

Piscataway Summer Camp Arts & Enrichment Program



Instructions for Summer Camp - CAMPERS ONLY Arts & Enrichment Online Registration

**Registration for the 2019 Summer Camp Arts & Enrichment Program will open on Wednesday, May 22, 2019.
Grades K-3 will open at 8:30 AM Grades 4-8 will open at 9:30 AM**

1. Refer to the Arts and Enrichment class schedule, which can be found at www.piscatawaysummerncamp.com, to determine which classes your child would like to attend. Select 2 classes for each session that your child will attend Summer Camp. For example, if your child is registered for 8 weeks of Summer Camp, you will choose 2 classes for sessions 1 through 4. If your child is registered for the 4-week camp program, Option 2, you will select 2 classes for Arts & Enrichment sessions 3 and 4. In each session, you will pick one class from 9:00 – 10:30, and another from 10:30 – 12:00.
2. Visit the camp website at www.piscatawaysummerncamp.com and select the “Register” button located on the right hand side of the menu bar at the top of the camp homepage.
3. Click on the **“CLICK HERE TO REGISTER NOW”** located under “Register Now Online”. This link will take you to *Community Pass*.
4. Login to *Community Pass*.
IMPORTANT: Please do not create a new account. In the Existing Users box on the right side of the page, enter the User Name and Password that you used when you registered for camp. If you do not remember your User Name and Password, call the Community Education Office at 732-572-2289 ext. 2-2520 for assistance.
5. Click on the yellow “Browse Activities” tab.
6. Select “Summer Camp Enrichment 2019 **CAMPERS ONLY**” and click “Continue.”
7. Verify the account information and click “Continue.”
8. Verify the email address and click “Continue.”
9. Check the box next to the name of child that you are registering. Click “Continue.”
10. Verify the **CURRENT** 2018-19 GRADE LEVEL for your child and click “Continue.”
11. For **each** session listed, select a 9:00 and 10:30 class for **each** session that your child will be attending camp.
12. Once you have chosen a 9:00 and 10:30 class for **each** session that your child will be attending camp, click on “Continue”
13. Review the list of classes which you have selected and click “Continue.”
14. Review the Registration Receipt and click on “Finish.” You will receive an e-mail confirmation of all classes. Print a *copy and retain for your records*.

Helpful Hints and Tips

- ✓ **If your child is attending the Jump Ahead Program, you will not be selecting classes for sessions 1,2, and 3.**
- ✓ Circle the classes that your child would like to participate in on the Arts and Enrichment schedule and keep the schedule with you as you register for classes. You may want to circle a second choice class in case your first choice class is unavailable.
- ✓ Select your classes carefully. If you would like to make a change in the classes that you have selected, check the box in the “Remove” column, and click “Remove.” You will be able to select a different class in that session/time frame. Once you have completed the class registration process, you will **NOT** be able to make changes.
- ✓ Reminder: Your session will “time out” after 15 minutes of inactivity.

If you require assistance during the registration process, you may call the Office of Community Education at 732-572-2289 ext. 2-2520 between the hours of 8 a.m. – 5 p.m. Monday – Friday. You may also e-mail your questions to piscatawaycommunityeducation@pway.org.