

Camp Brain  
Registration  
Manual

# CampBrain Introduction:

Rochambeau, The French International School  
2025-2026



## Introduction:

CampBrain continues to be the activity enrollment platform at Rochambeau. The link to the registration portal is here: <https://rochambeau.campbrainregistration.com>

As you prepare for registration we would like to share with you with a step-by-step guide of the process:

1. **Create an account:** Before registrations open, you will have the opportunity to create an account and 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 under Enrichment Programs 2025-2026 and adding your children to it. If you have an existing account, you will need to update the new grade of your child.
  - 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. Wait lists 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 added the selections for your children into your cart, you will be able to make a payment.
  - a. All activities will have an option to pay in full or pay in installments.
  - b. Make sure to complete all of the forms and steps prior to submitting payment.

If you need any assistance during the registration process, please email [clubs@rochambeau.org](mailto:clubs@rochambeau.org) or call (301) 747 3392. We look forward to working with your children this year.

Warm regards,

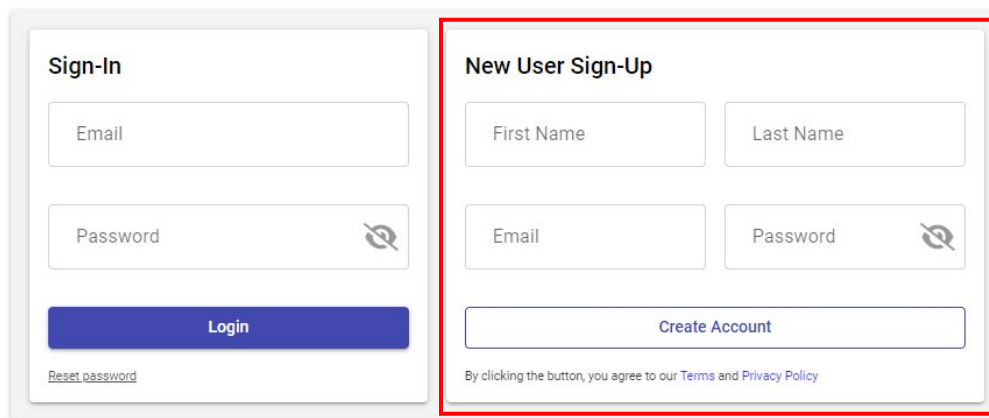
Auxiliary Programs Team

# Creating an Account

# Step 1: Creating an Account



**ROCHAMBEAU**  
THE FRENCH INTERNATIONAL SCHOOL



The image shows a user interface with two main sections: 'Sign-In' and 'New User Sign-Up'. The 'Sign-In' section includes an 'Email' input field, a 'Password' input field with a toggle icon, a blue 'Login' button, and a 'Reset password' link. The 'New User Sign-Up' section, highlighted with a red border, includes 'First Name' and 'Last Name' input fields, an 'Email' input field, a 'Password' input field with a toggle icon, and a 'Create Account' button. Below the 'Create Account' button is a small text line: 'By clicking the button, you agree to our Terms and Privacy Policy'.

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**New Accounts:** Create a “New User Sign-Up” using a Parent First and Last name, email address and create a unique password.

**Existing Accounts:** Sign-in to your account. If you forgot your password, you can reset it by clicking "Reset password" under the Login button. Please do not create a new account if you already have one. If you do not remember which email you used to create your account, please email [clubs@rochambeau.org](mailto:clubs@rochambeau.org) and we will provide it to you.

**\*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

Online Registration: Homepage

Logout



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## Start a New Application

Athletics 2025-2026

→ Begin

 [Manage People and Household Information](#)

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 make sure 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](#)

Please enter your child’s name and birthday. Email addresses are not required.  
**\*\*Note: Emails will be sent only to the Parents/Guardians on the account.**

**New Accounts:** Save each child’s information and repeat step 3 until all children have been added to the account.

**Existing Accounts:** Please make sure to update the new grade of your child.

# 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** [Home](#)

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 “House hold 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 \*

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

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

✔ Information has been saved.

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

Athletics 2025-2026

[→ Begin](#)

Enrichment Programs 2025-2026

[→ Begin](#)

[Manage People and Household Information](#)

Select **Enrichment Programs 2025-2026** and click the “Begin” button.

## Step 1: continued...

### Select People To Register

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**Child 1 Test**

Date of Birth

Month \*  
March ▼

Day \*  
10

Year \*  
2015

Gender \* ▼

Grade for this season

Select... \* ▼

**Child 2 Test**

Date of Birth

Month \*  
August ▼

Day \*  
10

Year \*  
2018

Gender \* ▼

Grade for this season

Select... \* ▼

---

Select the child that you would like to register and make sure to update their grade.

# Step 2: Viewing Activities

## TIP #1: Toggle between children

Select Sessions for...

Child 1 Child 2

Search by name... Expand all

### Before Care

**Elementary Before Care Yearly**  
August 26, 2025 - June 5, 2026 | [Show Details](#)

**Elementary Before Care Fall Semester**  
August 26, 2025 - January 30, 2026 | [Show Details](#)

Details about the programs are displayed here

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

## TIP #2: Search by name

Select Sessions for...

Child 1 Child 2

Search by name... Chess Expand all

### Clubs Fall Semester

<b>Monday   Advanced Chess CE &amp; CM</b>	<b>650.00</b>
September 1, 2025 - January 26, 2026   <a href="#">Show Details</a>	
<b>Friday   Beginner Chess CE</b>	<b>775.00</b>
August 29, 2025 - January 30, 2026   <a href="#">Show Details</a>	

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.

