

WMAACS Summer Camp Registration Instructions and Regulations

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1. Overview

- a. Starting from 2015, WMAACS Summer Camp uses online registration system.
- b. Each family need to have an account in order to register the camp.
- c. Your account keeps information needed for the camp registration. So you can register the camp each year with ease.
- d. When updating or filling in the info, pay attention to the tooltips, they show hints and acceptable data format.
- e. Due to the popularity of the camp, each family has a priority. Different priorities register at different time frames.
- f. Important dates:
 - System online: 2017/03/10
 - 50% Refund : Withdraw Before 2017/05/15
 - Account Locked : 2017/06/15 (no info can be updated anymore)

 - Priority 1 (90) : 2017/03/21 00:00:00
 - Priority 2 (60) : 2017/03/22 00:00:00
 - Priority 3 (30) : 2017/03/23 00:00:00
- g. Priority 1 capped at 90 campers. Priority 2 capped at 60 campers.
- h. For priority 1 and 2, if the date is missed or capped out, you have to wait and register with priority 3.
- i. The system will be online on 2017/03/10. You should get info/photo updated in your account to get ready to register.
- j. If false info provided to gain registration privileges, the registration will be rejected and account will be banned from registering the camp for 2 years.
- k. Summer Camp site : www.wmacscamp.org
- l. Summer Camp Registration site : www.autoclubamerica.net
- m. The website is tested to work best with **Google Chrome**.
- n. DO NOT use smart devices to access your account or register the camp. It may cause errors and your account or registration will be deleted.
- o. "Return Camper" is defined as a camper that had ever attended the camp within last 2 years. Otherwise it's considered a "New Camper".
- p. We may provide personalized souvenir, so the camper photo **must** complies with the passport photo specs, as well as the following requirements:
 - i. White background.
 - ii. Dark clothes

Below are the passport photo specs for your reference

<https://travel.state.gov/content/passports/en/passports/photos/photo-composition-template.html>

<https://travel.state.gov/content/passports/en/passports/photos/photos.html>

Tool that can help you with sizing the photo

https://travel.state.gov/content/dam/passports/FIG_cropper.swf

Getting Ready For Registration

2. New Family

You only need to create an account once. If you already have an account, you can go to section 3

a. Create Account

- i. If you have never attended WMACS Camp, or you didn't attend the camp in the past 2 years, and never created an account, you are considered new.
- ii. From the registration home page, click **"New Family"**. You will see the image below.

- iii. Fill out email, home phone, and last name.
- iv. Choose a password (6-16 chars).
- v. Fill in the info needed and click **"Create Account"**. You can use either father or mother email.
- vi. After account creation, you will be redirected to the login page.
- vii. An email will be sent to confirm the account creation.
- viii. In case you don't receive the email, your Family ID is the first 4 letters of your last name followed by the last 4 digits of your home phone number.

b. Update Account Info

- i. After log in, your family ID and priority will be in red, priority will show **"XX"**, some buttons will not display, until you click **"Save"**, and add at least one kid (see section 5).

WMACS Summer Camp 2017 Family Info

Kuan1001 Family Info :::: Priority XX

Parents Info					
	First Name	Last Name	中文姓名	Cell Phone	Email
Father		Kuan		999-999-9999	richkuan@hotmail.com
Mother				999-999-9999	

Address City State ZIP Home Phone

Medical Info					
Insurance Company	<input type="text"/>	Policy	<input type="text"/>	Group ID	<input type="text"/>
Member ID	<input type="text"/>				
Emergency Contact	<input type="text"/>	Phone	<input type="text" value="999-999-9999"/>	Doctor Name	<input type="text"/>
				Doctor Phone	<input type="text" value="999-999-9999"/>

