

How to Complete Camper Part 2 Registration

Go to the Parent Portal and Login with the **Username** and **Password** that you used to make your camp purchase.

<https://camps.butterflies.org>



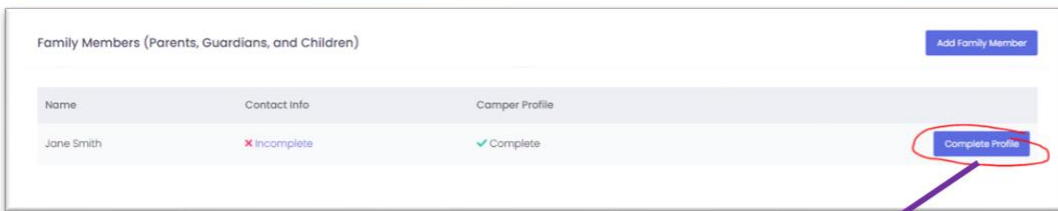
Once logged in you'll see some brief instructions at the top of the main page. See below for an illustration of these steps.

Welcome!

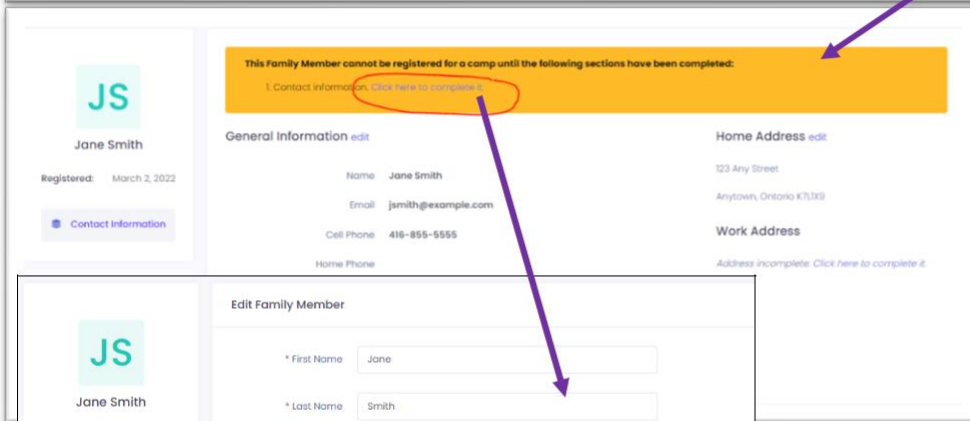
Now let's get your Camp Registration(s) completed! — Don't panic — it's 3 short steps

- Family Members** section: you must click **Add Family Member** and complete the profile for yourself & **EACH child** attending a camp. Profile info needed:
 - Date of birth, brief medical history, read & agree to waivers, AND upload medical forms (if applicable)
- Authorized Pickups/Emergency Contacts** section:
 - Click **Add Contact** and add a minimum of 2 people (other than yourself) for both emergency contacts & as authorized to pick up your child(ren)
- Camp Registration** section: Displays a list of the camp(s) you purchased
 - If you completed the first two steps correctly, you will see your child(ren) listed in the dropdown at the right of each Camp. If you do not see all campers listed, go back to Step 1
 - Select a Camper for each Camp
 - Click **Complete Registration** at the bottom right

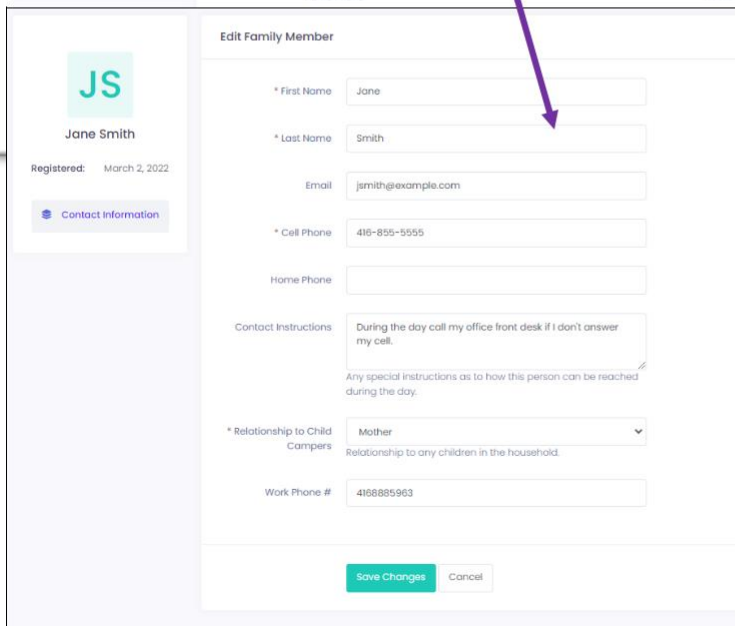
That's it! You are done with registration.



