

CampSite Q&A's

How to make a payment:

- Login to your parent portal using the following link: https://saymcacamp.campmanagement.com/p/campers/login_m.php
- Click the financial tab on the left side of the screen
- Scroll down to where you'll see 2023 balances, click the green box to the right that says "make a payment"
- A box will appear, you'll need to:
 - select your payment method
 - select your payment schedule "what program your wanting to pay for"
 - enter payment amount
 - submit payment

How to change your payment method (debit/credit card):

- Login to your parent portal using the following link: https://saymcacamp.campmanagement.com/p/campers/login_m.php
- Click the financial tab on the left side of the screen
- Scroll to the bottom of the page where you see 'Payment Method'
- Click the box that says "add payment method"
- Complete the request card information and click 'add credit card'

How to submit an enrollment request for a program

- Login to your parent portal using the following link: https://saymcacamp.campmanagement.com/p/campers/login_m.php
- Click the 'enrollment' button on the left side of the screen
- Click the blue box that says "Enroll Jane Doe for 2023-2024"
- You'll need to review and update 5 steps
 - Step 1: Review the pre-enrollment questions, then click 'save and continue'
 - Step 2: This will bring up the enrollment options, select the program you'd like your child to enroll in by clicking the 'add option' to the right of the program. Scroll to the bottom and click 'save and

- continue'
- Step 3: Review enrollment questions for your child. You'll need to select the \$20.00 registration fee IF this is a new program for your child. Every program has their own \$20.00 registration fee; afterschool, camp, and full days. Click the blue box that says 'save and continue'.
 - Step 4: Review enrollment forms to ensure your child has all the correct documents uploaded. Click the blue box that says 'save and continue'.
 - Step 5: Review the terms and conditions and click the box that states you agree to the terms and conditions. Sign, then click the blue box that says 'submit enrollment request'.
 - This does NOT guarantee your child is enrolled, you will receive a separate email confirming your child's enrollment.

How to locate your tax information/statement:

- Login to your parent portal using the following link: https://saymcacamp.campmanagement.com/p/campers/login_m.php
- Click the financial tab of the left side of the screen
- Scroll down until you see the year you'd like to tax information on such as '2023 balances'. You'll need to click the gray box to the right that says '2023 statement'
- This is where you'll find all of your charges for the year.

How to add an authorized pick up person:

- Login to your parent portal using the following link: https://saymcacamp.campmanagement.com/p/campers/login_m.php
- Click the 'authorized pick up' on the left side of the screen
- Click the green box that says 'add authorized pick up'
- Enter the person's contact information. Date of birth is required to ensure the person is at least 18YO.
- Click the blue box that says 'add authorized pickup'
- This will automatically generate a 6 digit PIN number for that person, which they will have to use when picking up your child. Please make sure they have their photo ID with them.

How to add a child to your existing account:

- You have a child who reached 5YO that you'd like to enroll in our youth

programs. You do not have to create a new account, you may add a child to your existing account.

- Login to your parent portal using the following link: https://saymccacamp.campmanagement.com/p/campers/login_m.php
- Click the 'enrollment' button on the left side of the screen
- Click the green box that says 'add camper'.
- Complete the necessary information and click the blue button that says 'add camper'