

## How to Register for Museum Camps

1. Go to [www.cincymuseum.org](http://www.cincymuseum.org), click buy tickets, and select the tab for camps (under Programs and Events > Programs for Kids). In Passport you will see the camp filter, and, on the right, you will see the available camps.
  - a. Reminder: To show camps for July and August the guest will need to change the filter end date.

The screenshot shows the 'Camps Filter' section on the left and a list of camps on the right. The filter section includes dropdowns for Location (All Locations), Camp Weeks (All Weeks), and Grade (Grade). It also has date pickers for Start Date (05/31/2022) and End Date (06/30/2022). Below the filters are buttons for 'Clear Filter' and 'Apply Filter'. The camp listings on the right are:

Week	Camp Name	Time	Location	Spots Remaining	Grade	Price	Action
May 31 Thru Jun 3	Harry Potter	9:00 AM	Union Terminal	27 Spots Remaining	Grade as of Fall 2021: 2,3,4	Staff Camp \$200.00	Add Camp
May 31 Thru Jun 3	LEGO Master Builder	9:00 AM	Union Terminal	28 Spots Remaining	Grade as of Fall 2021: K,1	Staff Camp \$200.00	Add Camp
Jun 6 Thru Jun 10	Space Explorers	9:00 AM	Union Terminal	27 Spots Remaining	Grade as of Fall 2021: 2,3,4	Staff Camp \$250.00	Add Camp

At the bottom of the camp listings are buttons for 'Add/Update Camper' and 'Next'.

2. The guest should add their preferred camp(s) and hit "Next." On the next page they will need to log in using the email and password associated with their account. They can create an account if that are not a member.

The screenshot shows two main sections: 'Account Benefits' and 'Sign In.' The 'Account Benefits' section lists three advantages:

- ✓ Save your child's participation information to make registering for future programs easier
- ✓ Easily register multiple children for different programs in the same transaction
- ✓ Manage your account information on your own at your convenience

The 'Sign In.' section features two buttons: 'Sign In' (highlighted in blue) and 'Create an Account'. Below these are input fields for 'Email' and 'Password'. A link with a question mark icon says 'Create/Forgot Your Password?'. A message reads: 'Welcome to our new store! If you are logging in for the first time, you may not have a password associated with your online account. Please click the link above to create your password.' At the bottom is a blue 'Sign In' button.

3. Next, they should be asked to create or update their and their children’s personal profiles. Click “Modify” next to each name to update the profiles. If a new profile needs to be created, click “Add Participant.” You must fill in all the information to move on to the next page.

Complete information about each person who may be participating in a camp. Once setup you will be able to select and assign participants to specific camps.

Member/Parent	Camp Participants
SHANNON LAPOINT <a href="#">Modify</a>	✓ Joshua Lundgren <a href="#">Modify</a>

[Add Participant](#) [Log Out](#) [View Camps](#)

- a. There are four steps associated with a child’s profile: Demographics, Information, Health Information (please put any allergies, or pertinent information that campers’ instructors may need to know – including behavior management recommendations if any, or any other health concerns), and Participant Waivers. All four steps must be completed to move on.
- i. Campers who need to carry an epi-pen, must complete our epi-pen authorization form. Campers must complete this epi-pen form to participate in camps.

<https://www.cincymuseum.org/wp-content/uploads/2023/06/EpiPen-Authorization-Form.pdf>

Please fill out and bring the epi-pen authorization form to their first day of camps or email the camps manager at [camps@cincymuseum.org](mailto:camps@cincymuseum.org). Please indicate if the camper is not able to carry their own epi-pen around. Staff will make sure that the epi-pen is with the camper at all times during the day.

- b. On the Information page, the first and second Emergency & Authorized Pickup Contacts must be filled in (these are who we will call if something happens during the camp day). You can input different names or the same name twice, just as long as it gets filled in. Same goes for Additional Authorized Pickups, you must fill in the text box either with names or N/A to move on. Campers may only be picked up by those listed on authorized pickups, please make sure all who may pick up camper are listed here.

1 Demographics    2 Info    3 Health Information    4 Participant Waivers

Emergency & Authorized Pickup Contact 1	Emergency & Authorized Pickup Contact 2	Additional Authorized Pickups	Friend Requests (Optional Area)
First Name Shannon Last Name LaPoint Phone Number (digits only, no spaces) [REDACTED] 28 Secondary Phone	First Name Kelley Last Name LaPoint Phone Number (digits only, no spaces) [REDACTED] 28 Secondary Phone	First & Last Name Patrick Lundgren First & Last Name Brendan Boyle First & Last Name N/A Additional Notes <small>500 characters remaining</small>	First Name Last Name Current Grade Additional Notes <small>500 characters remaining</small>

Back    Next

- c. For the Health Information and the Participate Waivers, parents will be required to check the boxes that apply. If a parent would like to provide information regarding their campers needs, there is a text box available to share that information.

