

# CMS- Registration Portal Walkthrough

Registration URL: <https://cmschoolsummercamp.campbrainregistration.com/>

First, make your account by filling out the fields under the “New user sign-up”.  
In returning visits, you can login with your email and password under the “Sign-in” field.

***IMPORTANT: After submitting your registration you cannot make changes to the class selection.  
Please carefully review our offerings after adding them to your cart and before you pay and submit.***

**Welcome to Central Montessori School Online Registration!**

If this is your first time to our registration site, please start by creating a new account under sign-up.  
In returning visits, you will just sign-in with your email address and password.

If you have forgotten your password, please [click here](#) to reset it.

The screenshot shows two main sections: 'Sign-in' and 'New user sign-up'. The 'Sign-in' section includes an 'E-mail' field, a 'Password' field, a yellow 'Login' button, and a 'Reset password' link. The 'New user sign-up' section includes 'First Name' and 'Last Name' fields, 'E-mail' and 'Password' fields (with a visibility toggle), and a grey 'Create account' button. A red arrow points from the 'Sign-in' section towards the 'New user sign-up' section. A red box highlights the 'New user sign-up' form. Below the 'Create account' button, there is a small line of text: 'By clicking the button, you agree to our [Terms](#) and [Privacy Policy](#).'

Click “Start Application” to begin:

**Start a New Application**

Virtual Summer Camp 2020

A yellow button labeled 'Start application' is shown with a red arrow pointing to it from the right. Below the button is a horizontal grey line.

On Step 1/6: Select People for Registration, add the children that you wish to register for the program:

## Select people you want to register:

[+ Add a child](#)



Step 1/6: Select People for Registration

[Previous](#)

Then fill out the mandatory fields (Name, Birthdate, Gender):

## Select people you want to register:

<input checked="" type="checkbox"/>	First Name	Middle Name (optional)	Last Name	
	<input type="text" value="John"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Doe"/>	
	Date of Birth		Gender	
	<input type="text" value="February"/> <input type="text" value="23"/> <input type="text" value="2014"/>		<input type="text" value="Male"/>	

[+ Add a child](#)



Enter in the child's information. Click "Add a child" if you are registering more than one child for the program

Step 1/6: Select People for Registration

[Previous](#)

[Continue](#)

Once you have your child(ren) that you are registering entered, please proceed to the next step by clicking the "continue" button.

If you are registering multiple children, they will each have their own tab in the “Step 2/6 Select Sessions” page:

**John** Jane

**Select sessions for John:** [expand all](#)

Filter by: All  Search by name...

**Specialty Camp (7+ yrs)**

Week 1

Next you can select the eligible program(s) that you wish to register the child for.

John **Jane**

**Select sessions for Jane:** [expand all](#)

Filter by: All  Search by name...

**French Immersion (3.6 - 5.6 yrs)**

**Session 1: French Immersion**  
Jul. 6 - 17 | [hide details](#) **150.00**

**Session Options**  
(add session to your cart before adding options)

**Please select the time slot that you child will be attending:**

9:15am - 10:30am  
10:45am - 12:00pm

For Specialty Camp, register for the desired week first:

## Specialty Camp (7+ yrs)

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### Week 1

Jul. 6 - 10 | [hide details](#)

**Add to cart**



Now you can select the desired classes in the scheduled time slots. If your child is not participating in a class in a certain time slot, just add the “My child will not be participating...” option in order to proceed through the registration portal:

#### Time Slot - 10:30am - 11:30am Please choose a class from the list below: \*

1 item required. You have 0 in the cart.

STEM	60.00
<b>Add to cart</b>	
Fine Arts	60.00
<b>Add to cart</b>	
My child will not be participating in this 10:30am - 11:30am time slot	
<b>Add to cart</b>	

#### Time Slot - 11:30am - 12:30pm Please choose a class from the list below: \*

1 item required. You have 0 in the cart.

Soccer	60.00
<b>Add to cart</b>	
Coding	60.00
<b>Add to cart</b>	
My child will not be participating in this 11:30am - 12:30pm time slot	
<b>Add to cart</b>	

Lastly, for Specialty Camp, please indicate how many classes the child is participating in for the selected week:

**How many Classes is your child participating in**  
\*

1 item required. You have 0 in the cart.

One Class Only  
[Add to cart](#)

Two Classes   
[Add to cart](#)

Three Classes  
[Add to cart](#)

Once you have registered your child(ren) for the desired programs/classes please proceed to the next step by clicking the “continue” button.

All registrants must fill out the household form in order to proceed through the portal:

**Fill out forms:**

Forms marked with an asterisk(\*) are mandatory.

