, this means the selected child is restricted from registering for activities in this section due to grade level.

In order to move forward you will need to go to the previous screen and uncheck this child. Your cart selections will be saved while you make this update.

Step 4: Managing Cart

Once you have selected your activities for Session 1 and 2, they will populate in your cart. Any applicable fees will show along with your total. You can remove activities directly from the cart at this stage.

Cart Summary

Child A Family

Child B Family

Supply Fee	50.00
Uniform Fee	25.00
Supply Fee	100.00

<u>Fall (Session 1 | Sept 9 - Oct 18)</u>
Thursday | Techie ✕
Kids
<u>Fall (Session 2 | Oct 28 - Dec 20)</u>
Thursday | ✕
Musical Theater

Subtotal	175.00
Taxes	-
Total	**175.00**

ails

ails

ails

ails

ils

for young, performers! In this
er a love for the arts through an
of musical theater. Through the
young stars will embark on an
performance art. This class is
with Sylvia.

ails

ails

Step 5: Required Forms

At this stage any applicable forms necessary for your chosen activities will populate. You must fill out all forms for each child. You may do so by clicking the blue "Open Form" button. This is where you will give any health information necessary, authorized pick up person(s) and verify all contact information for the Parent/Guardian(s) on the account.

Once you have completed all required forms, a green check mark will populate and you will be able to click the blue "Continue" button.

Making a Payment

Step 1: Selecting a Payment Method

If your selections have multiple payment options, you will need to select your plan of choice.

Step 2: Paying with a Payment Plan

Registration Items

Return to People   Return to Sessions

Child B Family

Before and Aftercare
- Before Care (Semester) (August 27 - December 20, 2024)   100.00

Fall (Session 1 | Sept 9 - Oct 18)
- Wednesday | Diamond Painting (September 11 - October 16, 2024)
- Thursday | Techie Kids

Fall (Session 2 | Oct 28 - Dec 20)
- Thursday | Musical Theater
- Thursday | Design and Minecraft (October 31 - December 19, 2024)

Total: **100.00**

Forms

Household Form *   COMPLETED

Child B Family
- Waiver *   SUBMITTED

Return to Forms

Payment

Payment Option
- Payment Plan

Date	Amount
Today	5.00
Sep 06, 2024	47.50
Oct 04, 2024	47.50

The payment schedule and amounts will be detailed for you in this section.

Payment Method
- Credit Card

| Cardholder Name |
| Card Number   MM / YY   CVC |
| Street Address   City   Zip/Postal Code |

Use this card

Return to Payment Options

Enter payment information and submit your registration.