

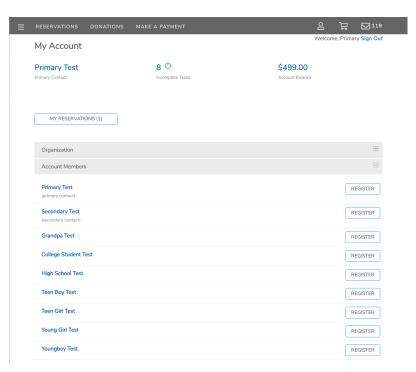
## **Summer Financial Assistance/Payment Plan Instructions**

We have financial assistance and payment plans available through our online registration system.

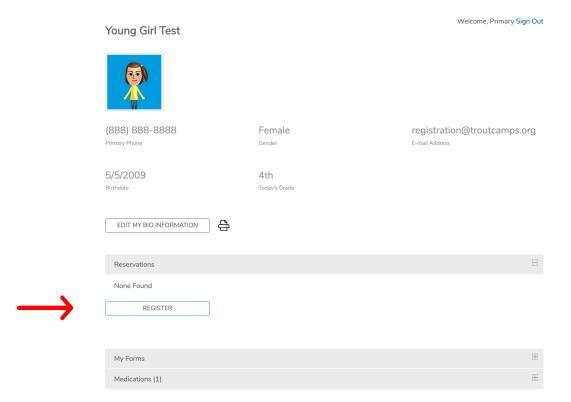
1. Go to <u>TroutLakeCamps.org</u> and click the orange register/login button in the upper right-hand corner. If you have an account, feel free to log in. If not, you can create one.



2. When registering your child, click on their name, then under their reservations, click "Register".

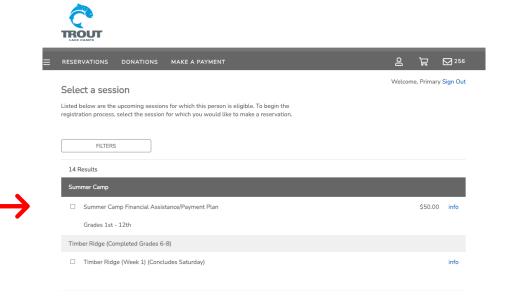






- 3. The system will then ask you to confirm what grade your child is entering. Please enter in the correct grade.
- 4. At the top of the list of camps your child is eligible for, there will be a Financial Assistance/Payment Plan option. After your selection has been made, click the "Register" button that appears.

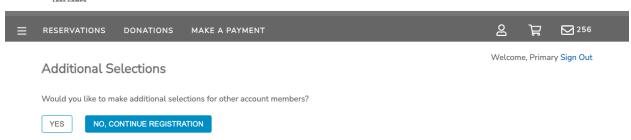
Note: At this point do NOT also choose the camp week they would like to attend. This will be added in a later step.



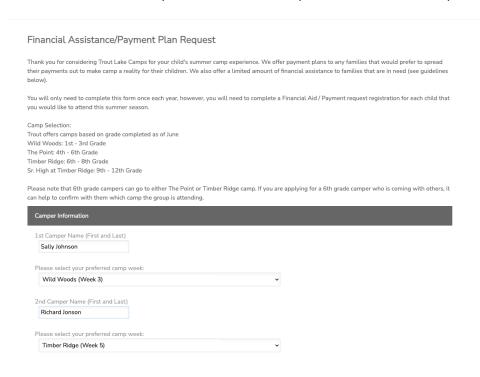
The next screen will ask if you would like add another registration. If you are wanting to register multiple children for the Financial Assistance/Payment Plan option, please make sure you also fill out a Summer Camp Financial Assistance/Payment Plan registration for each child and pay the \$50 deposit for each child.

If you are only registering one child, click "No" and continue on to updating your child's registration information.





Once all of your child's information has been filled out, there will be a Financial
Assistance/Payment Plan form, as seen below. Make sure to fill out all relevant
information on the form before you continue. An incomplete form will add to the processing time.



Note: The form above will only appear once so make sure all children are on it with the camp weeks they would like to attend.

- 6. You will only need to fill out the financial assistance form once, but you will need to fill out a Financial Assistance/Payment Plan reservation for each child.
- 7. If adding another reservation, choose "Add an additional reservations." If not, click "Proceed to Payment"
- 8. After the registration and form are filled out, you will be asked to pay a \$50 deposit for each camper you are signing up.
- 9. When payment has been received, our registrar will process it in 5-7 business days. At that time, you will receive emails confirming their camp week and with further information about the scholarship and/or payment plan.

If you have any other questions, please feel free to call or email the office.

Email: Registration@TroutCamps.org

Phone: 218.543.4565