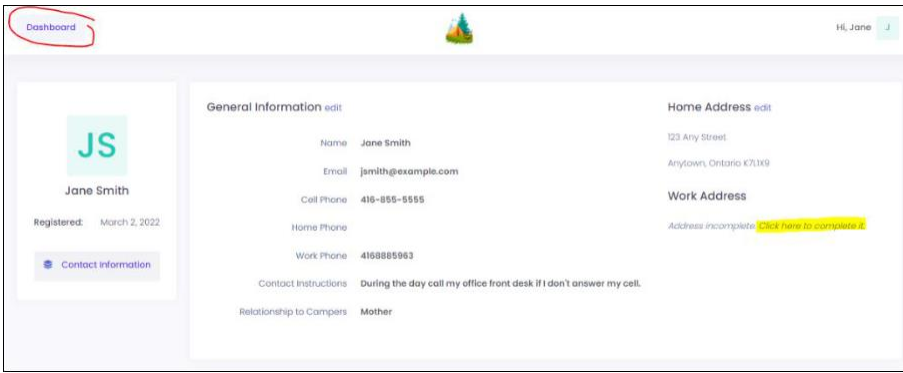
The first time you login you will see the *name of the person who made the Camp purchase*. Click **Complete Profile** to start.



This will take you to your profile — use the link circled to complete it.



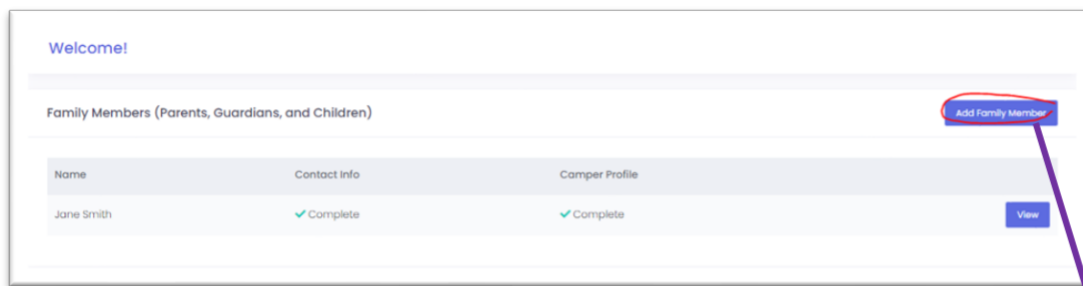
This will take you to the **Edit** screen. Complete the fields provided. Fields with an ***** are required. Click **Save** when you are finished.



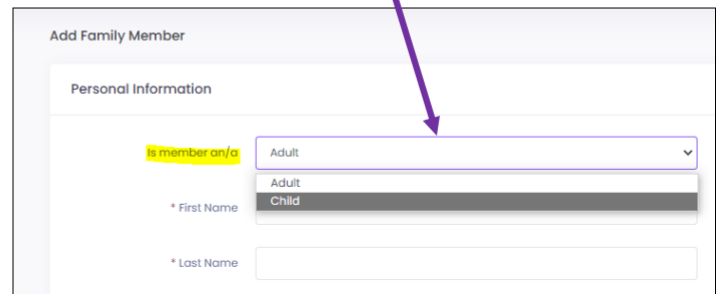
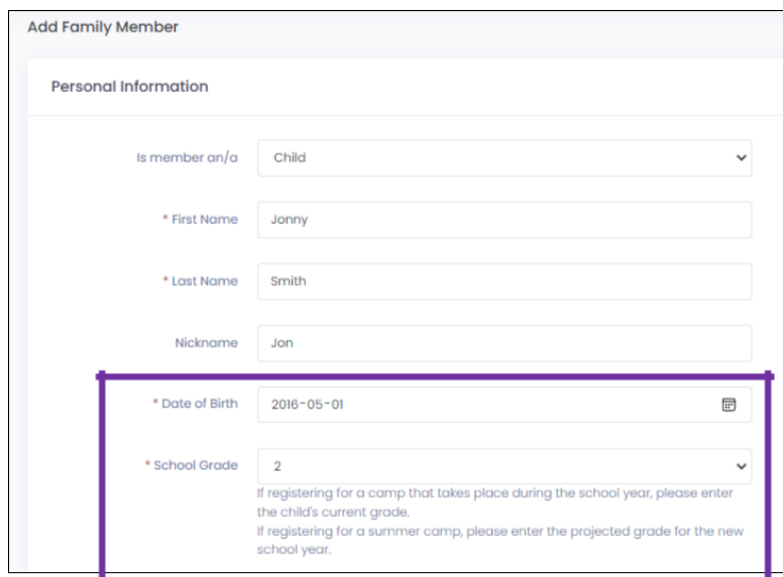
You'll be returned to the profile screen. Update the Work Address information if needed by clicking the link or return to the main screen by clicking the **Dashboard** button.