### TIP #3: Filter by category

Select Sessions for...

Child 1 Child 2

The screenshot shows a software interface for selecting sessions. At the top, there is a search bar with the placeholder text "Search by name...". To the right of the search bar is a blue button labeled "Expand all". Below the search bar is a list of sessions. The first session is titled "Before Care" and is highlighted. A dropdown menu is open, showing a list of categories: "Before Care", "Aftercare", "Homework Help", "Clubs Fall Semester", "Judo - Yearly", and "All". The "Before Care" category is selected in the dropdown menu. A red box highlights the dropdown menu, and a red arrow points from the text "You can filter by category of Auxiliary Program" to the dropdown menu.

You can filter by category of Auxiliary Program

# Step 3: Adding Activities to Cart

## Aftercare

### Elementary Aftercare Yearly

August 26, 2025 - June 5, 2026 | [Show Details](#)

### Elementary Aftercare Fall Semester

August 26, 2025 - January 30, 2026 | [Hide Details](#)

 Remove from cart

#### Session Options

##### Week Days

<b>Monday</b>	<b>300.00</b>	
<b>Tuesday</b>	<b>350.00</b>	
<b>Wednesday</b>	<b>350.00</b>	
<b>Thursday</b>	<b>350.00</b>	
<b>Friday</b>	<b>350.00</b>	

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.

# Step 4: Managing Cart

Once you have selected your activities, they will populate in your cart. You can remove activities directly from the cart at this stage.

The screenshot displays a shopping cart interface. On the left, there is a list of items, each labeled 'ails'. The main content area is titled 'Cart Summary' and is enclosed in a red border. It is organized into sections for 'Child A Family' and 'Child B Family'. Under 'Child B Family', there are two rows of fees: 'Supply Fee' at 50.00 and 'Uniform Fee' at 25.00. Below these, another 'Supply Fee' is listed at 100.00. The summary is divided into two sessions: 'Fall (Session 1 | Sept 9 - Oct 18)' and 'Fall (Session 2 | Oct 28 - Dec 20)'. Under Session 1, 'Thursday | Techie' is listed with a red 'x' next to it, and 'Kids' is listed below it. Under Session 2, 'Thursday | Musical Theater' is listed with a red 'x' next to it. At the bottom, a 'Subtotal' is shown as 175.00, 'Taxes' as '-', and a bolded 'Total' as 175.00.

Cart Summary	
<b>Child A Family</b>	
<b>Child B Family</b>	
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	-
<b>Total</b>	<b>175.00</b>

# Step 5: Required Forms

Registration for Enrichment Programs 2025-2026 [Home](#)

1 People 2 Sessions 3 Forms 4 Review 5 Confirmation

**Complete Required Forms**  
Forms marked with an asterisk(\*) are mandatory.

**Household Form\***  
[Open Form](#)

Child 2 ^

**Acknowledgment and Agreement for Participation in Auxiliary Programs\***  
[Open Form](#)

Child 1 ^

**Acknowledgment and Agreement for Participation in Auxiliary Programs\***  
[Open Form](#)

**Cart Summary**

**Child 2 Test**  
Clubs Fall Semester  
Thursday | Hip-Hop CE 695.00  
Friday | Chess - Beginner CE

**Child 1 Test**  
Aftercare  
Elementary Aftercare  
Fall Semester  
▪ Tuesday  
Clubs Fall Semester  
Monday | Zumba CE & CM  
Thursday | Fencing CM 475.00

Subtotal 1,170.00  
Taxes -  
**Total 1,170.00**

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 verify all contact information for the Parent/ Guardian(s) on the account and confirm agreement with the Auxiliary Programs Parent Handbook.

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

Registration for Enrichment Programs 2025-2026 [Home](#)

1 People 2 Sessions 3 Forms 4 Review 5 Confirmation

**Complete Required Forms**  
Forms marked with an asterisk(\*) are mandatory.

**Household Form\*** Completed  
[View Form](#)

Child 2 ^

**Acknowledgment and Agreement for Participation in Auxiliary Programs\*** Completed  
[View Form](#)

Child 1 ^

**Acknowledgment and Agreement for Participation in Auxiliary Programs\*** Completed  
[View Form](#)

**Cart Summary**

**Child 2 Test**  
Clubs Fall Semester  
Thursday | Hip-Hop CE 695.00  
Friday | Chess - Beginner CE

**Child 1 Test**  
Aftercare  
Elementary Aftercare  
Fall Semester  
▪ Tuesday  
Clubs Fall Semester  
Monday | Zumba CE & CM  
Thursday | Fencing CM 475.00

Subtotal 1,170.00  
Taxes -  
**Total 1,170.00**

[Previous](#)

[Continue](#)

# 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.

### Registration for Clubs (K-1st)

[← Home](#)

1 — 2 — 3 — **4** — 5 — 6  
People — Sessions — Forms — **Payment** — Review — Confirmation

#### Choose a Payment Option

Full Payment

Payment Plan

#### Select a Payment Method

Credit Card

#### Cart Summary

**Child B Family**

Before and Aftercare

Before Care (Semester) 100.00

Fall (Session 1 | Sept 9 - Oct 18)

Wednesday | Diamond Painting

Thursday | Techie Kids

Fall (Session 2 | Oct 28 - Dec 20)

Thursday | Musical Theater

Thursday | Design and Minecraft

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Subtotal 100.00

Taxes -

**Total 100.00**

[Previous](#) [Continue →](#)

# 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.