OKANAGAN COLLEGE - CAMP OC

A Guide for Parents

Okanagan College has moved to a new registration system for Camp OC. Registering for Camp OC is now more convenient than ever! This step-by-step guide will help walk you through the process.

Each parent must now create a family account to register their children into camps. The Family Account is beneficial because it allows families to manage a family and its members, as well as perform multiple registrations at once. Parents can also track account history, generate their own receipts, request camp withdrawals, and much more.

Part 1: How to Create a Family Account

Before registering your children for any camps, you will need to create a Family Account as well as add your children to the account. This Family Account is how you will manage all your children and their activities at Camp OC.

To do this, follow the steps below:

Step 1: Navigate to the Camp OC webpage.

Step 2: On the top right of the Okanagan College Camp OC webpage, hover over "Login" and left click on "Family Login".

Okanagan College logo

Login ▼
Student Login
Instructor Login
Family Login

Courses   Certificates   Programs   Request Information
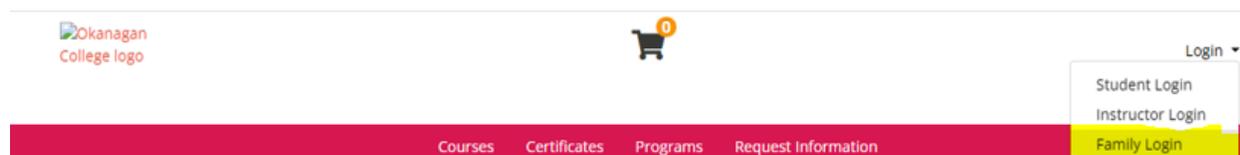
Step 3: Under the "Create a New Family Account" section, enter your information (not your child's). You must create a family account even if you are only registering one child.

Step 4: Once you press "Create Account", you will be prompted to fill in the rest of your required information (family name, your email, phone, and address). Enter this and press "Continue." When adding family members, you will be able to add different addresses or other contact information for each child.

Create a New Family Account

Create a new Family Account by entering information below for one of the parents or guardians for this family. You will be able to add additional family contacts and children in a later step. The user name and password that you choose here will be specific to your Family Account and may differ from any student user name or password that you may also hold.

Family Contact First Name:

Parent Name

Family Contact Last Name:

Family Last Name - can be different from child's last name

Family Contact Email Address:

parent@email

Choose a User Name:

Something you will remember

Create Account

Family Contact Information

Group Information

Family Group Name:*

Smith Family

Email Address

Email Address:*

SmithFamily@gmail.com

Telephone / Fax

Please include international dialing information in the area code field if applicable.

Type:*

Home

Area:*

Number:*

Ext.:

Address

Type:*

Home

Address 1 or Business Name:*

Address (line two):

City:*

State/Province:*

Other State:

Country:*

Canada

Zip/Postal:*

Continue

Part 2: How to add children to your Family Account

Step 1: Once you have successfully set up your Family Account (steps 1-4 above in Part 1), you will be automatically redirected to the "Family Members" page. This is where you can add your children to your family profile so they can be easily registered into camps.

Step 2: Click on "Add a Member" and then "Add a Family Member" when the dialogue box pops up.

Step 3: Enter your Child's information (name, DOB, gender, pronouns, address, phone) and press "Save". Repeat this process to add multiple children, if applicable.

Family Member Profile

Smith Family (G000024)
Family Contact: ▬▬▬▬▬

Personal Information

First Name*

Last Name*

Date of Birth

Date of Birth*
Dec/31/2010

Gender:
◯ F ◯ M ⦿ Not Specified

Preferred Pronouns

Email Address

☑ Use Billing Contact Email: ▬▬▬▬▬▬▬▬

Address and Telephone

☑ Use Billing Contact Address: 1000 KLO Rd, A108, Kelowna, BC, V1Y 4X8, Canada

Type*
Home

Address 1 or Business Name*
1000 KLO Rd

Address (line two)
A108

City*
Kelowna

State/Province*
BC

Other State

Country*
Canada

Zip/Postal*
V1Y 4X8

☑ Use Billing Contact Telephone: (250) 8625480

Type*
Home

Telephone / Fax
+1 250-862-5480

Cancel   Save

Required fields are indicated by *.

