



2023 Summer Camp Registration Instructions

girls
inc.

of Greater
Indianapolis



Compass-360 Parent Portal



* Required





2023 Summer Camp Registration Instructions



PLEASE NOTE: All the information entered is confidential and secure. This information will be shared with Girls Inc. staff only for the purpose of safely and effectively serving your participant's needs. All payment information will not be accessed or seen by Girls Inc. of Greater Indianapolis staff or Girls Inc. National and is safely secured by Compass 360.

1

Select the QR code or link to the Compass 360 Parent Portal and enter your phone number

2

Enter the pin code sent to the phone number you register under

- You can use an email address instead, there is an option after the pin code is sent

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Enter your first and last name and email address to set-up your account



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Fill in the 6-steps of information to create adult (parent) profile in Compass 360

- Contact information (primary language and address) *
 - Any additional email and phone number(s)
- Supplemental
 - Household information *
 - Race and ethnicity *
 - Employment and income *
 - Military Status
- Program participant
 - first and last name, relationship to you *
 - If you are registering more than one child, click “add participant” at the bottom of the screen
- Family and Household Contact
 - **ENTER AT LEAST ONE ADDITIONAL EMERGENCY CONTACT** for the participant by selecting the “Emergency Contact” button next to the information *
 - First and last name, phone number, relationship with you, relationship with your child(ren)
 - If someone else will (possibly) pick up the participant from summer camp at any time, enter their contact information as well and select appropriate button



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You will be sent to your profile screen and have a message at the top of your screen asking you to complete the participant's (your child(ren)'s) profile. **You must complete the profile in order to properly enroll in summer camp. ***

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Click on the name and complete the profile

- **Contact Information ***
- **Ethnicity & Race, Demographics ***
 - physical/emotional needs
- **Medical ***
 - allergies, medications, and medical history that facilitators need to know about your participant
- **Academics ***
 - Year started should reflect what year child started specific grade level
 - If your child's school is not available, click "any other school"
 - Enrollment Status should be labeled as "enrolled"



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Please repeat this process if you are registering and enrolling more than one child for summer camp

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Enrollment

- Once all profiles are completed, you will be back at the home page on the Parent Portal
- Locate “Participant Registration” on Dashboard
- Register your child(ren) into “Summer Camp 2023” as well as the week(s) they are planning on participating in camp
- Weeks are labeled by dates as well as themes
- All weeks are available for participation



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Payment

- Locate “Balance Due” on Dashboard and select “Make Payment”
 - \$130 per week (this all-inclusive fee helps pay for t-shirts, field trips, snacks, lunch, and program materials)
 - A \$10 fee is charged for each late pick-up beginning at 5:30 p.m.
- **A one-time nonrefundable \$25 registration fee per girl under “Summer Camp 2023” MUST be paid to reserve your child(ren)s spot at camp.**
- Partial Payments
 - Camp payments can be differed until the week before participation starts
 - A \$25 per family cancellation fee will be imposed for registrations canceled after June 1.
- Credit Card Information
 - Please enter credit card information, and select “Securely Save” if you would like Compass 360 to save the information
 - All credit card information is secure and unable to be seen by Girls Inc. staff
- Scholarships
 - Scholarship applications are available to aid and assist families in need. Please fill out scholarship application and send information to summercamp@girlsincindy.org by Friday, April 14, 2023. Scholarship winners will be announced on Monday, May 8, 2023
 - Winners will be discounted their balance reflected in Balance Due on Dashboard
 - If you need a scholarship application, please contact summercamp@girlsincindy.org



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Waivers and additional information

- Once payments and enrollment are completed, please click the link below to fill out an additional information and permissions form titled *Registration Part II*.
- *This is required in order to reserve your spot in Summer Camp 2023.*
- This form includes information such as medical and emotional needs, immunization information, t-shirt size and media/behavior releases.
- Deadline for registration part I and II are June 2, 2023.

Access form for Registration Part II [HERE](#)



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Part II



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