1 Demographics    2 Info    3 Health Information    4 Participant Waivers

### Medical Waiver

**1. ADDITIONAL HEALTH INFORMATION:** Important - Please list any and all facts concerning your child's medical history, including allergies, medications being taken, physical limitations and any medical equipment your child will be using (i.e. retainers, contacts, etc.). Please list "none" if this does not apply. Please Share any information you feel would help in providing the best experience for your child in the box below.

**2. SUNSCREEN APPLICATION:** Cincinnati Museum Center's Museum Camps request that sunscreen be applied to your child prior to them attending camp for the day. You hereby give permission to the Staff at Cincinnati Museum Center's Museum Camps to apply sunscreen product of SPF15 or higher to your child, as specified below, when he or she will be engaging in outdoor activities between the times of 9:00 AM and 4:00 PM. You understand that sunscreen may be applied to exposed skin, including but not limited to the face, tops of ears, bare shoulders, arms, and legs. Cincinnati Museum Center is not responsible or liable for any allergic reactions, illness or disease that may be caused due to the use of sunscreen.

I have provided important information about my camper's needs.  
 Please use the sunscreen provided by the Cincinnati Museum Center's Museum Camp.     Please use the sunscreen that I have supplied to the Museum Camps team.

No, I do NOT give the Staff of the Cincinnati Museum Center's Museum Camp permission to assist my child in applying sunscreen.

Please list any medical, physical limitations (allergies, retainers, Epi-Pens, etc.) and/or information pertaining to your child. Please list preferred sunscreen (if applicable).

1 Demographics   2 Info   3 Health Information   ✓ Participant Waivers

Photo/Video/Research Release	MEDICAL AUTHORIZATION	Museum Camp Liability Release and Waiver
<p><b>JL</b> <b>JOSHUA</b></p> <p>I hereby grant Cincinnati's Museum Center my irrevocable permission to photograph, film, record, and otherwise capture and reproduce in any manner my child's name, voice, likeness, image, silhouette, and/or use my child's written words ("Recordings") for use in printed publications, advertisements, videos, audience research, and/or other audiovisual or printed works. This consent is granted without monetary compensation and is given as an inducement for Cincinnati Museum Center to potentially include my child in the Recordings. I understand and acknowledge that all Recordings shall constitute the sole property of Cincinnati Museum Center, which has my permission to edit, alter, reproduce, or use the Recordings in any medium now known or hereafter devised throughout the world in all languages and to freely assign the rights granted herein without limitation or reservation. I further hereby waive any rights I may have with respect to copyright ownership/publication and to injunctive relief based upon defamation (including libel and slander), and invasion of privacy. I represent and warrant that I am either a parent or the legal guardian of the minor child and that I have complete authority to enter into this Release on the minor child's behalf.</p>	<p>If, in the opinion of Cincinnati Museum Center, immediate attention is necessary for your child, I do hereby authorize Cincinnati Museum Center to take such action as it deems reasonable and appropriate under the circumstances. I do further authorize and consent to the administration of treatment deemed necessary and appropriate by the responding emergency medical technicians and to such treatment deemed medically appropriate and necessary by licensed physicians or other health care professionals called upon to provide emergency care to your child. I understand that this authorization includes transporting my child by ambulance if necessary to the nearest medical treatment facility. I assume the risk and financial responsibility for an injury, illness, disease, and any associated costs that may occur as a result of your child's participation in Museum Camps activities. I acknowledge that no guarantees have been made to me as to the effect or outcome of any examinations or medial treatment of your child and that I am responsible for all reasonable charges in connection with the care and treatment rendered to your child during the camp. I hereby hold harmless and agree to indemnify Cincinnati Museum Center and its affiliates</p>	<p>I hereby give permission for my child to participate in all Museum Camp activities, including field trips (when applicable) (hereafter collectively, the "Museum Camp"). In consideration for Cincinnati Museum Center accepting my child as a participant in Museum Camp, I acknowledge and confirm, on behalf of myself and my child, our understanding and agreement that I have read all of the materials and/or I have fully explained each of the relevant materials to him or her; my child will comply with the rules and guidelines set forth in the materials; I will pay any costs and fees for the Museum Camp; and I acknowledge my child's participation is at the discretion of Cincinnati Museum Center to the fullest extent allowed by law, I, for myself and on behalf of my child, agree to WAIVE, DISCHARGE CLAIMS, AND RELEASE FROM LIABILITY Cincinnati Museum Center and its affiliates, officers, directors, employees, agents, and successors from any and all liability on account of, or in any way resulting from claims, losses, damages, or expenses, including injuries, disease and damages, in any way connected with the Museum Camp, even if caused by the negligence of Cincinnati Museum Center or its affiliates, officers, directors, employees</p>

