

How to enroll in days and select between “Paid in Full” and “Installment Billing”

Directions are for online registration at rec.ci.longmont.co.us. To begin, log in to your household account. If you need assistance getting online access to your account, please contact

Kristen.Rudisill@longmontcolorado.gov or 303-774-3795, or

Suellen.Dabney@longmontcolorado.gov or 303-774-4827.

Si prefiere recibir esta información en español, comuníquese con Aurora por correo electrónico

Aurora.Black@longmontcolorado.gov o al (303) 651-8821.

1. To select days for attending, one must first enroll the camper into the Registration code for the appropriate age group. Select the “Add to Cart List +”. [Try the activity keyword search “dc” to pull up all day camp options.]

Full Info	Activity Code	Description	Dates	Times	Meet Days	Ages	Resident/Non-Res Price	Add to Wishlist	Status	Add to Cart List
	346700-RG	Summer Day Camp - Registration	05/26/2020 - 07/31/2020	6:58 am - 6:59 am	M, Tu, W, Th, F	5.75-10	\$65.00/\$75.00		Available	Add To Selection List

Go to the bottom of your screen to add the registration to the cart.

Summer Day Camp - Registration (346700-RG)

A list of individuals who are of the correct age to attend the camp will come up. Check the box in front of the individual(s) who is to be enrolled into the registration code.

Junior Test
☐ Summer Day Camp - Registration (346700-RG)

Missy Test
☒ Summer Day Camp - Registration (346700-RG)

You will be then directed to the Shopping Cart. Once there, select “continue shopping from registration home”. From the registration home, you can return to all activities and do a keyword activity search for “dc”.

✓ New Charges In Shopping Cart

Shopping Cart

Showing 1 To 1 Total Results (1)

Remove	Description	Person Enrolled	Fee Details	Total Fees
✕	Summer Day Camp - Registration (346700-RG) (Enrolled)	Missy	✎	\$ 65.00
Grand Total Fees Due				\$ 65.00
Total Old Balances Not in Shopping Cart				\$ 0.00

Apply Coupon or Gift Certificate

Type Coupon Code Apply

Empty Cart
Pay Old Balances
Continue Shopping from Registration Home
Proceed To Checkout

2. Now, [select the days that the camper is to attend by using the Enrollment code](#). Select the “Add to Cart List – calendar” option.

Full Info	Activity Code	Description	Dates	Times	Meet Days	Ages	Resident/ Non-Res Price	Add to Wishlist	Status	Add to Cart List
	346701-05	Summer Day Camp - Enrollments	06/01/2020 -08/07/2020*	7:00 am - 6:00 pm	M, Tu, W, Th, F	5.5-10.9	\$42.50/\$53.00		Available	

Once selected, you will go to a calendar prompt where you can select individual days by using the “+” sign for each day desired or, by using the pattern enrollment, can either use a days-of-the-week pattern enrollment....

1
Classes to Enroll

Summer Day Camp - Enrollments

Week Days to Enroll

Sunday

Monday

Tuesday

Wednesday

2
Build Pattern

Select Week 1

Select Week 2

Select Week 3

Select Week 4

Select Week 5

Select Week 6

Select Month

Begin Date

06/01/2020

End Date

06/30/2020

Toggle Items in the Calendar

<< Previous Year
< Previous Month
Today
June - 2020
Next Month >
Next Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1 + Summer Day Camp Enrollments (22/30) 7:00 am- 6:00 pm	2 + Summer Day Camp Enrollments (24/30) 7:00 am- 6:00 pm	3 + Summer Day Camp Enrollments (15/30) 7:00 am- 6:00 pm	4 + Summer Day Camp Enrollments (20/30) 7:00 am- 6:00 pm	5 + Summer Day Camp Enrollments (17/30) 7:00 am- 6:00 pm	
7	8 + Summer Day Camp Enrollments (17/30) 7:00 am- 6:00 pm	9 + Summer Day Camp Enrollments (21/30) 7:00 am- 6:00 pm	10 + Summer Day Camp Enrollments (16/30) 7:00 am- 6:00 pm	11 + Summer Day Camp Enrollments (20/30) 7:00 am- 6:00 pm	12 + Summer Day Camp Enrollments (15/30) 7:00 am- 6:00 pm	13

Or select entire weeks at a time using the week/month option.

Pattern Enrollment

Classes to Enroll: Summer Day Camp - Enrollments

Select Week 1, Select Week 2, Select Week 3, Select Week 4, Select Week 5, Select Week 6, Select Month

Week Days to Enroll: Monday, Tuesday, Wednesday

Begin Date: 06/01/2020, End Date: 06/30/2020

Build Pattern

Toggle Items in the Calendar

June - 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
	Summer Day Camp Enrollments (22/30) 7:00 am- 6:00 pm	Summer Day Camp Enrollments (24/30) 7:00 am- 6:00 pm	Summer Day Camp Enrollments (15/30) 7:00 am- 6:00 pm	Summer Day Camp Enrollments (30/30) 7:00 am- 6:00 pm	Summer Day Camp Enrollments (17/30) 7:00 am- 6:00 pm	

Once you have your dates selected, then at the bottom of the screen in the blue box, select “Add to Cart”. You may need to adjust the size of your browser screen/scroll down in order to view the bar.