Part 3: Completing the Parental Consent Form

Step 1: After completing Part 2 above, it is particularly important to complete a Participant Information and Parent/Guardian Consent form for each child. To do this:

A) On the left-hand side of the "Family Members" page, which you should be directed to after adding all the children you will be registering, click "New Application" and then "More Information"
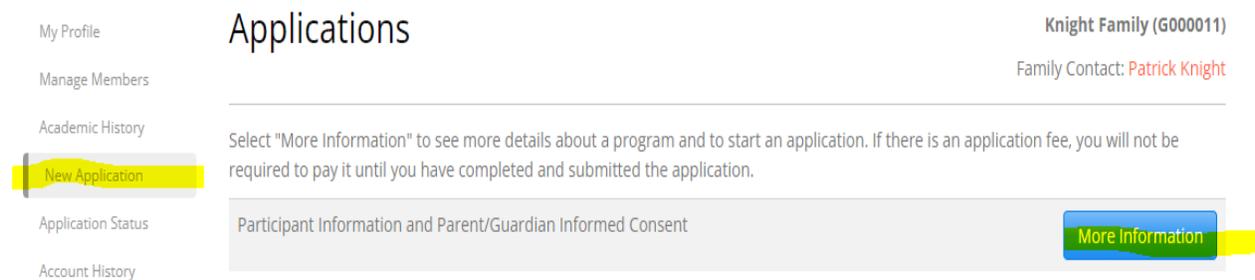
Applications

Knight Family (G000011)

Family Contact: Patrick Knight

My Profile

Manage Members

Academic History

New Application

Application Status

Account History

Select "More Information" to see more details about a program and to start an application. If there is an application fee, you will not be required to pay it until you have completed and submitted the application.

Participant Information and Parent/Guardian Informed Consent

More Information

B) Click "Apply Now"

Participant Information and Parent/Guardian Informed Consent

Knight Family (G000011)

Family Contact: Patrick Knight

Submission Deadline :   Mar 10, 2024

This consent form explains the terms and conditions that apply to Okanagan College's youth and camp program ("Camp OC") and contains information about Okanagan College's policies, practices, and expectations in relation to OC Camps. Please review this form carefully and confirm your consent and agreement below.

Back

Apply Now

C) For the child you are completing for consent form for, click "start" beside their name.

Participant Information and Parent/Guardian Informed Consent

Student Name	Student Number	User Name	School ID	Email	
Knight, jeff	X000051	X000051		pknight@okanagan.bc.ca	Start
Knight, Patrick	X000024	pknight81		pknight@okanagan.bc.ca	Start

D) Click Start

Participant Information and Parent/Guardian Informed Consent 1

Knight, jeff (X000051)

Application For   Program of courses

Status: In Progress
➔ Not Started
➔ Not Submitted
🕐 Decision Pending

Back   Start   Submit Application

This consent form explains the terms and conditions that apply to Okanagan College's youth and camp program ("Camp OC") and contains information about Okanagan College's policies, practices, and expectations in relation to OC Camps. Please review this form carefully and confirm your consent and agreement below.

E) Complete all pages of the consent form and click "Submit Application." Repeat this process for each child in your family. This is mandatory for your child/children to attend Camp OC.

Step 2: After saving your first family member and filling out the parental consent form, you will be redirected back to the "Application Status" screen. At this point, you can return to "Manage Members" on the left side of your screen and add more children by following part 2 again. If you do not have any more children to add, you are finished adding family members. If you already added all your children in Part 2, you can complete a consent form for each of them by completing Part 3 for each child.

Note - You can always edit family member profiles. To do so:

Step 1: Navigate to the Camp OC webpage.

