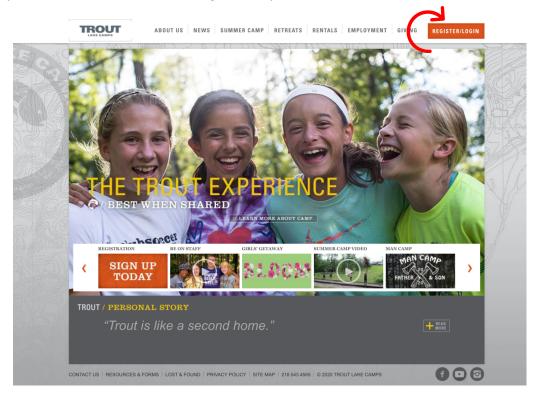


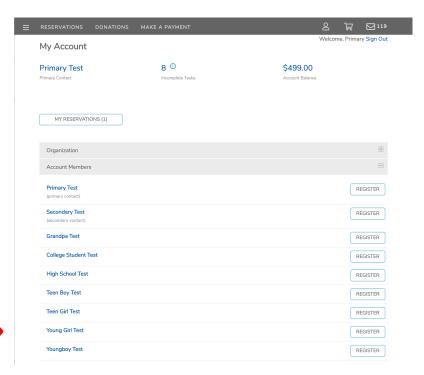
Financial Assistance/Payment Plan Instructions

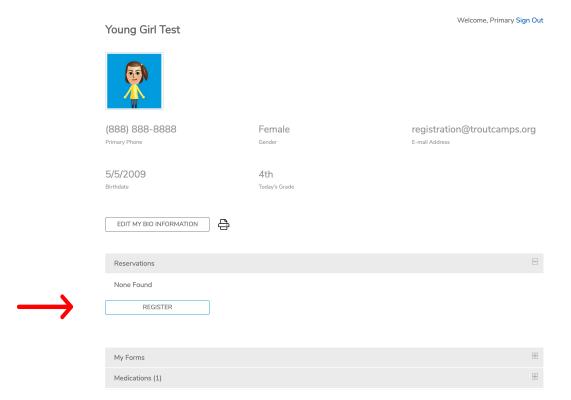
We have financial assistance and payment plans available through our online registration system now.

1. Go to <u>TroutLakeCamps.org</u> click the orange register/login button in the upper right-hand corner. If you have an account feel free to log in, if not you can create one.



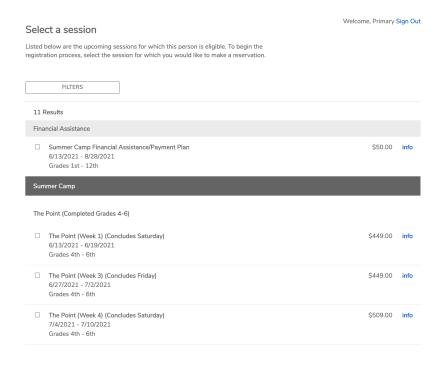
2. When registering your child, click on their name, then under reservations, click register.





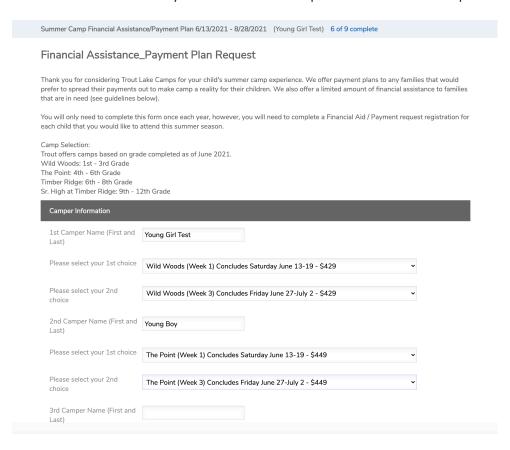
- 3. The system will then ask you to confirm what grade your child is entering. Please enter in the correct grade.
- 4. At the top of the list of camps your child is eligible for there will be a Financial Assistance/Payment Plan option. Click on this option and fill out all the information.

Note: At this point do NOT also choose the camp week they would like to attend, this will be added in a later step.





5. Once all of your child's information has been filled out there will be a Financial Assistance/Payment Plan form to fill out, as seen below. Make sure to fill out all relevant information on the form before you continue. An incomplete form will add to the processing time.



Note: The form above will only appear once so make sure all children are on it and what camp weeks they would like to attend.

- 6. You will only need to fill out the financial assistance form once, but you will need to fill out a Financial Assistance/Payment Plan reservation for each child.
- 7. If adding another reservation choose "Add an additional reservations" if not click "Proceed to Payment"
- 8. After the registration and from are filled out you will be asked to pay a \$50 deposit for each camper you are signing up.
- 9. When payment has been received our registrar will process it in 5-7 business days.

If you have any other questions please feel free to call or email the office.

Email: office@TroutCamps.org

Phone: 218.543.4565