

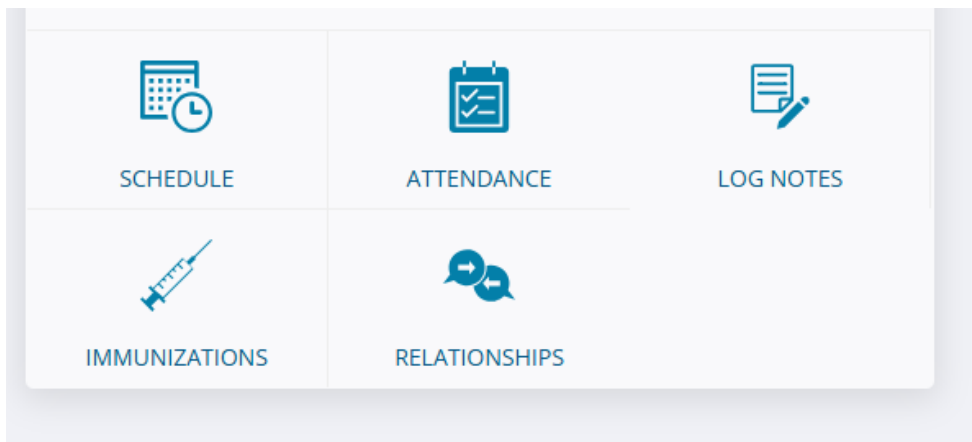
CAMPUS REC

To enroll in the Summer Recreation Program that we will be hosting in Holbrook, please follow these steps:

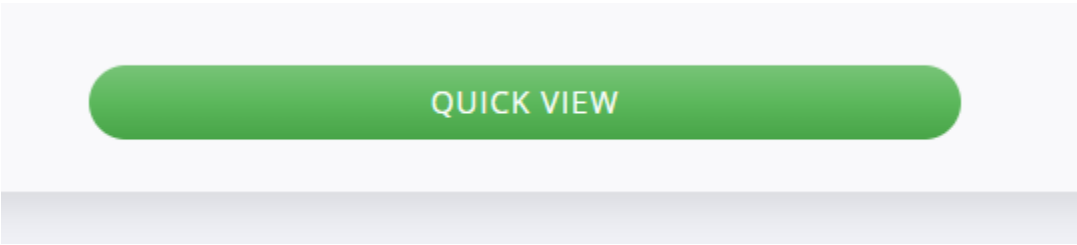
1. Log into your ProCare account at www.myprocare.com
 - a. If you haven't set up an account yet, please go to our website and click ENROLL NOW
 - b. You will not be able to select days until your information has been imported into the system
2. Once logged in you will need to click on your child's name, picture or icon to access their account



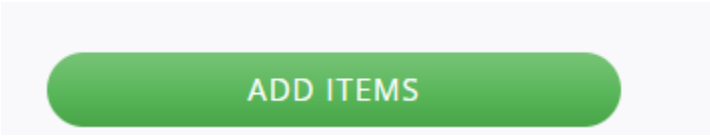
3. On the next screen you will see options under their name, click "SCHEDULE". This will bring you to the scheduling page



4. You will see “QUICK VIEW” on the right hand side, click to bring you to the Calendar



5. The Calendar will have all of the available days for the Rec Program. To add days, click “ADD ITEMS



6. Follow the prompts to select the Week (or Month) and the Event that you need. You will be able to select and de-select the specific days that you want to sign up for in the calendar.

7. Once you have made your selections, click SAVE



You will be able to add and remove days when needed by following these steps. Once you save your selections your child will be on the roster for those days.

Payments must be made prior to your child attending the program. Half Day adjustments will be made on the days that your child does not attend more than 4 hours. There is no refund for missed days