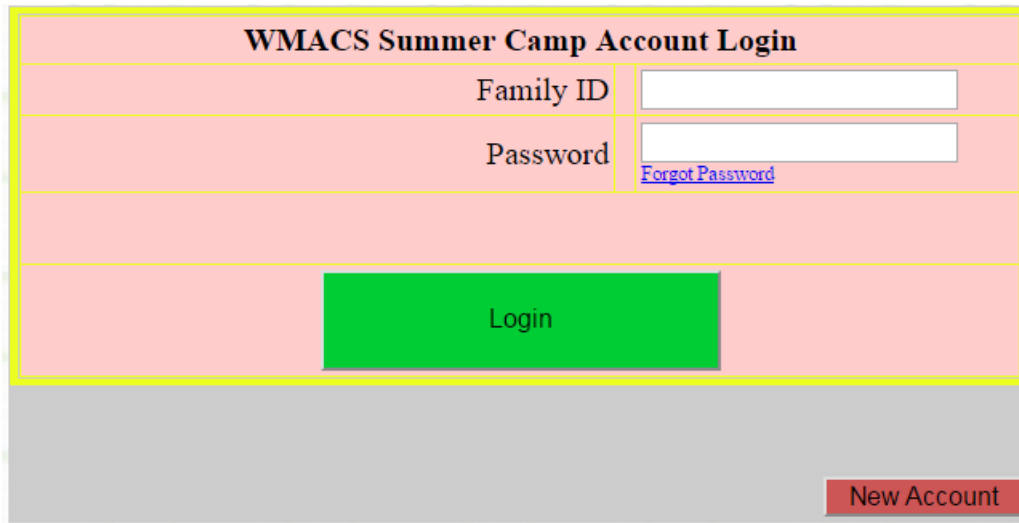
Camper Info

Save Logout

- ii. Fill in the information. Some fields are required and you must provide the info or you can't save.
- iii. If any field doesn't apply, leave it blank. Do not fill in "N/A" or "None", unless it's a required field. Refer to the tooltips.
- iv. Click "Save". You will be able to add kids afterwards. See section 5.
- v. Remember to save if you update any info.
- vi. You will not be able to register if your Family ID is in red.

3. Log In

- a. The log in page is shown below.



WMAACS Summer Camp Account Login	
Family ID	<input type="text"/>
Password	<input type="password"/> Forgot Password
<input type="button" value="Login"/>	
<input type="button" value="New Account"/>	

- b. Use the Family ID and password to log in.
- c. The Family ID should be the first 4 letters of camper last name + last 4 digits of home phone number.
- d. If you forget your password, you can use the link "Forgot Password" to reset it. See section 8.
- e. Update any info that has changed since last year. Leave any field blank if not applicable, unless it's a required field.
- f. Update the photo of your kids. Note the Photo must comply with passport photo specs with white background and dark clothes.
- g. For Roommate Request, you can enter name or use Camper ID.
- h. Remember to save if you make any changes.
- i. Make sure your Family ID display in green, means you are ready to register.

4. Family Info Page

a. After you log in, you will see the Family Info page.

WMACS Summer Camp 2017 Family Info
Kuan1001 Family Info :::: Priority 3

Parents Info

	First Name	Last Name	中文姓名	Cell Phone	Email
Father		Kuan		123-456-1001	
Mother	Asdf	Asdf		123-456-1001	richkuan@hotmail.com
Address		Asdf	City	Asdf	State MD ZIP 99999 Home Phone 123-456-1001

Medical Info

Insurance Company: Policy: Group ID: Member ID:

Emergency Contact: Phone: Doctor Name: Doctor Phone:

Camper Info

Kid #1 -- Camper ID : Kuan1001-1

	First Name	Last Name	中文姓名	Cell Phone	DoB	Email	
	Asdf	Asdf		999-999-9999	mm / dd / yyyy	richkuan@hotmail.com	
Gender		US School	Grade	中文學校	Grade	T-Shirt	Roommate Request
<input type="radio"/> M <input checked="" type="radio"/> F		Asdf	12 ▼	None ▼	12 ▼	XS ▼	
Allergy		Medication		Physical Limitation			

Kid #2 -- Camper ID : Kuan1001-2

	First Name	Last Name	中文姓名	Cell Phone	DoB	Email	
			Richard	123-456-1001	mm / dd / yyyy	richkuan@hotmail.com	
Gender		US School	Grade	中文學校	Grade	T-Shirt	Roommate Request
<input checked="" type="radio"/> M <input type="radio"/> F		Proman Engineering, LLC	12 ▼	Other ▼	12 ▼	XS ▼	
Allergy		Medication		Physical Limitation			

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- b. At the top of the form shows your family ID and your priority.
- c. The first time you log in, your family ID and priority will be in red, and priority will show "XX", also some buttons below the form will not display, until you click "Save".
- d. For Date of Birth field (DoB), if your browser shows a calendar, you should use the calendar. If not, then the format must be in "YYYY- MM-DD", or it will not save correctly and result in invalid registration.
- e. Update any info that has changed since last year. Leave any field blank if not applicable, unless it's a required field.
- f. Update the photo of your kids. Note the Photo must comply with passport photo specs with white background and dark clothes.
- g. For Roommate Request, you can enter name or use Camper ID.
- h. Remember to save if you make any changes.
- i. Make sure your Family ID display in green, means you are ready to register.