1. Add More Family Members (*any Campers and other Adults*)

Next, continue adding members of your household using the **Add Family Member** button. You will need to add a profile for *each Child* that is attending a camp. You can also add profiles for other adult family members who are part of your household.



When adding a new person, use the drop-down to identify whether that person is an **Adult** or **Child** (your campers must be added under "Child" on this screen). The available fields on the screen will change depending on your selection.

Add Family Member

Personal Information

Is member an/a: Child

* First Name: Jonny

* Last Name: Smith

Nickname: Jon

* Date of Birth: 2016-05-01

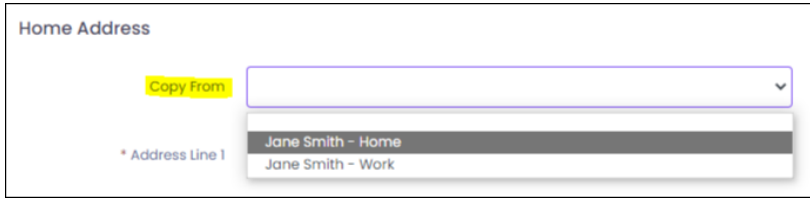
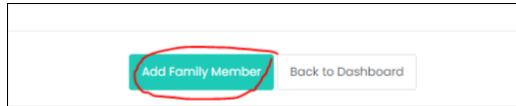
* School Grade: 2

If registering for a camp that takes place during the school year, please enter the child's current grade.
If registering for a summer camp, please enter the projected grade for the new school year.

A child's profile will ask for their date of birth and grade level. An adult's profile will show different information.

If you accidentally create an adult profile and you meant to create a child's, just make a new family member entry to replace it.

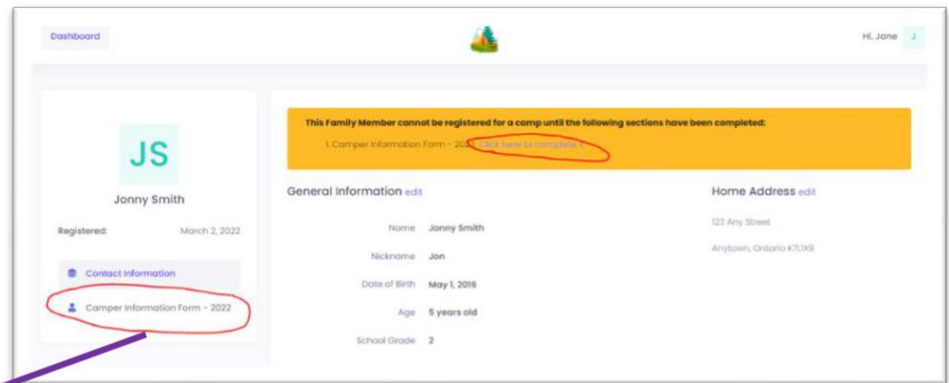
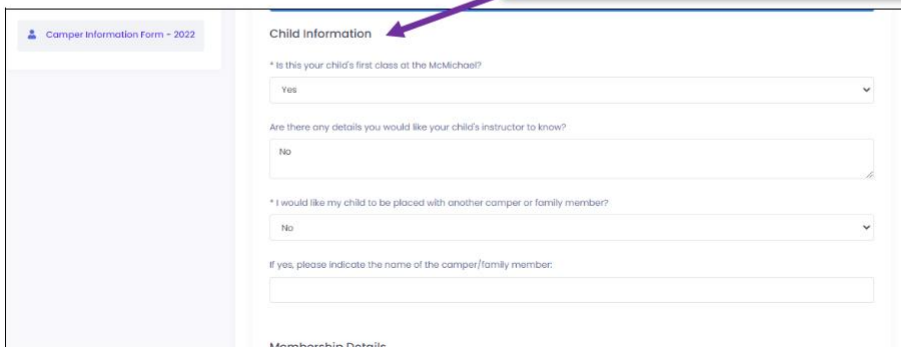
If the child shares the same address as one of the other records (Adult or Child) you have already entered, you can use the **Copy From** drop-down to quickly fill in the Home Address fields.

