

Summer Camp Registration Information

- **Registration Hours**
 - Returning camper registration will open at 7:30AM on 2/1 in person and online.
 - New camper registration will open at 7:30AM on 2/8 in person and online
 - We will offer extended hours for both Returning and new Camper Registration
 - 2/1 7:30AM – 7:00PM
 - 2/2 8:00AM – 6:00PM
 - 2/8 7:30AM – 7:00PM
 - 2/9 8:00AM – 6:00PM
- **How to Register In Person**
 - Come to our office at 43 E Quincy St
 - Paperwork can be completed in advance and dropped off with payment
 - Payment can be made by Check, exact cash or with a Credit/Debit card
 - Your receipt will show the payment deadlines along with the last day to make changes without financial penalty and when paperwork is due (if it was not submitted then disregard paperwork deadline).
- **Online Registration Preparation Steps**
 - Make sure you can access your account before registration opens, to do this you can reset the password yourself or you can contact us and we can send a resend password link to your household email
 - Confirm that you have accurate household information (See most common examples below)
 - Household email address
 - Child(ren's) ages and grade
 - Review the necessary paperwork along with the camps being offered and which camp you child can attend
- **How to Register Online**
 - Go to www.riverside.il.us
 - Select 'Government' then 'Parks and Recreation'
 - Select 'register online'
 - Login to your account on https://register2.vermontsystems.com/wbwsc/ilriverside.wsc/splash.html?InterfaceParameter=WebTrac_1
 - Type in 'Camp' in the activity search
 - Find the camp you were looking to register for
 - Select the weeks you were planning on enrolling in
 - Pick the participant you want in that camp
 - Proceed to check out once the week(s) of the camp(s) is selected
 - There will be a minimum balance due,

- That minimum balance represents a \$15 deposit per week per child for each camp
 - Pay the minimum balance shown
 - If an over payment is made it will auto-apply that overpayment to the first week enrolled in.
 - You can pay the full balance as well but you only need to pay the minimum balance for the registration to be accepted.
 - Your receipt will show the payment deadlines along with the last day to make changes without financial penalty and when paperwork is due.
- **How to View or Pay your Balance**
 - Once you have enrolled in camp your account will have an outstanding balance
 - Unless you paid in full
 - Under the 'my account' tab you can select 'Pay old balances'
 - This will populate all the weeks of camp that your Child(ren) is enrolled in.
 - This is where you can pay your balances as the deadlines approach throughout the summer.