Step-by-Steps Courcelette Day Camp Registration

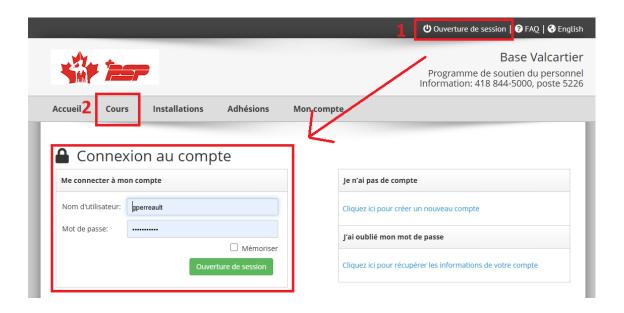
Preparatory steps for the registration evening

- 1. Make sure that your access details work on Bookking: Base Valcartier- Accès public
- 2. Know the camps chosen (<u>CAMP SCHEDULE</u>)
 - a. 5 6 years old: Know the weeks to register
 - b. 7 8 years old:
 - i. Know the weeks to register
 - ii. Choose between the regular or specialized camp
 - iii. If specialized camp: Have determined your child's three specialty choices
 - c. 9-10 years old and 11-12 years old
 - i. Know which weeks to register
 - ii. Choose between the specialized camp or the Lions Juniors camp
 - iii. If specialized camp: Have determined your child's three specialty choices
- 3. Enter the <u>code of the course</u> of your choice to facilitate your search
- 4. Practice navigating the site to easily find the desired camps.



Steps to follow to register

- 1. Log on to Bookking: Base Valcartier- Accès public
- 2. Click on "COURSES" to see the course catalog:



- 3. In the Child (6 to 12 years) or Young (13 to 17 years) category, select CAMPS:
 - Camps for 5- to 12-year-old are in the Children (6 to 12 years) category
 - Camps for aspiring monitors are in the Youth (13 to 17 years) category

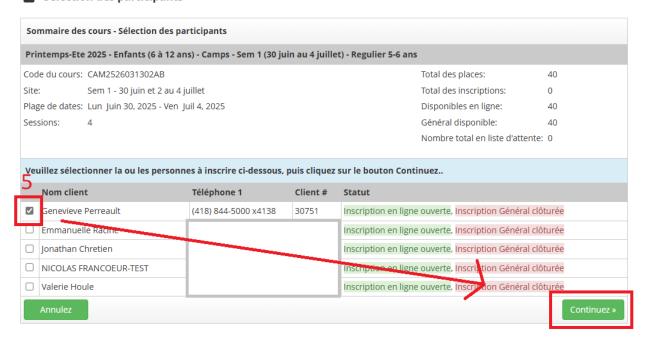


4. Select the desired week according to the date, the type of camp and the age of your child. Click on **Register now**



5. Select the child to register, click on **Continue**:

Sélection des participants



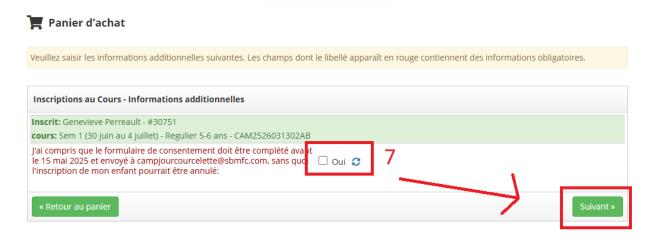


- 6. Select the right rate and click on **Next >**:
 - · 1 child = for the 1st child
 - \cdot 2nd child or more = for the other children registered **for the same weeks** of camp.

Panier d'achat

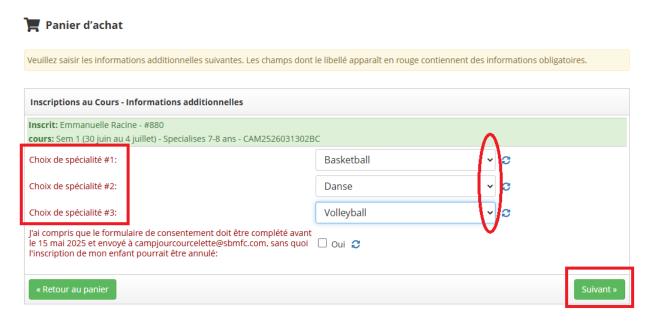


- 7. Answer the questions and click on **Next.**
 - For **all camps**, you will be asked this question:

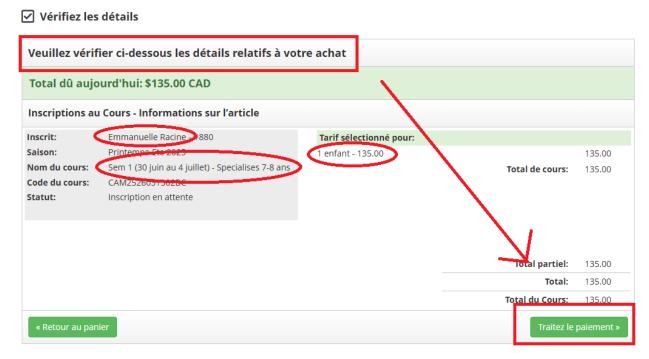




 For specialized camps, you will need to list your three choices of specialties in order of preference.