Step 2: On the top right of the Okanagan College Camp OC webpage, hover over "Login" and left click on "Family Login".

Step 3: Login using the family login credentials you created using the steps above.

Step 4: Under Manage members, click on the child's name whose profile you would like to edit.

Part 4: How to register your child/children for camp(s)

Step 1: Navigate to the Camp OC webpage.

Step 2: If you are not already logged in, login using your Family Login. To do this, on the top right of the Okanagan College Camp OC webpage, hover over "Login" and left click on "Family Login." Under "I have a Family Account already," login with your family credentials. If you do not have a family account, return to the beginning of this guide. If you are following this guide from the beginning, you will already be logged in.
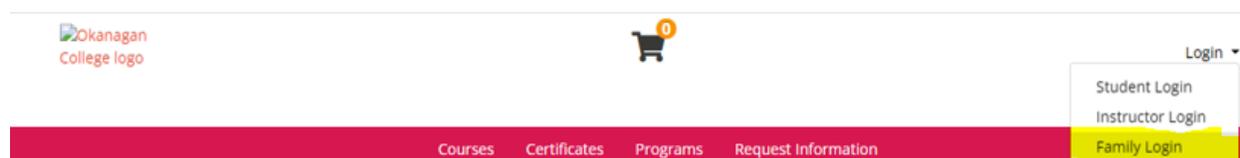
Step 3: When logging in to your family account, you will be automatically taken to the Manage Members page. To browse and select camps, hover over "Camp" and select your campus.
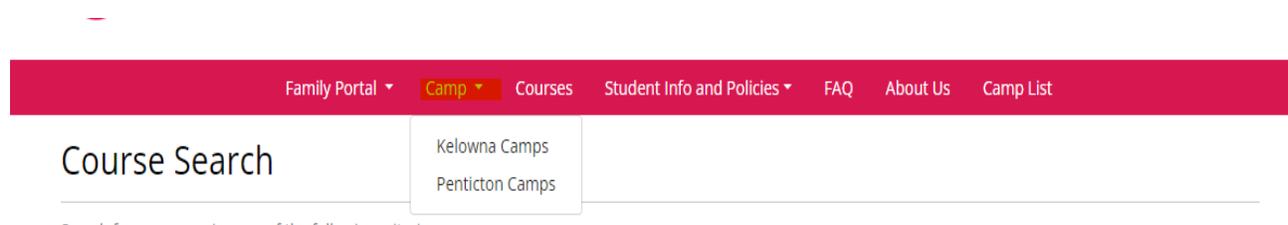
Step 4: Select the Campus you want to register your child/children at and then choose your child's grade.

Camp OC

View Instructors

Program Streams
After Camp Care
Grades 1-3
Grades 4-6
Grades 7-9
Grades10-12

Step 5: Select the camp in which you would like to enroll your child (Jr. Minecraft for this example).

Grades 4-6

Courses
0002 - Lego Robotics
CAMP 2007 - Explore the Trades: Grades 4-6
CAMP 2302 - Jr Minecraft™: Grades 4-6

Step 6: Click on the camp corresponding to the week you would like your child to attend (the week of July 10 for this example). Select "add to cart."

CAMP 2302 - Jr Minecraft™: Grades 4-6

Course Description

For Grades 4-6:

From computer science to exploring your artistic talents **Minecraft™ Education Edition** will let you explore endless opportunities to discover, create, build, tell a story, and learn in ways you couldn't imagine. Come join us as we collaborate with fellow campers, solve problems, and create something cool in this digital world. Explore cities, travel the **Minecraft™** world, explore basic coding, compete in artistic challenges, the options are limitless this week!

