

What do you need before starting to do your registration

First time with us? Make it easier on yourself and follow the list!

You'll need :

☐ Access to your e-mail

Necessary for creating a new account or change your password if you already have an account with us.

☐ The selection of camps / dates that interest you

If the camps are already filled up, you'll have a option for a waitlist

☐ Camper's informations;

- Birth date , Full name & Full address

☐ The informations of 4 contacts persons. You can enter up to 5 persons if needed

- Contact 1 (Account Holder, legal gardian of camper)
 - One e-mail address (use for all camp- customer communications);
 - 2 phones numbers
 - Full address
 - If requesting a tax receipt, will need to provide a valid SIN
- Contact 2 (legal gardian of the camper or close family member / friends)
 - One e-mail address;
 - 2 phones numbers (at lease one different than Contact 1)
 - Full address
 - If requesting a tax receipt, will need to provide a valid SIN
- Contact 3 (Family, friends, neighbours, colleague)
 - Might come pick up the camper, can be reach in case of emergency
 - 1 phone number
- Contact 4 (Family, friends, neighbours, colleague)
 - Might come pick up the camper, can be reach in case of emergency
 - 1 phone number

☐ Medical informations regarding the camper

- Quebec Medic Card Number / expiry date *
- Medical history (surgery, illness, physical restrictions, vaccines, allergie, medications, behaviour challenges...)

☐ Credit Card informations to make your payment at the end of the process (only the registration fees are requested upon registration. Deadline payment in May)

* For out of Quebec campers, you'll need to provide appropriate medical insurances informations in that section

Step by Step camp registrations for new campers (directly from our [website](#))

1- Make sure that your browser is updated!

We recommended that you use a computer, not a smart phone, to make your registration!

2- Make sure that you have access to your e-mails (necessary to create & activate your account)

3- You made your camp & dates selections (if not, [have a look](#) now!)

4- Create & activate your account (seems extensive, but it's really taking only 2 min!)

- As soon as registrations will be open, a link for the registration system will be posted [right on this page](#). You will be able to ask for a "New Account" and fill out the required fields.

Connexion	
Courriel (utilisé comme nom d'utilisateur)	<input type="text"/>
Mot de passe	<input type="password"/>
Se connecter	

Pour créer un nouveau compte [cliquez ici](#)
Si vous avez oublié votre mot de passe [cliquez ici](#)

Nouveau Compte	
<p>Camp: le titulaire du compte que vous vous apprêtez à créer devrait être un adulte qui est la personne la plus importante à joindre en cas d'urgence en plus d'être la personne en charge des paiements.</p> <p>Examens: le titulaire du compte que vous vous apprêtez à créer devrait être un adulte responsable de l'inscription de ses enfants (ou de lui-même ou d'elle-même) à des Examens du Conservatoire en plus d'être responsable des paiements.</p>	
Courriel (utilisé comme nom d'utilisateur)	<input type="text" value="jennifer.pelletier@mcgill.ca"/>
Prénom	<input type="text" value="Jen"/>
Nom de famille	<input type="text" value="Pel"/>
Mot de passe	<input type="password" value="....."/>
Confirmez le mot de passe	<input type="password" value="....."/>
Créer un nouveau compte	

2- An activation e-mail will be send to the e-mail address!

- You'll need to go look into your e-mails , open the message from « elfy@mcgill.ca » & click on the activation link.

Votre compte est presque prêt. Cliquez sur ce [Cliquez sur ce lien pour l'activer.](#)

Conservatoire de McGill
Programme pour la collectivité de l'École de musique Schulich de l'Université McGill
<http://www.mcgill.ca/conservatory/fr>

Your account is almost ready. [Please click this link to activate it.](#)

McGill Conservatory
Community program of the Schulich School of Music of McGill University
<http://www.mcgill.ca/conservatory>

Activation d'un compte

Nom d'utilisateur	jennifer.pelletier@mcgill.ca
Mot de passe	
Enter password	
	Activer le compte

You'll receive a 2nd email to access the registration!

- You'll receive a 2nd and last e-mail, giving you a link to the registration system!

Votre nouveau compte est maintenant créé. [Cliquez sur ce lien pour procéder à l'inscription.](#)

Conservatoire de McGill
Programme pour la collectivité de l'École de musique Schulich de l'Université McGill
<http://www.mcgill.ca/conservatory/fr>

Your new account has been created. [Please click this link to register.](#)

McGill Conservatory
Community program of the Schulich School of Music of McGill University
<http://www.mcgill.ca/conservatory>

5- Make your registration!

Step 1: Account holder information

You will need to provide all the requested information. The account holder is the primary contact (Contact 1) and all communications will be addressed to this person/address first.

Step 2 : Campers informations

You will be able to create a new camper or register a camper already linked to your account. Be careful when entering the birthday, you need to enter it as YYYY-MM-DD, as specified in the field.

