

HOW TO MAKE PAYMENTS

PAYMENT INSTRUCTIONS

Go to silverbirchbranch.org→REGISTER/LOGIN→Continue to Registration link→Returning Camp Login button.

LOGIN with your **Username and Password**.

(If you have forgotten your Username or Password, you have the option to retrieve them on this same page. You will be communicated with via the email address you used when you set up the account. IF that email address has changed since you set up the account, please go to Edit Account on your online Dashboard to update that info.)

Select the camper's name from the **Camper window** in the Camper section on the left side of the Dashboard. (Click on the down arrow if you don't see the camper's name.)

Locate the **Quick Access** section on the right side of the Dashboard.

Click **"Make A Payment."**

Click Registration to make a payment for the camp session, and follow the payment prompts on the following screens.

(You can make both camp session Registration and Canteen payments by clicking on each tab and entering the desired payment amount. If a \$ amount defaults under the **Pmt Amt** for the Canteen, that most likely means that you have pre-ordered McDonald's lunch-\$10 or the Video Digital Download-\$5. If you want your camper to have additional spending money for the Canteen for snacks, etc., it must be added to the defaulted amount.)

HOW TO ACCESS/SET UP OR ADD FUNDS TO CANTEEN (STORE) ACCOUNTS ONLINE

Go to silverbirchbranch.org→Register/Login→Continue to Registration link→Returning Camper Login button.

LOGIN with your **Username and Password**.

(If you have forgotten your Username or Password, you have the option to retrieve them on this same page. You will be communicated with via the email address you used when you set up the account. IF that email address has changed since you set up the account, please go to Edit Account on your online Dashboard to update that info.)

Select the camper's name from the **Camper window** in the Camper section on the left side of the Dashboard. (Click on the down arrow if you don't see the camper's name.)

Locate the **Quick Access** section on the right side of the Dashboard.

Click **"Make A Payment."**

Click Registration to make a payment for the camp session, and follow the payment prompts on the following screens.

(You can make both camp session Registration and Canteen payments by clicking on each tab and entering the desired payment amount. If a \$ amount defaults under the **Pmt Amt** for the Canteen, that most likely means that you have pre-ordered McDonald's lunch-\$10 or Video Digital Download-\$5. If you want your camper to have additional spending money for the Canteen for snacks, etc., it must be added to the defaulted amount.)

Click **Canteen** for a Canteen (Store) payment and follow the payment prompts on the following screens.

If you want to select McDonald's \$10 for the return trip home, or the Digital Video Download Pre-Order, go to the main Dashboard by following the first set of directions above and log in (if you are not already logged in), select the camper's name, and then go to the **"Optional Items"** section on the right side of the Dashboard.

Click on **"Add Chg"** and then **"Manage Add. Charges."**

Select McDonald's \$10 or Video Digital Download-\$5 by clicking on the box in front of the item.

Then click on the **ADD arrow** at the top of the box.

You should see the McD's or Video charge added to the Applied Charges side of the box.

Click **Close**.

(NOTE: The McDonald's lunch money and Video Download is taken from the camper's CANTEEN ACCOUNT. Please adjust the amount of spending money that you'd like them to have above & beyond that accordingly. The option to select this will be taken away after the first day of camp.)

TRANSPORTATION

If you want to add TRANSPORTATION or manage Transportation that you have already set up, locate **"Optional Items"** on the right side of the Dashboard, and click on **"Transportation"** and follow the instructions on that screen. Transportation is paid from the Registration/camp session account.