CAMP 2302 - 001	Jul 10, 2023
Available	

Add to Cart

Section Title:	July 10 - July 14
Type:	Camp
Days:	M, T, W, Th, F
Time:	8:30AM to 3:30PM
Dates:	Jul 10, 2023 to Jul 14, 2023
Schedule and Location:	View Details
Contact Hours:	35.0
Location:	Vernon
Course Fee(s) :	Fee $229.00
Drop Request Deadline:	Jul 03, 2023
Transfer Request Deadline:	Jul 03, 2023

Step 7: Once you add your camp to your cart, you will need to add family members to the camp. To do this, click "Add/Remove Members." Once you click on "Add/Remove Members," a box will appear allowing you to check off the family members you would like to enroll in the camp. Select the children you would like to enroll and click "Enroll Members."

Cart (1 Item)

Knight Family (G000011)
Family Contact: Patrick Knight

Keep Shopping   🔒 Checkout

Item	Options	Quantity	Subtotal
Course **July 10 - July 14** CAMP 2302 - 001 Fee: $229.00 Remove	Fee : Fee $229.00 × 0 Add/Remove Members	0	$0.00

	Subtotal	$0.00
	Total	**$0.00**

Keep Shopping   🔒 Checkout

Members

Select All Members; Unselect All Members

Knight, Patrick (X000024) pknight@okanagan.bc.ca

☑ [Select Visible Members]

☑ Knight, Patrick (X000024) pknight@okanagan.bc.ca

1 Member(s) Selected

Knight, Patrick (X000024) pknight@okanagan.bc.ca

Close   Enroll Members

Step 8: Now that you have enrolled your child/children, the total cost will now appear. If you want to select more camps for this child or other children, click Keep Shopping. Otherwise, click Checkout.

Cart (1 Item)

Knight Family (G000011)
Family Contact: Patrick Knight

Keep Shopping   🔒 Checkout

Item	Options	Quantity	Subtotal
Course July 10 - July 14 CAMP 2302 - 001 Fee: $229.00 Remove	Fee : Fee $229.00 × 1 Add/Remove Members	1	$229.00

Subtotal $229.00
Total   **$229.00**

Keep Shopping   🔒 Checkout

Registration Policies

Step 9: You will now be taken to the "Confirmation" page. At this point you need to verify all details are accurate and that you are about to register the correct children in the correct camps. Once you confirm this information, click Continue Checkout. This is also where you will be prompted to complete the parental consent form if you have not yet done so. One of these forms must be completed for each child before the system will let you check out.

Step 10: Enter your payment information (credit card or visa debit only) and click "Checkout". Once the transaction is processed, you will receive a receipt by email. This receipt includes essential information about the camp (course schedule, etc.).

Note - You can always keep track of the camps in which your children are enrolled by visiting the Camp OC website and logging in using your Family Login. Once logged in, click on Account history on the left-hand side.

Part 5: How to Request to Withdraw your child from a Camp

Step 1: Navigate to the Camp OC webpage and login using your family login.

Step 2: Click on "Academic History", then click "View Academic History" for the child who is registered in the camp in which you would like to withdraw.

Step 3: A list of all your children will appear. On the child for whom you are requesting a refund, click on "View Academic History."

Step 4: On the camp you are requesting to withdraw from, click on "Request Drop".

Step 5: Select or type a reason for why you are requesting a withdrawal from the camp and click submit.

Step 6: You will receive the confirmation notification below and be sent an email confirming your camp withdrawal. You will automatically receive a refund based on the Camp OC refund policy. The refund will be put back on the credit card or debit card that you paid with. This may take up to a few business days. You can always confirm your withdrawals/refunds by clicking on "Account History" on the left side of the screen.

Member's Academic History

Knight Family (G000011)

Family Contact: Patrick Knight

Your drop transaction is complete. Please see My Account History for details of any applicable refunds.

My Profile

Manage Members

Academic History

New Application

Application Status

Account History

Account History

Knight Family (G000011)

Family Contact: Patrick Knight

Transaction No.:

Transaction Date Range:

Click to select date - Click to select date

Search

All your historical transactions are listed below. Click on a basket number to see the details of a particular transaction.

