

4-H Camp Registration Quick Guide

We're excited that you have chosen to register your child for a 4-H camp! 4-H uses NC State's REPORTER system to manage registration. We've broken down the registration process into steps that will help new and returning parents quickly register a child for camp. There are several options available to parents and guardians during registration. You'll have the option to [make donations or add camp store money](#) for your child to use at camp. You may also be able to [pay for camp with a payment plan or you can pay the full cost immediately](#). We'll cover all of these options in this guide.

Please note: You can complete registration on a desktop computer or on a mobile device.

This page will show you how to:

[Select a Camp](#)

[Manage Camper Information](#)

[Add Donations and Camp Store Money](#)

[Complete and Pay for Camp Registration](#)

[Complete Required Forms](#)

How to Select a Camp

Click the link you were given or find the camp your child will be attending on the 4-H website and click on the **Register** button. This will bring you to the REPORTER page. Registration in REPORTER requires a free NC State Brickyard account. *You must have an NC State Brickyard account to complete the registration.* To create your free Brickyard account [click here](#).

1. Click on **Login to Sign Up**.

4H
Seats Left: 32
Cost: \$ 675.00

[Login to Sign Up](#)

12 Jun 2023 - 16 Jun 2023
Mon 12:00AM - Fri 12:00AM

[Enrollment Restrictions Apply](#)

[Schedule & Location Details](#)

[Activity Details](#)

2. Use your Brickyard email and password to **log in to REPORTER**.

Once logged in, the camp will be automatically added to your cart and you can continue the registration process.

How to Manage Camper Information

Once logged in, you will choose the member of your family profile that is attending camp. If this is your first time using REPORTER, you will now add your child to your family profile.

Adding a new camper's information:

1. Click **Manage My Family**.
2. Click the green **+ Add Youth Registrant**.



+ Add Youth Registrant

3. **Add** the required information about your camper.
4. Click **Save**.

Please note: If you are registering multiple children, you will repeat all steps in this document for each child.

Adding an existing camper:

1. Choose the number of campers you are registering for this camp.

No. of Participants:

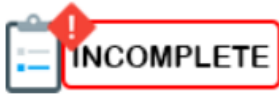
2. Click on **Select Minor** and choose the child that you are registering.

Participant 1



Once you select a minor, the **Registration Questions: Lodging Policies 4H** will appear on the screen.

3. Click the **Incomplete** icon. Initial the document and click **Save**.



How to Add Donations and Camp Store Money

When completing your camper's registration, you have the option to add a donation or Camp Store Money. Any amount you choose to add in Camp Store Money or Donations will be added to the total cost of registration.

1. Click the **Add to Order** button next to **Donation** or **Camp Store Money**.

Camp Store Money (Camp store money in addition to the allotted \$15 included in the registration fee)

Variable

2. Indicate the amount of money you want to add.

Camp Store Money


How to Complete and Pay for Camp Registration

You can pay for camp registration in full or you can make payments with a payment plan. How you pay depends on your camp. If you choose to use a payment plan, **you must pay a \$50 deposit during registration**. The remaining balance is due before the start of camp. You will then return to REPORTER to make payments.

To Complete your Registration:

1. **Review** the Camp registration policies.

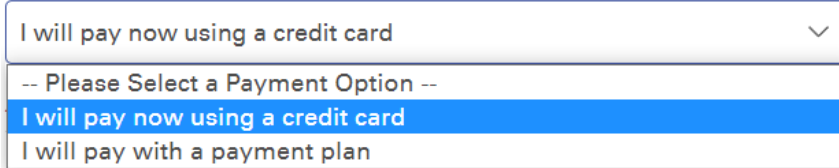
2. **Agree** to the registration policies by clicking the **Registration Policies** link or by clicking the **checkbox** in your cart.
3. Click **Proceed to Order Summary**.

A green rectangular button with a white shopping cart icon on the left and the text "Proceed to Order Summary" in white.

4. Click on **Please Select a Payment Option**

To Pay Now (Pay in Full):

1. Click **Please Select a Payment Option** and choose **I will pay now using a credit card**.

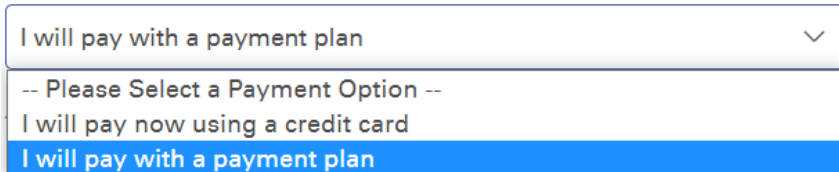
A dropdown menu with a white background and a grey border. The selected option is "I will pay now using a credit card" in blue text. Other options include "I will pay now using a credit card" (grey), "-- Please Select a Payment Option --" (grey), and "I will pay with a payment plan" (grey). A small downward arrow is in the top right corner.