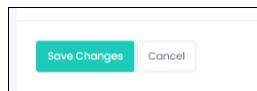
Click the **Add Family Member** button at the bottom of the screen to save the form.

Complete Camper Information Form

Next, you will be taken to the new Family Member's profile page. If the new person was a **child**, you will next have to fill in the **Camper Information Form**. Adult profiles will not include this button.

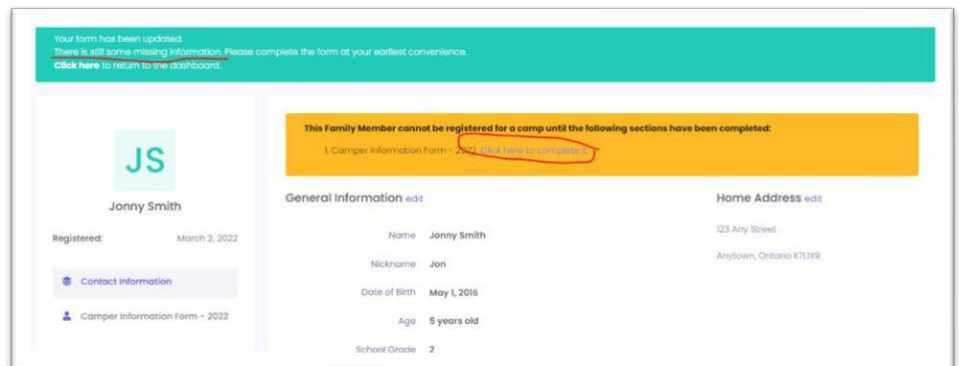



Click the link in the orange box or the **Camper Information Form** button to go to the form. This form will collect details required for registration such as health information, waivers, and consent forms. **Fields with an * are required.**

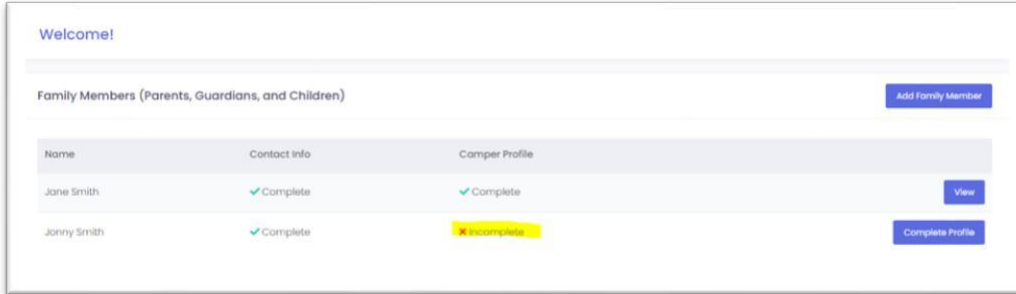


Complete the form in full as directed and click **Save Changes** at the bottom of the page when you are done.

If any required fields are incomplete, you will still be allowed to save the form, however on the Camper's profile you will see a message about missing information. **Until you complete it in full, you cannot complete the registration.**



If you return to the Dashboard the Camper Profile will show as **Incomplete**. You can return to the profile when you are ready to complete it.

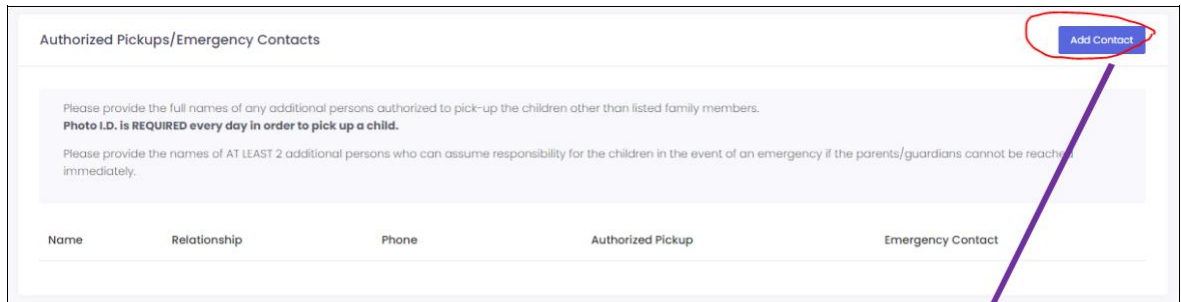


Name	Contact Info	Camper Profile
Jane Smith	✔ Complete	✔ Complete View
Jonny Smith	✔ Complete	✘ Incomplete Complete Profile

Continue adding any additional members of your household using the steps above. Then go to the next step.

