



Instructions for Registration

You can register for summer camp either weekly or for the full six weeks.

Payment installments are an option at checkout if registering your child early for camp. The installment (payment) amount will increase while the number of installments will decrease as the registration deadline nears.

Please be prepared to upload photos of your child(ren) to complete registration. Photos should include only one person.

The registration process will take 10-15 minutes. Please make sure that you have adequate time to complete the registration process for each of your children, read the instructions carefully, and make sure that you have access to print your child's Membership card or save it digitally.



1. Visit our new registration site - [City of Hermitage & Buhl Camp Summer Camp Registration](#)
 - a. Or go to tinyurl.com/buhlcamp
2. Click the "Summer Camp" icon and be sure to read all the important information then expand 'Choose your weeks' by clicking the blue plus sign.
3. To add a session to your cart, click the 'Register For Session'
4. If you have not created an account, you will be asked to do so now. Enter your name and email address and be sure to follow the prompts to verify your email address.
5. Once your account is created, you will be able to continue registering for summer camp.
6. Click the green button to add a week to your cart.
7. The 'Select your participants to register' window will pop up. If you have not added any family members to your account, you can do so now by clicking the green 'Add another person' button. Repeat this step for all campers that you wish to register.
8. Once you add your family member, they will populate in your participants to register list. To choose a participant to register for a week, click the green plus sign next to their name. ***If you are unable to add a child to camp, are they the correct age? Camp is for children from 6 years old to 12 years old; entering 1st through 6th grade in the Fall.*
9. Choose the applicable payment option: either "pay in full" or "pay in installments."
10. Enter your address to check for discounts.
11. A Summer Camp membership is required for all registered campers. A pop-up window will appear asking you to add this free membership to your cart. Click the green continue button.



12. If you would like to add additional weeks to your shopping cart, choose 'Continue Shopping.' If you would like to check out, click the green check out button.
13. Once you are ready to check out, please review your order and be sure to read and accept the terms and conditions.
14. Click the green check out button.
15. During the checkout process, you must fill out the registration questions for the adult account holder and all children registered for camp. Please be sure to take your time during this process and to register your child(ren) for the grade that they **will be entering in the Fall**.
16. Click 'Continue with my Purchase' to enter payment information.
17. You will receive a confirmation email.

Membership Cards can be viewed and printed from your account page. To view your membership cards, click the 'Membership Tab' on the left-hand side of your account page. These cards will be used to check your camper into camp each morning. Please have these cards every morning and print extras for any approved adult. We recommend you save a digital version of the card as a screenshot in your phone so you can share digitally with those who pick up your child(ren).