**Household Form \***  
[Open form](#) 

There will be one payment option to pay in full via credit card in Step 4/6:

## Select your payment option:

Pay in Full via Credit Card

## Select a payment method:

Credit Card

Step 4/6: Choose a Payment Option

[Previous](#)

[Continue](#)

Step 5/6 is the review page where you can double check your registration. You can go to any step of the registration process from this page (see outlined items below):

***IMPORTANT: After submitting your registration you cannot make changes to the class selection. Please carefully review your registration items and edit them if needed before you pay and submit.***

## Please review before submitting:

### Registration items

Add/remove sessions

Add/remove people

#### John Doe

Step 2/6: Sessions

Step 1/6: People

Specialty Camp (7+ yrs)

- Week 1 (July 6 - 10, 2020)
  - Fine Arts 60.00
  - Coding 60.00
  - My child will not be participating in this 1:30pm - 2:30pm time slot
  - Two Classes -10.00

#### Jane Doe

French Immersion (3.6 - 5.6 yrs)

- Session 1: French Immersion (July 6 - 17, 2020) 150.00
  - 9:15am - 10:30am

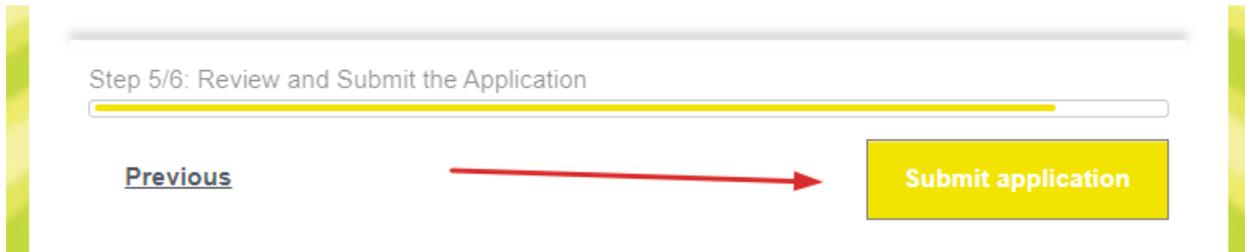
**Total: 260.00**

### Forms

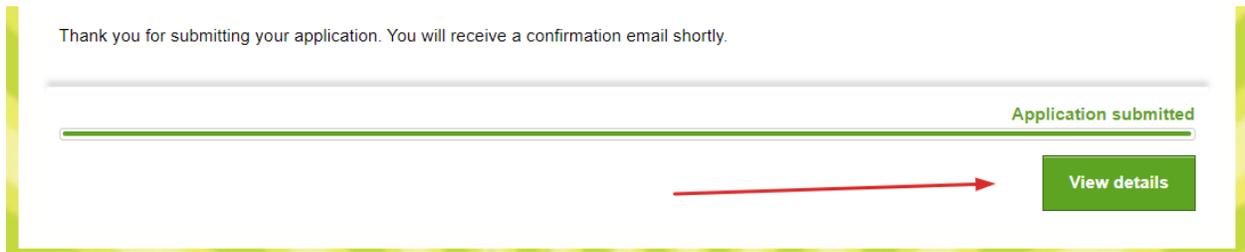
Step 3/6: Forms

Edit forms

When you are ready, click submit:



You can review the registration submission by clicking this button:



Do not worry if your child is "processing" this should only take a moment. You will be needing to refresh the screen as it will not refresh itself:

## Summary

### John Doe

Specialty Camp (7+ yrs)

- Week 1 (July 6 - 10, 2020) **Processing...**
  - Fine Arts **Processing...**
  - Coding **Processing...**
  - My child will not be participating in this 1:30pm - 2:30pm time slot **Processing...**
  - Two Classes **Processing...**

### Jane Doe

French Immersion (3.6 - 5.6 yrs)

- Session 1: French Immersion (July 6 - 17, 2020) **Processing...**
  - 9:15am - 10:30am **Processing...**

Once your registration has been processed, the registration details page will look like this. If you wish to register your child for more programs, you can do so by clicking the highlighted button pictured below:

## Summary

### John Doe

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Specialty Camp (7+ yrs)

- Week 1 (July 6 - 10, 2020) **Registered**
  - Fine Arts ✓
  - Coding ✓
  - My child will not be participating in this 1:30pm - 2:30pm time slot ✓
  - Two Classes ✓

### Jane Doe

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French Immersion (3.6 - 5.6 yrs)

- Session 1: French Immersion (July 6 - 17, 2020) **Registered**
  - 9:15am - 10:30am ✓

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[Add campers, sessions, options](#)



You can also access your invoice as you wish here:

## Forms

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- Registered** ✓
- Registered** ✓
- Registered** ✓
- Registered** ✓

i time

- [Update Household Information](#)
- [Download Printable Registration Confirmation](#) 

## Financial

[Download Printable Season Account Statement](#) 