5. Add A Kid To Your Account

- a. Click “Add Kid”
- b. The following page displays

WMA CS Summer Camp Add Kid

Camper Info

Kid #3 -- Camper ID : Kuan1001-3

Photo Missing	First Name	Last Name	中文姓名	Cell Phone	DoB	Email
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="999-999-9999"/>	<input type="text" value="mm / dd / yyyy"/>	<input type="text"/>
	Gender	US School	Grade	中文學校	Grade	T-Shirt
	<input type="radio"/> M <input type="radio"/> F	<input type="text"/>	<input type="text" value="12"/>	<input type="text" value="None"/>	<input type="text" value="12"/>	<input type="text" value="XS"/>
	Allergy		Medication		Physical Limitation	
	<input type="text"/>		<input type="text"/>		<input type="text"/>	

Photo No file chosen

- c. Fill out the info.
- d. For Date of Birth field (DoB), if your browser shows a calendar, you should use the calendar. If not, then the format must be in “YYYY- MM-DD”, or you may not be able to save.
- e. Click “Choose File” and select a digital photo.
 - i. Photo format accepted : jpg (jpeg), gif, png
 - ii. Size limit : 5 MB
 - iii. Make sure the photo complies with passport photo specs and with white background and dark cloths.
- f. Click “Add”.
- g. The “Family Info” page will display the added kid.

6. Change Photo Of Kid

- a. Click “Change Photo”.
- b. The following page will display

WMA CS Summer Camp Change Photo

Select Camper

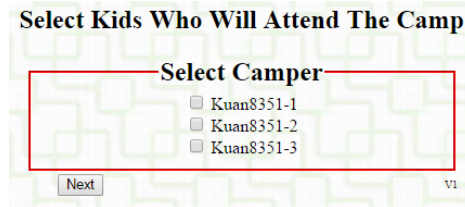
Photo File
 No file chosen

1. Select kid to change photo
2. Select photo
3. Click "Upload"
4. If you are done with updating all kids, click "Done"

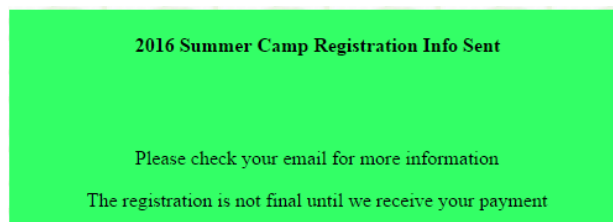
- c. Follow the instructions.
 - i. Photo format accepted : jpg (jpeg), gif, png
 - ii. Size limit : 5 MB
 - iii. Make sure the photo complies with passport photo specs and with white background and dark cloths.
- d. Verify the new photo shows in the “Family Info” page.

7. Register Camp

- If your account is ready, the “Register Camp” button in the “Family Info” page will appear when it’s your priority. The priority dates are listed in section 1.
- If you have more than 1 kids in your account, the following page will display to let you pick kids. Check the box in front of the kids that you would like to register and click “Next”.



- The image shown in page 8 will display. See 7-j for other pages that may show up.
- Read the terms and conditions, as well as other info.
- Digitally sign the form by typing your name in the “Parent Digital Signature” field. The name you enter must be the same as one of the parents, or the registration will be voided.
- Click “Submit”.
- After submitting, if you see the following page and receive a confirm email, then your registration request is sent. Follow the instruction of the email to finish your registration process by sending payment.



- Payment must be received within 14 days of the registration. Or your registration will be suspended and subject to cancellation. If your registration is cancelled due to non-payment, your registration privilege will be suspended for 2 years.
- You can check your registration status by clicking “Registration Record” button on your Family Info page. When close to the camp date, group/bus/room info will be available.

大華府地區中文學校夏令營

Washington Metropolitan Area Chinese School Summer Camp



WMACS Summer Camp 2017 Registration Form

Kuan1001 Family Info ::: Priority 3

Parents Info										
	First Name	Last Name	中文姓名	Cell Phone	Email					
Father	Asdf	Kuan		123-456-1001	richkuan@hotmail.com					
Mother	Asdf	Asdf		123-456-1001	richkuan@hotmail.com					
Address	Asdf		City	Asdf	State	MD	ZIP	11111	Home Phone	123-456-1001

Medical Info										
Insurance Company	Asdf		Policy	asdf		Group ID	asdf		Member ID	asdf
Emergency Contact	Asdf		Phone	123-456-1001		Doctor Name	Asdf		Doctor Phone	123-456-1001

