## **Registration Instructions**



1. Go to the Camp Webpage <u>https://glasscock.rice.edu/creative-writing-camp</u> and scroll down to the listing of the Camps available.

2. Select a camp, and this will take you to the cart. If you want to select an additional camp, click the Back button on your browser, or click "Keep Shopping" in the Cart.

3. When you are finished selecting camp/s, click "Checkout."

4. If you have already completed pre-registration, log in under "I have a Family Account already." If you haven't already completed pre-registration, please go back up to "How to Set Up a Family Account – Step 1" above.

5. At the cart screen, click on "Add/Remove Members" for a camp selection, and in the pop-up window select the student for that camp. Then click on "Enroll Members." Repeat this step for additional camps selected, if any.

6. If you are registering 2 or more students, the discount will be automatically applied at the end of the checkout process.

7. Click on "Checkout."

8. Now, you will select the t-shirt size for your child/ren. Click on the plus sign on the far right of their name and then click on the pull-down menu to see the sizes. Select the size. Repeat this step for each student and click on "Continue Checkout."

9. Next, click on "View Members" for each camp to confirm you selected the correct student for the camp. Click on "Continue checkout."

10. Enter your credit card information and click "Continue."

11. Next, check your email for confirmation of your registration. Note: reception of email may take a few minutes.