4. Once a camper's profile has been created or updated their will be a green check mark next to their name. From here, click "View Camps." You will be brought to a page that shows the camps you initially put in your cart. Passport will inform you if the camps you have selected are age appropriate for your camper.
  - a. What you will see if your campers age matches with the age group of the camp:

Select Participants for Each Camp	Camp Selections								
<div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 10px;"> <b>May 31</b> Thru Jun 3         </div> <div style="margin-bottom: 10px;"> <span style="color: green; font-weight: bold;">●</span> <b>Harry Potter - 9:00 AM</b>  <b>Union Terminal</b>  <small>27 Spots Remaining</small>  <small>Grade as of Fall 2021: 2,3,4</small> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 30%;">Not Assigned</th> <th style="width: 30%;">Participant</th> <th style="width: 10%;">Waitlist</th> </tr> </thead> <tbody> <tr> <td>Joshua Lundgren</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Name	Not Assigned	Participant	Waitlist	Joshua Lundgren	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="margin-bottom: 10px;"> <b>Harry Potter - Union Terminal, May 31 - Jun 3</b>  <b>9:00 AM</b> </div> <p style="text-align: center;">No participants selected</p> <div style="text-align: center; margin-top: 20px;"> <b>Camps Total: \$0.00</b> </div>
Name	Not Assigned	Participant	Waitlist						
Joshua Lundgren	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
<span style="border: 1px solid #ccc; padding: 5px 15px;">Back</span>	<span style="background-color: #0056b3; color: white; padding: 5px 15px; font-weight: bold;">Add/Update Camper</span> <span style="background-color: #333; color: white; padding: 5px 15px; font-weight: bold; margin-left: 10px;">Add to Cart</span>								

b. What you will see if your campers age does not match with the age group of the camp:

The screenshot shows a web interface for selecting camp participants. It is divided into two main sections: "Select Participants for Each Camp" and "Camp Selections".

**Select Participants for Each Camp:**

- Camp:** Premium UC Environmental Health - 9:00 AM, Union Terminal. 9 Spots Remaining. Grade as of Fall 2021: 5,6.
- Participant:** Joshua Lundgren. Status: Not eligible due to grade restriction (indicated by a red circle with an exclamation mark).

**Camp Selections:**

- Camp:** Premium UC Environmental Health - Union Terminal, Jun 27 - Jul 1, 9:00 AM. No participants selected.
- Camps Total:** \$0.00

**Buttons:** Back, Add/Update Camper, Add to Cart.

i. Campers should be signing up for camps that are for the grade they are going into in the fall. **EX:** If the child is in 1<sup>st</sup> grade going into 2<sup>nd</sup>, they should sign up for 2<sup>nd</sup> grade camp.

5. When all your camps are selected, changed your child from “Not Assigned” to “Participant.” You will then see the cost of the camp(s) generated on the right.

The screenshot shows the same web interface as above, but with a different camp selected and the participant's status updated.

**Select Participants for Each Camp:**

- Camp:** Harry Potter - 9:00 AM, Union Terminal. 27 Spots Remaining. Grade as of Fall 2021: 2,3,4.
- Participant:** Joshua Lundgren. Status: Participant (indicated by a blue checkmark in a circle).

**Camp Selections:**

- Camp:** Harry Potter - Union Terminal, May 31 - Jun 3, 9:00 AM. 1 participant x \$200.00 = \$200.00.
- Camps Total:** \$200.00

**Buttons:** Back, Add/Update Camper, Add to Cart.

6. Now click “Add to Cart” and “Checkout” to complete your purchase. You’re done!

Shopping Cart (1 Items) Modify Cart

Harry Potter Staff Camp Date: 05/31/2022 Time: 9:00 AM	Qty 1 \$200.00
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Subtotal	\$200.00
Tax	\$0.00
<b>Total</b>	<b>\$200.00</b>

[Continue Shopping](#) [Checkout](#)

7. Once you have completed check out, you will be sent a Confirmation Letter to the email used to register for camps (sometimes this comes to your spam/ junk email, be sure to check both for email confirmation). Confirmation Letter will have all camp information that you will need to know for camps. If you do not receive this confirmation email, please reach out to the registration team at (513) 287-7001.