Camper Info

Kid #1 -- Camper ID : Kuan1001-1									
	First Name	Last Name	中文姓名	Cell Phone	DoB	Email			
	Asdf	Asdf		999-999-9999	01/01/2005	richkuan@hotmail.com			
	Gender	US School	Grade	中文學校	Grade	T-Shirt	Roommate Request		
	<input type="radio"/> M <input type="radio"/> F	Asdf	12 *	None *	12 *	XS *			
Allergy		Medication			Physical Limitation				

Kid #2 -- Camper ID : Kuan1001-2									
	First Name	Last Name	中文姓名	Cell Phone	DoB	Email			
	Asdf	Asdf	Richard	123-456-1001	12/31/2009	richkuan@hotmail.com			
	Gender	US School	Grade	中文學校	Grade	T-Shirt	Roommate Request		
	<input type="radio"/> M <input type="radio"/> F	Proman Engineering, LLC	12 *	Other *	12 *	XS *			
Allergy		Medication			Physical Limitation				

By submitting this registration form:

The parents/guardian (We), and kids listed above (Camper), by digitally signing below, hereby

- agree WMACS 2017 Summer Camp (the Camp) assumes no liability for injury or damage arising from the results of participation.
- understand all activities present inherent risks and hazards, which the Camper are urged to consider and which the Camper assume.
- approve Camper to participate in this Camp and consent to emergency treatment.
- will consult a physician regarding any concerns before registering the Camp.
- certify that to the best of our knowledge, all the medical concerns, including allergy for food (including, but not limited to, peanuts, milk, etc.), and medicine, are listed above for the reference of Camp counselors and staff.
- certify all info provided are true.
- grant the Camp and all persons acting under its permission or authority, the right to use, reproduce, assign and distribute photographs, video / audio recordings involving the Camper, for use in materials that the Camp may compile and distribute.
- discharge and agree to save harmless the Camp, its legal representatives or assigns, and all persons acting under its permission or authority, from any liability whatsoever for any claims of any nature which may arise out of Camper's participation at the Camp.
- understand and agree that the Camp reserves the right to reject any registration submitted.
- agree the terms and conditions set forth for registration and withdrawal.
- agree the simplified Chinese characters in the name may be converted into traditional Chinese for use on certificates / souvenir, etc.

We agree to pay the following fees:

Registration Fee : \$50
 +Camp Fee: \$1460
 -Discount: \$0
Total: \$1510

Make check payable to **WMACS Summer Camp**

Write your Family ID **Kuan1001** on check.

Mail check to

13601 Yellow Poplar Dr.
 Centerville, VA 20120

Parent Digital Signature:

Date:

Please Note:

- Name entered here must be the same as one of the parents' names, or the registration will be voided.
- Make sure all info shown are complete and correct after submitting, changes will be limited.
- You should print this page for your records.
- Camper photo must comply with standard passport photo specs, especially size and background.

- j. Due to the popularity of the camp, the camp registration is filled up quickly. It may even happen that after you click “Register Camp” and before you click “Submit”. So, if the registration is full, you will be redirected to either “Waiting List Registration” page or “Registration Closed” page.
 - i. Waiting List Registration
 - The contents of this page is similar to the formal registration page, but with red “Waiting List” in the title, as shown below.

2016 WMAACS Summer Camp Waiting List Registration

- You should follow the same procedure listed above to submit the registration.
- If a spot opens and you are the first on the list, you will be notified.
- ii. Registration Closed
 - The page is shown below



- This means even the waiting list is full. And we don't think it makes any sense to accept any registration requests.

Misc

8. Change Password

- a. Do not contact camp staff asking what is your password. We do not have access to it.
- b. If you forget password, click the “Forgot Password” in the log in page.
- c. The following page will display

- d. Fill in the info to identify yourself, enter new password, and click “Reset Password”

9. Registration Withdraw

- a. If you decide to withdraw the registration, you can click the “Withdraw” button in the Registration Record page, you must digitally sign the form and click “Withdraw” button.
- b. We will issue a refund check within 30 days.
- c. In the case that you don’t pay yet before you decide to withdraw, you must pay \$50 registration fee before you can withdraw.

10. Priority Definition

- a. Priority 1 : Return campers and their siblings who are current WMAACS member school students.
- b. Priority 2 : Other return campers and their siblings. New campers and their siblings who are current WMAACS member school students.
- c. Priority 3 : Open to public.

11. Camp Contacts

If you have any questions or encounter issues, you can contact the following for help.

- | | | |
|------------------|--|--------------|
| a. Richard Kuan | richardkuan0706@gmail.com | 443-538-5428 |
| b. Li-Ping Hwang | liping_hwang@hotmail.com | 703-863-9623 |
| c. General Info | info@wmacscamp.org | |