Summer Day Camp - Enrollments (346701-05): 06/01/2020 @ 7:00 am, 06/02/2020 @ 7:00 am

Add To Cart, Clear Selection

3. Determine if you want to pay for each day in full or do installment billing.

Be sure to toggle the box “Copy Billing Information” or you will get to answer the question for each day you enrolled your camper in. If you have multiple family members in camp, you may need to answer this set of questions for each family member.

The default way to pay is “pay in full”. If you want to do the \$5 down payment with the remainder due paid in parts throughout the summer, use the down arrow to select Summer Day Camp – New Checking/Savings Account, or Summer Day Camp – New Credit Card. If you already have a card on file with your account, it will be listed as an option to select as well.

Summer Day Camp - Enrollments (346701-05) On 06/01/20 for Missy Test (Purchase)

Billing Option

☒ Copy Billing Information

Pay in Full

Summer Day Camp - New Checking/Savings Account

Summer Day Camp - New Credit Card

Pay in Full

Payment dates:

On your receipt it will display as future bills – unfortunately, it doesn't transparently say which bill is for which date. Use guide to left for a key.

May 15: for dates May 26-June 1
 June 1: for dates June 2-15
 June 15: for dates June 16-July 1
 July 1: for dates July 2-15
 July 15: for dates July 16-Aug 1
 Aug 1: for dates Aug 2-7

Enrollment Date(s):	Mon @ 7:00 am - 6:00 pm: 06/01, 06/22 Tue @ 7:00 am - 6:00 pm: 06/02, 06/23 Wed @ 7:00 am - 6:00 pm: 06/03, 06/24 Thu @ 7:00 am - 6:00 pm: 06/04, 06/25 Fri @ 7:00 am - 6:00 pm: 06/05, 06/26	This is May 15 bill - for 6/1
Installment Billing:	1 Future Bill(s) Totaling \$37.50. 1 Future Bill(s) Totaling \$150.00. 1 Future Bill(s) Totaling \$187.50. Final Cumulative Fees Totaling \$425.00.	Jun 1 bill - for 6/2-6/5
		Jun 15 bill for 6/22-26

If you are adding a new account, you will enter in the information for how the future bills will be charged. (This is the card/account that will be charged the May 15/June 1/June 15/July 1, etc. bills).

ePay Info Update - Banking Info

Account Holder

Madre Test

AccountType

Checking Account

Check Number

Routing Number *

Account Number *

Continue

Cancel

301

1008000

You will be taken to the shopping card again. You should see each individual day have a \$5 charge (if you used installment billing) or the full daily rate (if you selected Paid in Full).

✓ New Charges In Shopping Cart

Shopping Cart

Showing 1 To 6

Remove	Description
✕	Summer Day Camp - Enrollments (346701-05) On 06/01/20 (Enrolled)
✕	Summer Day Camp - Enrollments (346701-05) On 06/02/20 (Enrolled)
✕	Summer Day Camp - Enrollments (346701-05) On 06/03/20 (Enrolled)
✕	Summer Day Camp - Enrollments (346701-05) On 06/04/20 (Enrolled)
✕	Summer Day Camp - Enrollments (346701-05) On 06/05/20 (Enrolled)
✕	Summer Day Camp - Registration (346700-RG) (Enrolled)
	Grand Total Fees Due
	Total Old Balances Not in Shopping Cart

Total Results (6)

Fee Details	Total Fees
✕	\$ 5.00
✕	\$ 5.00
✕	\$ 5.00
✕	\$ 5.00
✕	\$ 5.00
✕	\$ 65.00
	\$ 90.00
	\$ 0.00

If you find that perhaps only the first day added is charged \$5 but the following days are charged zero, please try cancelling out those zero days and adding again to see if they will populate correctly. If it still doesn't work, continue with them at zero fees and email/call Suellen

suellen.dabney@longmontcolorado.gov or 303-774-4827.

4. **Make your final payment.** You will be prompted to enter in payment information (for the 2nd+ time, if you entered it in already for the installment billing). This payment will be charged today. It does NOT need to match the payment information entered in at the time of installment billing selection.

You are done! Check your receipt to ensure that you got the days that you wanted and paid what you anticipated you would be paying. Questions or concerns? Contact Suellen.Dabney@longmontcolorado.gov or Kristen.Rudisill@longmontcolorado.gov 303-774-3795.

5. Once enrolled, you can have a **family calendar** emailed to you with all your enrollments. It is under My Account at the top tabs, under Reports. This is also the location of where you can print on demand your own childcare statements.

A screenshot of the 'Household Calendar' form. It contains several input fields and a list of options. Numbered callouts are placed over the form: 1 points to the 'Select Output: *' dropdown menu which lists various activity types; 2 points to the 'Select Months: *' dropdown menu which lists the months of the year, with 'June' currently selected; 3 points to the 'Select Year: *' dropdown menu which shows '2020'; and 4 points to the 'Submit' button at the bottom. Below the form, there is a note: 'All reports are in .PDF format and require Adobe Reader.' and a link: 'Click here to download free Adobe Reader software from Adobe.com.'