

Florida College Dry Creek Camp Online Application Instructions

Campers who will be under the age of 18 by the time camp starts, must be registered by a parent or legal guardian. **Campers who will be 18 or older by the time camp starts should register themselves.** This will require the 18 or older camper to set up his own account in Active.

If you are applying for someone who was registered last year, most of the fields will already be populated with the data from last year's application. **It is very important that you check each field and update any inaccurate information. This is extremely important, and an error could deny Acceptance to the Camp.**

Please note: **All applicants will begin on a waiting list.** No payment is due at this time. All applications received on or before **April 1** are treated equally as far as the date received is concerned. Please see our Acceptance Policy for more information. On or about **April 15**, we will notify you by email whether you have been **Accepted** or will remain on the **Waiting List**. **Accepted campers** will then return to their Active, Inc account and pay their fees and upload a **Digital Camper Picture**. A cell phone selfie will work fine. This will help us to better serve all our campers while at Camp. The picture is not optional.

1. Go to www.fcdrycreek.com and click on the "Apply" link. This will take you to the camp application/registration system which is hosted by a third-party company called Active Network LLC.
2. Under "Session List" you will see "Florida College Dry Creek Camp." Click on the "ADD TO CART" button.
3. "WAITLIST ONLY - Florida College Dry Creek Camp" should appear under "YOUR SHOPPING CART" on the right of the screen. The Quantity will say "1."
 - a. If you are registering more than one camper, simply change the Quantity to the number of campers you wish to register.
 - b. Click on the "CONTINUE" button at the bottom of the "YOUR SHOPPING CART" box.
4. This will take you to the Registration Information page.
 - a. Enter your email address in the field provided in the box labeled "1 | ENTER YOUR EMAIL ADDRESS."
 - b. Click on "Next."
5. If you registered a child for camp last year, the system will recognize that you already have an account based on your email address (this assumes that you use the same email address that you registered with last year).
 - a. Enter the password for your account and click "Sign In."
 - b. If you can't remember the password, then click on "Forgot Password" to receive a new password via email.
6. Find the section "Who is attending?" in the box labeled "2 | PARTICIPANTS & OPTIONS" and fill out the information for the person that you are registering.
 - a. If you are registering a person who applied for camp last year, simply select the name of the person from the drop-down list for "Person."
 - b. If you are registering a person who did not apply for camp last year, select "Register a new person" from the drop-down list (if there is no drop-down list, you are creating a new account and no choice is necessary). Then, complete the required information for the new camper (name, date of birth, gender, and grade).
7. The Session Options section is grayed out, but you will be able to choose these options later in the application.
8. Click on "Continue." Repeat Steps 6 to 8 for each additional camper that you are registering.

9. In the box labeled “3 | REGISTRATION FORMS”, complete the registration form for the person that you are registering.
 - a. The person’s first and last name will be listed at the top of the form.
 - b. Be sure to read the information in the “Introduction.”
 - c. Complete the rest of the form. **If this person was registered last year, most of the fields will already be populated with the data from last year’s application. It is very important that you check each field and update any that are not accurate. An error could deny acceptance to the Camp.**
 - d. If you are applying for your children, you likely will want their input as to what Activities/Crafts they prefer. To preview these choices, click [Here](#). Remember, **number 1-10 in order of preference the top ten choices (1 = 1st choice, 2 = 2nd choice, etc.) with NO DUPLICATES. Enter 0 for all the rest.**
 - e. Click on “Continue.” **Repeat Step 9 for each additional camper you are registering.**
10. Complete the Primary Parent / Guardian section
 - a. Complete the information for the primary parent/guardian
 - b. If there is a second parent/guardian, click on Add Second Parent and complete the information for the second parent.
 - c. Click on “Continue.”
11. Complete the Waivers and Agreements section
 - a. Read and agree to each waiver for each camper that you are registering, as well as the Active Agreement and Waiver.
 - b. Write or type in your name in the Electronic signature field.
12. Click on “Continue to Cart.” This will take you to the “Review cart & check out” page.
 - a. Review the ORDER DETAILS and make any modifications necessary. You may edit the details of each camper that you are registering to add or remove items by clicking the Edit button.
 - b. If this is a new Active account (e.g. you have never registered a child for camp before), enter and verify a password for your new Active account.
 - c. Click on **“Your payment \$0.00”** Yes your amount is **“0”**. This click completes and submits your Application. You will only pay if you are Accepted. Notification by email will be on or before April 15.
13. You will receive a confirmation email verifying that your Application is complete. Please read it so that you can check that you entered critical camper information correctly. This is your assurance that you have successfully completed the Application process.
14. On or about **April 15**, you will be notified by email that you have been **Accepted** or that you remain on the **Waiting List**.
15. All **Accepted Campers** will then return to their Active Inc account and pay their fees and also upload a **Digital Camper Picture**.