

## Suggestions for simplest registering:

- Make sure you are logged in on our site if you are a member to receive your member discount. Member discount will apply at checkout and will show up as \$40 off each week of camp.
- Use “View Events by Date” to narrow your list to only the week(s) you are interested in.
- The system may take some time to load each page. Please be patient.
- Only begin registering when you know you have time to complete the process. If registrations sit in your cart too long without activity, they will not be able to be processed and you will have to re-add them.
- If you experience any issues or have any questions while registering, please contact [program@amaritime.org](mailto:program@amaritime.org) or call us at 410-295-0104 x 27.

## Registering Procedure:

1. Select **one** week of camp that you would like to register your child(ren) for by entering the correct number of children in the “Summer Camp Week Quantity” box next to each appropriate age group (e.g. 1 for Week 1: K-1 and 1 for Week 1: 2-3). The grade represents the grade your child will enter in Fall 2022.
2. Scroll to the bottom and click “Register” on the left-hand side.
3. Fill in the required registration information for the **camper(s)** you are registering. Make sure you enter your child’s name and not the name of the person completing the registration process. The registration information is listed below each corresponding camp. Check that you are entering the information for the correct child in the appropriate age group.
4. After the first camper, you will see the option to click “Same as above” for last name, phone, and email, if they are the same for all campers being registered. Note that you also have options to select “use this as my billing information” and “use this address for all registrants.”
5. Check the “I agree to the Media Release below” unless you are opting out.
6. After entering all information, scroll to the bottom and select “Add to cart” on the right-hand side.
7. You will see a summary of the camp you just added with the name(s) of the camper(s). Select “continue shopping.”
8. Add more weeks of camp and/or extended care by entering the number of campers you are registering in the correct “Quantity” boxes. Note that you must register for a week of summer camp in order to add on before and/or aftercare for that week. **Only make selections for one page at a time.**
9. Scroll to the bottom and click “Register” on the left-hand side.
10. Now, below “Registrant 1,” you will see a drop-down that says “Auto-fill with.” Using this drop-down will allow you to complete the required registration information using the information you entered in step 3 by selecting the appropriate camper. It may take a moment to load after making your selection.
11. Double check that the information is correct for each week/camper and then select “Add to cart” on the bottom right-hand side.
12. Repeat steps 8-11 for each additional page necessary.
13. When you are done adding all your selections to your cart, you can proceed to checkout. You will see a summary of all camps and extended care you have registered for, with the name of each camper listed who is registered. If you are a member, you will see your membership discount applied to each week of camp. Double check that all information is correct.
14. It does not matter if you select “Will call” or “eTicket” as the delivery option. We do not need to see your ticket. You will receive an email receipt that you can use to confirm registration if there are any issues.
15. Once entering all required billing information (some of which may have auto-filled), select “Check out” in the bottom right and select your method of payment. You will receive an automated email receipt as well as a separate acknowledgement email with more information. If you do not receive any emails, please contact us.