Step 3 : Camp choice and additional informations

This is where you will be able to make your camp selection and give us more info about the how your child is allowed to leave the camp. Please note that "Not authorized to leave alone" means that an authorized contact will need to come in to sign out the camper. Pay also particular attention to the "T-shirt size"; Many parents request an adult size for their 6 year old ;)

Step 4: Main Contact Information

This is where you will be able to enter the rest of the information for Contact 1 (Account holder) and Contact 2. These 2 persons are usually the legal guardians of the camper. Please note that you will also need 2 other contacts in case of an emergency.

Step 5: Additional Contacts

You will need 2 extra contacts that we can reach in case of an emergency. These contacts could be relatives who are authorized to pick up the camper, friends, neighbors, work colleagues, parents of other campers if you are car-pooling...Please note these contacts are there to help us reach you, not to take medical decisions for your child.

Step 6: Medical Form

Don't be surprised by the amount of information requested on this step. Since you are leaving your most valuable treasure with us for the day, we want to make sure that we have all information necessary in case of an emergency. It's also in this section that you can let us know if your child has special needs, allergies or any behavioural challenges.

Step 7: Select Options

You will be able to select your camp options (Pre-and-after camp supervision* , Video of the shows**, Camp cap, Group photo...) If you are not ready to do so when you are making your registration, you always will be able to add them later on by contacting the camp office. We are proud to offer a camp t-shirt & the web photos to all campers!

*Only for 12 yrs old and younger, from 7 :30-8 :30 am & 4 :30-6pm.Can also be paid as you go during camp

** Only for Artemusiki, Artemusik & Garage Band Camp programs.

Please read attentively the "Terms & Conditions" , "Refund Conditions", " Picture & Video" and "Additional Conditions" before agreeing:)

Step 8 : Confirmation of registration

Print this! It's your registration confirmation. You will find all the info on your camp selection for the summer (date, amount due, options selection, confirmation number...)

WANT TO ADD AN OTHER CAMP?

No problem, just click on the « Add an other camp » button, on the far right. You'll be taken to a new registration, but most of the infos will be provided for you!

WANT TO ADD AN OTHER CAMPER TO THE ACCOUNT?

Go back « home », start an other registration and at the Step 2, the drop down menu will offer the choice of registering the existing camper or to create a new camper. Most of the commun informations (contacts for exemple) will be provided for the additional camper!

READY TO PAY?

Click on the "Home" button, and on the welcome page of the registration system, click on "Online payment".



You will be able to pay entirely or change the amount that you want to pay, as long as it covers the \$50 registration fees. The deadline for payment is May 15.

Day Camp	Total	Paid	Payment	Balance
Camp Artemuski 7-12 yrs; Camp 3: July 28 to August 8, 2014 Uni Com	\$473.49	\$0.00	<input type="text" value="500.00"/>	\$473.49
Camp Artemuski 7-12 yrs; Camp 2: July 14 to 25, 2014 Uni Com	\$523.49	\$0.00	<input type="text" value="500.00"/>	\$523.49
Camp Artemuski 8-8 yrs; Camp 3: July 28 to August 8, 2014 Cahner-Moulard	\$888.49	\$0.00	<input type="text" value="500.00"/>	\$888.49
Music Discovery Camp - Ukulele; Camp 1: June 30 to July 4, 2014 Uni Com	\$241.50	\$0.00	<input type="text" value="50.00"/>	\$241.50
Music Discovery Camp - Violin; Camp 2: July 7 to 11, 2014 Uni Com	\$221.50	\$0.00	<input type="text" value="50.00"/>	\$221.50
	\$2,328.47	\$0.00	\$50.00	\$1,978.47

Pay \$56.90 using McGill Online Payment System

Once you are ready to make your payment, click on the gray button that says " Pay using the McGill Online Payment System", you will be redirected to the McGill online payment system. ** Please note that tablets & smart phones don't support the online payment system, so better use a computer ;)* **

McGill Conservatory Camp Store

Détails du paiement

Montant: \$221.50 (CAD)

ID commande: 2014-02-25-143925-9-0867F06A7F7CATE1367E3E730257873-(-19245)

Veuillez entrer les renseignements suivants, tels qu'indiqués sur votre carte de crédit.
N'insérez aucun espace ni tiret dans le numéro de carte de crédit.

Nom du titulaire:

No. de carte de crédit:

Date d'expiration: / / 2016

Code de sécurité de la carte:

Cliquez sur Traiter la transaction pour porter le paiement à votre compte de carte de crédit. Ne cliquez qu'une fois sur le bouton. Si vous cliquez sur le bouton Prévaloir, Actualiser ou Annuler après avoir cliqué sur Traiter la transaction, le paiement ne sera pas interrompu et le paiement pourrait être prélevé en double.

Traiter la transaction

Annuler la transaction

Don't forget to print your payment confirmation for your own records!

Reminders :

- All * are required informations. A exemple of the format is usually provided;
- A registration is only taking under consideration when it's « Submitted » ;
- You can always start a registration and come back to it later, but that doesn't guaranty you a place into the program;
- Leaving a registration « incomplete » doesn't mean that it cancelled. If you decide to not finish your registration with us, just send us [an e-mail](#) in order for us to cancelled it ;
- You can always reach us by e-mail or by phone in case of problem!