

How to Register with a new account:

1. Go to armylakecamp.com/summer
2. Click on register here.
3. Click New User to Create an account.
 - If you have had an account in the past but forgot the password or username, use the forgot password tool. DO NOT CREATE A NEW ACCOUNT.
 - If you still are not able to login, contact your local Corps Officer for further assistance.
4. Under account members click "Add person"
 - Complete form with persons information and save.
 - You will be prompted to begin registration for camper with the options of "yes, not now, or add another person". Continue adding another person till all family members are added.
 - Once all family members have been added click "Not Now" and you will return to the "My Account" home screen. There you will be able to see the list of account members form your household.
 - Then click the register button next to the name you want to register to a camp.
5. Select the camp choices by checking the box on the left for each camp that child will be registered for. Then click the register button.
6. You will be asked "would you like to make additional selections for other account members?" Select "no, continue registration".
7. You will be required to upload a photo. Please use a clear and current photo of the individual camper, It is important that staff has this in the case of an emergency.
8. Once you have worked your way through the registration process for that camper click "complete Order" You will be returned to the "My Account" home screen where you will repeat this process for each additional camper you wish to register.
9. The last step will be to upload the Food form (one per family) and the Medical administration form for each camper. (This form will need to be signed by the prescribing Dr as well as the parent.)
 - To print and upload these forms you will go to: My Account home screen =>Incomplete tasks => upload medical administration form =>Upload document=> download document. You will then be able to print this form to be filled out.
10. Once the forms are complete you will need to upload the completed form to your account. To do so make sure you are able to attach the document from you phone or computer. Go to => My Account home screen =>Incomplete tasks => upload medical administration form =>Upload document.

How to register with an existing account:

1. Go to armylakecamp.com/summer
2. Click on register here.
3. Enter username and password.
 - If you have had an account in the past but forgot the password or username, use the forgot password tool. DO NOT CREATE A NEW ACCOUNT.
 - If you still are not able to login, contact your local Corps Officer for further assistance.
4. Click the Register button to the right of the camper that you want to register.
5. Select the camps you wish to register for that camper. Then click "register"
6. Click "NO, continue registration."
7. Work through the registration questions for that camper.
8. You will be required to upload a photo. Please use a clear and current photo of the individual camper, it is important that staff has this in the case of an emergency.
9. Once you have worked your way through the registration process for that camper click "complete Order" You will be returned to the "My Account" home screen where you will repeat this process for each additional camper you wish to register.
10. The last step will be to upload the Food form (one per family) and the Medical administration form for each camper. (This form will need to be signed by the prescribing Dr as well as the parent.)
 - To print and upload these forms you will go to: My Account home screen =>Incomplete tasks => upload medical administration form =>Upload document=> download document. You will then be able to print this form to be filled out.
11. Once the forms are complete you will need to upload the completed form to your account. To do so make sure you are able to attach the document from you phone or computer. Go to => My Account home screen =>Incomplete tasks => upload medical administration form =>Upload document.