2. Add Authorized Pickups/Emergency Contacts

The next step is to add contact information for people who can be contacted in an emergency (if parents/guardians cannot be reached).



Authorized Pickups/Emergency Contacts

Please provide the full names of any additional persons authorized to pick-up the children other than listed family members.
Photo I.D. is REQUIRED every day in order to pick up a child.

Please provide the names of AT LEAST 2 additional persons who can assume responsibility for the children in the event of an emergency if the parents/guardians cannot be reached immediately.

Name	Relationship	Phone	Authorized Pickup	Emergency Contact

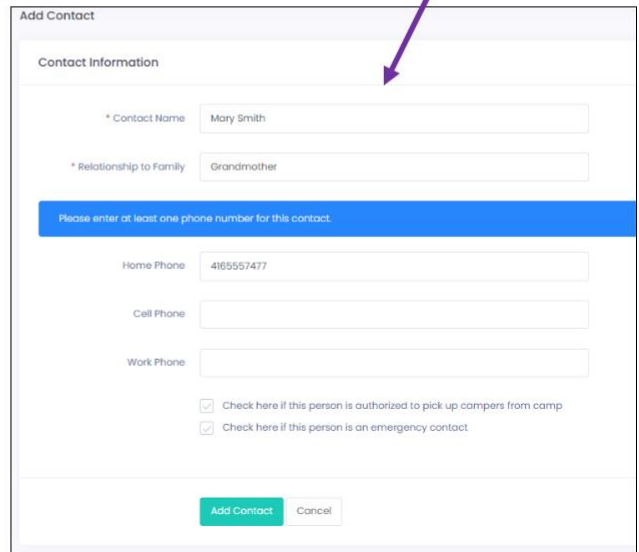
To complete the registration process, you must supply at least 2 Emergency Contacts. Click the **Add Contact** button to proceed.

Enter the person's name, relationship (neighbor, grandparent, friend, etc.) and **at least one** phone number.

Use the checkboxes to indicate whether this person is allowed to pickup campers, is an emergency contact, or both.

Click **Add Contact** to save.

Add more Contacts until you have **at least 2 with the Emergency Contact box checked**.



Add Contact

Contact Information

* Contact Name

* Relationship to Family

Please enter at least one phone number for this contact.

Home Phone

Cell Phone

Work Phone

Check here if this person is authorized to pick up campers from camp

Check here if this person is an emergency contact

[Add Contact](#) [Cancel](#)

Authorized Pickups/Emergency Contacts Add Contact

Please provide the full names of any additional persons authorized to pick-up the children other than listed family members.
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Please provide the names of AT LEAST 2 additional persons who can assume responsibility for the children in the event of an emergency if the parents/guardians cannot be reached immediately.

Name	Relationship	Phone	Authorized Pickup	Emergency Contact	
Georgina Jones	Neighbor	Cell: 4183215699		✓	Edit Delete
Mary Smith	Grandmother	Home: 4185557477	✓	✓	Edit Delete

Use the **Edit** and **Delete** buttons to update these Contacts as needed.

3. Link Campers with the Camp they will attend

Once you have completed your profile, your Camper's profiles (plus their Camper Information forms) and added **at least 2 Emergency Contacts** you can complete your Registration. In the bottom section of the **Dashboard**, you will see the **Camp Registrations** section. It will show a list of the Camps you have purchased.

Camp Registrations

Your purchased camps and associated items are listed below. Please assign a camper to each item.

Item Name	Status	Camper
Vantix Summer Camp 2022 July 11, 2022 9:00 AM Student	Pending Camper needs to be assigned	<input type="text" value=""/>

Submit Registrations

Select the Camper's name in the drop-down.

Camper

Jonny Smith

Submit Registrations

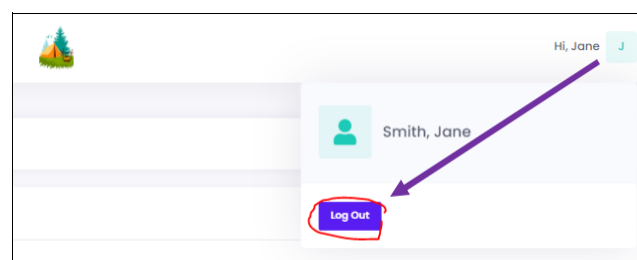
Camper

Submit Registrations

Repeat for each Camp listed and then click **Submit Registrations**.

Camp staff will review your information after it is submitted and follow up if any clarification is needed.

When you are done, **Log Out** from the top of the screen.



Hi, Jane J

Smith, Jane

Log Out