Transactions					
Date	Transaction No.	Amount	New Payments	On-Account Payments	Balance Due
27 Mar 2023 08:25 AM	44	($229.00)	($229.00)	$0.00	$0.00
23 Mar 2023 12:33 PM	25	$229.00	$229.00	$0.00	$0.00

Part 6: How to Request to Transfer your Child to Another Camp

Step 1: Navigate to the Camp OC webpage and login using your family login.
Step 2: Click on "Academic History", then click "View Academic History" for the child who is registered in the camp that you are requesting a transfer for.
Step 3: For the camp you would like to request a transfer for, click on "Request Transfer".

| CAMP 3000 - 002 - Custom Longboard Design | Mar 30, 2023 | 2023-24 - Summer | - | Request Drop |
| | | | | Request Transfer |

Step 4: To find the camp your child would like to take instead, click on "Search Courses"

Transfer Request

Knight Family (G000011)
Family Contact: Patrick Knight

Provide a reason for your transfer request. We will attempt to process your transfer and any applicable refunds immediately. If your transfer request requires review by a staff member, you will receive a decision by email.

From: CAMP 3000 - 002 - Custom Longboard Design

Into: Click Search Courses to find a course to transfer into

Cancel   Search Courses

Step 5: Filter your search results to match your criteria and click on "Search".
Step 6: Click on the camp you would like to transfer your child to.

Course Search Results

To view the description, dates and times offered, and additional information about a course, click a course name below.

Narrow Your Results   +

List   Grid

Course	Location	Availability
Camp Stuff CAMP 2023	Penticton	Available
Custom Longboard Design CAMP 3000	Kelowna , Penticton	Available
Digital Animation: Grades 7-9 CAMP 3303	Vernon	Available
Explore the Trades: Grades 4-6 CAMP 2007	Penticton	Available
Intro to Trades CAMP 3002	Penticton	Wait List
Jr Minecraft™: Grades 4-6 CAMP 2302	Vernon	Available
Lego Robotics 0002	Kelowna	Available
Mini Minecraft™: Grades 1-3 CAMP 1301	Vernon	Available

Step 7: Click on "Request to Transfer Into This Section"

CAMP 2007 - 001   Jul 24, 2023   —
Available

Request Transfer Into This Section

Cancel Transfer Request

Section Title: Explore the Trades

Step 8: Add your child to the camp by clicking "Add/Remove Members".

Item		Options	Quantity	Subtotal
📷	**Course** **Camp Stuff** CAMP 2023 - 001 Fee: $4,000.00 Remove	Fee : tuition $4,000.00 × 1 ⓘ Add/Remove Members	1	$4,000.00

Step 9: Select a Reason for your transfer and then click "Submit"

Provide a reason for your transfer request. We will attempt to process your transfer and any applicable refunds immediately. If your transfer request requires review by a staff member, you will receive a decision by email.

From: CAMP 3000 - 002 - Custom Longboard Design

Into: CAMP 3000 - July 10 - Custom Longboard Design   [Delete]

                                        CAMP 2007 - 001 - Explore the Trades   [Delete]

Reason:* ⬚ ▢

Other: ▢

[Cancel]   Search Courses   [Submit]

Step 10: If the camp you are transferring to has a different cost you will now be informed. If you would like to proceed, click "Continue".

Confirm   ✕

The transfer into CAMP 3000 - July 10 requires an additional payment of $1.00 which will be automatically invoiced. Would you like to proceed with the transfer?

[Cancel]   [Continue]

Step 11: You will receive this message:

Member's Academic History

Knight Family (G000011)

Family Contact: Patrick Knight

Your transfer transaction is complete. Please see My Account History for details of any applicable refunds.

Step 12: **If the camp you have transferred to is more expensive than the previous camp, go to "Account History" to pay any additional fees that may apply. Any outstanding fees must be paid prior to the start date of the camp.** If the price of the camp you have transferred into costs less money than the camp you have transferred from, the card you originally paid on will be automatically refunded.

Important Camp OC Policies & Contact Information

Please click here for up-to-date information regarding Camp OC policies and Contact Information