



How to Pre-Register for Mt. McSauba Day Camp

Please Note: This is Pre-Registration only. **This form does not hold or guarantee a place on the roster.** Pre-registration was implemented to streamline the process of registering your kids for day camp. Filling out the forms now will make the actual registration process smoother and faster for you. **It is required that a pre-registration form for each child be complete before you can register for camp weeks.**

Before you pre-register for day camp, please make sure you have your profiles in recdesk complete and up to date for each family member. *Make sure you check your residency status. (See images below) If you feel it is incorrect, please call 231-547-3253.* Also, please remember for programming at Mt. McSauba, the City of Charlevoix and Charlevoix Township are considered Resident. All other townships are considered Non-Resident.

≡ General Information

Name **Beth A Anzell** ID: 6150 bethanzell

Date of Birth [REDACTED]

Gender **Female**

Head of Household **No**

≡ Address

Resident

≡ General Information

Name **sam Anzell** ID: 6408

Date of Birth **1/1/2015** (8 years)

Gender **Male**

Head of Household **No**

≡ Address

Non-Resident

1. Login to your profile at <https://charlevoix.recodesk.com/Community/Home>
2. At the top of the page, click on the Day Camp Pre-Registration tab. Then click Day Camp.
3. The Membership page will open. Click on the green Enroll tab.

More information on Day Camp Pre-Registration will be available soon

Memberships

Day Camp

MOCK Pre-Registration DO NOT USE!

Day Camp

Period

1/23/2023 - 1/30/2023

Duration

1 week(s)

Enroll

Displaying 1 - 1 of 1

25 per page

4. Click on the Fee Type dropdown and select \$0.00. (There is no fee to pre-register)
5. Under Members, select those you want to pre-register for camp. This is also when you would create another profile to add a family member.
6. Click Save.
7. Your Shopping Cart will open. Scroll to the bottom of the page and select Go to Checkout. (If you want to pre-register another family member, click Add another Household Member).


Shopping Cart

Item	Fee + Deposit
1. Camp McSauba Pre-Registration Edit Remove	\$0.00

Membership

Period: 1/26/2023 to 1/30/2023

Member(s): 1 Member

 sam Anzell (Primary)

[Enroll another HOUSEHOLD MEMBER in this membership >](#)

Total: \$0.00

Please Note: you MUST go to *Check Out* and make *Payment* to complete the registration process. Spots in Programs are **not guaranteed** until the Check Out process is complete.

Add New Registration

Go To Checkout

- Once you have clicked on Go to Checkout (no fees will be charged), Choose I Accept Waiver or I Decline Waiver.
- The Required Forms page will open. Click on Complete Form. You will be prompted to complete each form shown. When you have completed all forms, click on the I Have Completed All Forms tab.

Required Forms

Fill out the following forms to complete the checkout process

Day Camp 2023
sam Anzell - Camp McSauba Pre-Registration

Complete Form

You have not completed all the required forms
You need to complete all the required forms to finish the checkout process.

0 / 1

I Have Completed All Forms »

10. No payment is due. Click Continue.

11. A page will open showing your checkout was complete.

We recommend going to your profile page (Go to My Account) and verify you have pre-registered each family member you intended to. Click on the Forms tab located under the Household name. **Make sure you click on All under Display**, otherwise it will default to Incomplete forms.

Anzell Household
6 members

See Household Calendar

View Invoices

Forms

Add Household Member

Forms

Date Range: Last 30 days

Display: All Incomplete Only

If you have questions, we can help! Call 231-547-3253



How to Register for Camp McSauba Weeks

When registration opens in your area (staggered, based on residency), login to your profile at <https://charlevoix.recdesk.com/Community/Home>

1. At the top of the page, click on the Programs tab, then click on Day Camp.
2. Find the camp week you want to register for and click Register Now.

Programs

Category: Day Camp

Week 1: CAMP Day Camp +

Date(s)	Day(s)	Age(s)	Grade(s)	Openings	Remaining	
-	-	5 - 13	-	n/a	n/a	Register Now

Displaying 1 - 1 of 1 25 per page

3. The Program Registration page will open. Select the Member you are registering. If you have not filled out a pre-registration form for this member, you will not be able to proceed with registration.
4. Select the Fee Type (registration is open to residents only from March 14 - 16, 2023). **Only select Additional Sibling IF you have registered a sibling for the same camp week.**
5. **Click on Pay only Security Deposit. If you do not click Pay a Security Deposit, you will be expected to pay for the entire amount due for registered weeks at checkout.** See A below. The Deposit is roughly 25% of each camp week you register for.
6. If you are registering for Camp Sunrise and/or Camp Chill, select your choice now. See B below.
7. Include in the Note box anything you'd like us to know. See C below.

Program Registration

Program * Week 1: NOT A REAL PROGRAM! - (Start Date: 2/6/2023)

Member * Gracie Anzell

Please Note: This is the actual Program Registrant, **not** the Parent or Guardian registering a child. If the Member to register is not listed in drop down list, go to your Profile and click Add Household Member

Fee Type * Resident (Resident) - \$125.00

A Pay only security deposit of \$70.00

Program Add-Ons

<input type="checkbox"/> Camp Sunrise (8:00 AM Drop-off	\$30.00
<input type="checkbox"/> Camp Chill (4:00-5:15)	\$25.00
<input checked="" type="checkbox"/> Camp Sunrise and Camp Chill	\$40.00

B

C Note

8. Click Save.

9. Your shopping Cart will open. At this time, you may choose to Register Another Household Member (sibling) for that same week (D), or Add a New Registration (another camp week) (E). At this point, you have the option of Removing an item from your cart or Editing the registration (F) (i.e.: If you forgot to sign your camper up for Camp Sunrise or Camp Chill, or if you chose the wrong fee).

Shopping Cart

Item	Fee + Deposit
1. Week 1: CAMP F	\$125.00
Registration Suzie Anzell	\$70.00 due today
D	
Total:	\$125.00
Amount to Pay (Today):	\$70.00

Please Note: you MUST go to Check Out and make Payment to complete the registration process. Spots in Programs are **not guaranteed** until the Check Out process is complete.

E **G**

10. After you have added all family members and weeks of camp, click on Go to Checkout (G).

11. Choose I Accept Waiver, or I Decline Waiver.

12. Complete the checkout process with a credit or debit card.

We are only requiring a deposit of 25% of your invoice at checkout. You will receive both, a confirmation of registration and an invoice for the balance due via email.

Please go back to your profile at this point to make sure the week(s) you registered for are in fact in your history. Click on a family member listed on the left of your screen. Then click on History.

Activity Name	Start Date	Fee Type	Fee Amount
Week 1: NOT A REAL PROGRAM!	2/6/2023	Resident	\$125.00
Week 2: NOT A REAL PROGRAM! Cancelled	2/13/2023	Resident	\$0.00

Timeline (the Recreation Department reserves the right to change these dates if the need arises).

- Day Camp Pre-Registration: February 14 - March 13, 2023 (You must fill out a pre-registration form for each child before you can register for camp weeks).
- Registration Open for Residents: March 14 - 16, 2023.
- Registration Closed: March 17 - 19, 2023
- Registration Open for Everyone: March 20, 2023

If you have questions, we can help! Call 231-547-3253