2. Click **Checkout**.
3. **Enter** your credit card, billing, and contact information.
4. **Confirm** your payment details and select **Continue** to submit payment.

Once your payment is processed, you will be returned to the Order Confirmation page. You can verify your registration details here.

To Pay with a Payment Plan (Requires a \$50 Deposit):

1. Click **Please Select a Payment Option** and choose **I will pay using a payment plan**.

A dropdown menu with a white background and a grey border. The selected option is "I will pay with a payment plan" in blue text. Other options include "I will pay with a payment plan" (grey), "-- Please Select a Payment Option --" (grey), and "I will pay now using a credit card" (grey). A small downward arrow is in the top right corner.

2. Click **Checkout**.
3. **Confirm** the amount you are paying and click **Next - Payment Method**.
4. **Enter** your credit card, billing, and contact information.
5. **Confirm** your payment details and select **Submit Payment**.

Making Payment Plan Payments After Registration

If you choose to pay with a payment plan, you'll need to return to the REPORTER website to make your payments. ***There are no auto draft payments.***

1. Return to the REPORTER [home page](#) and login using your Brickyard account.
2. Select **Upcoming Youth Activities**.



▼ **Upcoming Youth Activities**

3. Click on **\$ Pay**.

[View Details](#)

[View/Edit Forms](#)

[\\$ Pay](#)

4. Turn on the “**Include in this payment**” slider and enter the amount you are paying today.

Include in this payment:



To make a partial payment for this activity please enter the amount below. Partial payments are not allowed once the final payment is due

200.00

5. Agree to the **Registration Policies** and click **Pay with Credit Card**.
6. **Confirm** the amount you are paying and click **Next - Payment Method**.
7. **Enter** your credit card and billing details and click **Submit Payment**.

You can log in and make payments of any amount until the week prior to camp. The registration fee and any additional Camp Store Money or Donations are due in full prior to the start of camp.

After payment has been received, registration is complete.

How to Complete Required Forms

You will receive your Order Summary after you complete the registration process. Included on this page is a link to complete the **Required Forms**. It's recommended that you fill out these forms as soon as possible. You can always return and complete any form before the start of camp if you can't submit them immediately. Forms can be found on the REPORTER dashboard.

Completing Forms:

1. Click **Complete Required Forms** on your order summary.

To fill out your required forms and complete your registration, click the following button:

[Complete Required Forms](#)

OR you can fill them out from the REPORTER dashboard at a later time:

- a. Return to the REPORTER [home page](#) and login using your Brickyard account.
- b. Select **Upcoming Youth Activities**.



Upcoming Youth Activities

- c. Click **View/Edit Forms**.

[View Details](#)

[View/Edit Forms](#)

[\\$ Pay](#)

2. **Select** a form to complete.
3. **Add** the required information and sign the following forms:
 - a. **The General Participation Agreement**
 - b. **The 4-H Enrollment Form**
 - c. **The 4-H Code of Conduct and Disciplinary Procedure**
 - d. **The 4-H Lodging Form (if not completed during registration)**
 - e. **Parental Information Letter**
 - f. **Parental Informed Consent**
 - g. **Youth Assent Form (to be completed by youth participant)**
4. After verifying that all the information is correct, click **Submit**.

[Submit](#)

[Download printable form](#)

[Cancel](#)

Please note: The **4-H Health Care Recommendations by Licensed Medical Personnel Form** *must be printed off and filled out by a licensed medical professional.*

To print off the 4-H Health Care Recommendations by Licensed Medical Personnel Form:

1. Click **Upload/Download Document**.



Health Care Recommendations by Licensed Medical Personnel form

Pending

[Upload/Download Document](#)

2. Click **Download**.
3. Print off this form and bring it to a licensed medical professional.

Once this form is completed and signed by a licensed medical professional, you can upload the document. You will upload the document from your **REPORTER Dashboard** or you can turn it in on the first day of camp.

To Upload Forms:

1. Click **Upload/Download Document**.



Health Care Recommendations by Licensed Medical Personnel form

Pending

[Upload/Download Document](#)

2. Click the **Browse...** button.

[Browse...](#)

3. Select your completed **4-H Health Care Recommendations by Licensed Medical Personnel Form**.
4. Click **Submit**.

Please note: You may be able to turn in some forms on the first day of camp. For more information about the required forms, please contact your camp coordinator.

For questions or additional information you can view the REPORTER support site at support.reporter.ncsu.edu or you can contact us at reporter_support@ncsu.edu.