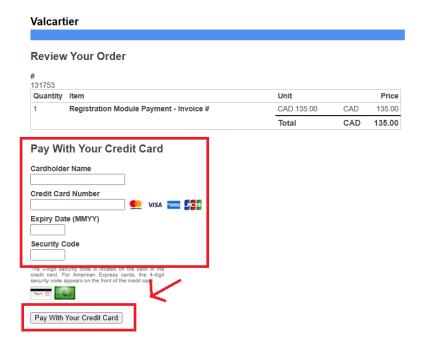


8. Please check the details of your purchase and click on "Process your payment".

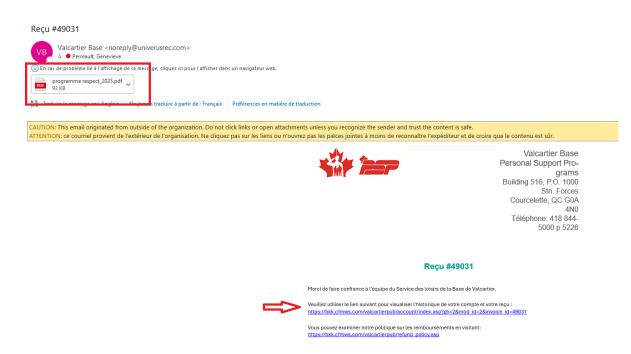




9. Enter your credit card details and click on Pay with your credit card.



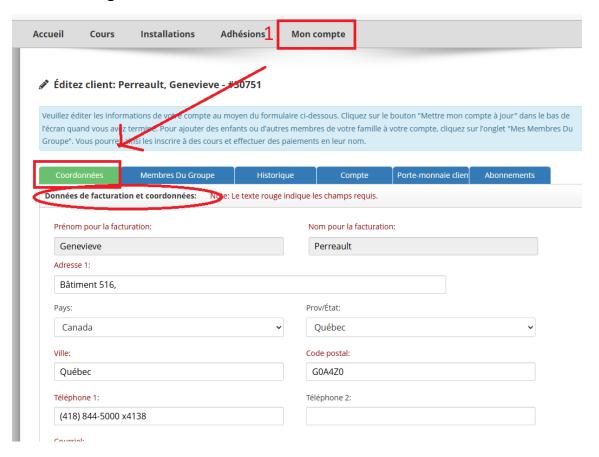
- 10. You will receive a confirmation message
 - You will find the <u>program respect</u> which is to be <u>signed and returned</u> before May 15, 2025, to campjourcourcelette@sbmfc.com
 - To see the details of your invoice, click on the link.





Steps to take after registration (Updating your records)

- 1. Log on to Bookking: Base Valcartier- Accès public
- 2. Click on **My account**, then on **Contact information** and confirm in the first section **Billing contact information**:



- 3. Still in **Contact information**, validate the **Extra information** section:
 - SIN #: The social insurance number is MANDATORY to receive your RL-24 slip.

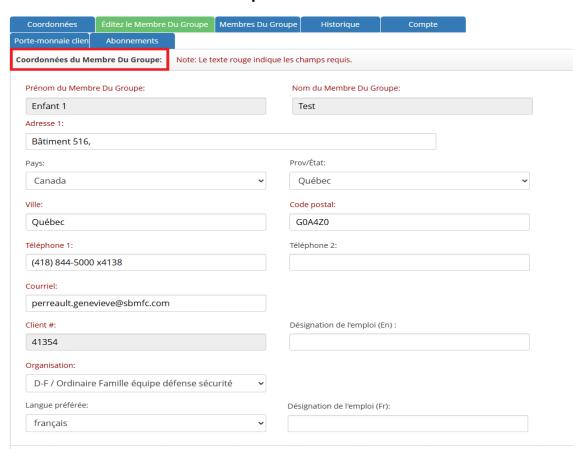




4. Click on Group members, select the child and click on Edit

Coordonnées	Membres Du Groupe	Historique	Compte	Porte-monnaie clien	Abonnen	nents
Liste des Membres du groupe Ajoutez un nouveau Membre Du Groupe						
Nom du Membre Du Groupe			1	Γéléphone 1	Client #	Fonction
Emmanuelle Racine					880	Éditez
Infant 1 Test					41354	Éditez
☐ Jonathan Chretien					30803	Éditez
□ NICOLAS FRANCOEUR-TEST					30992	Éditez
□ Valerie Houle					33278	Éditez
Enlevez la sélection						

5. Validate the information in Group member contact information

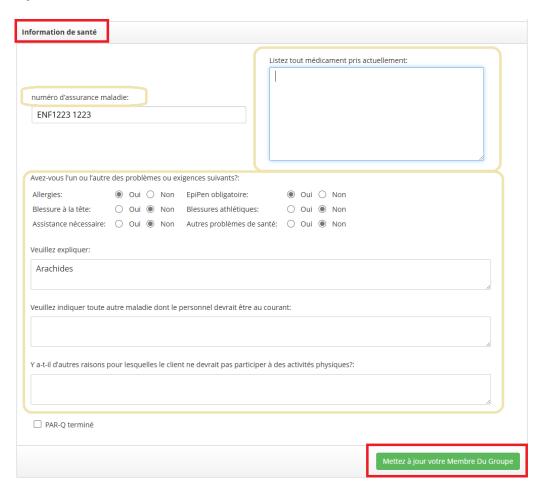




6. Validate and update the Extra information section



7. Validate and update the **Medical Information** section and click on **Update your group member.**





8. Start again at step 4 for each member of the group

