

**EASY STEPS TO:**

Email a camper

1. Log into your account
2. Click on three bars on top left of page
3. Select Message Center
4. Select Email a camper
5. Purchase Email Credits
6. Select the number of blocks you would like to purchase

Please note, you will only be able to compose and send e-mails to a camper once they arrive at camp. Emails are printed at 7am each day and will not be printed after 7am on the day before session ends.

Photo Purchase (Prints and Downloads)

1. Log on to your account
2. Click on three bars on top left of page
3. Select Photo Gallery
4. Select Season
5. Select Camper
6. You will then be directed to Smug Mug, choose the day you would like to view
7. Option for purchases are prints or downloads

JKR Online Store

1. Log on to your account
2. Click on three bars on top left of page
3. Select Camp Store
4. Select Online Store
5. Select category from drop down menu
6. Select item to purchase and select to pick up at camp
7. Purchased items will be delivered to your camper

All item must be purchased before 2:00pm on the day before session ends.

FRIENDS ACCOUNTS

* Friend Accounts can allow other database accounts to send One-Way emails to campers registered for this account and/or view photos from this account's session gallery.
* Using the **Edit** link in the **Friend Accounts** menu, you can modify existing friend accounts. The connecting passphrase and permissions can be changed, and the connection can be removed as well.
* Friend Accounts are initiated on the public side by the Primary Contact. The Primary Contact creates a code, determines permissions level, and sends an invitation to create a Friend Account.
* When the recipient of the invitation opens the email, they are prompted to log in or create an account. At this point, they can click the link in the email to connect the two accounts as friend accounts.

ADD AN ADDITIONAL PICK UP PERSON TO YOUR ACCOUNT

* Log on to your account
* Click on Pickup Authorization
* Edit Authorizations
* Add Non Account members