

OUTDOOR SCIENCE INSTITUTE STEP-BY-STEP INSTRUCTIONS FOR ONLINE REGISTRATION

1. Open a new browser window on your computer
 - a. Note: the **Campwise program works best** with Google Chrome
2. . Go to the ECOS Institute website: <https://ecosinstitute.com>
3. . Click on the Parents tab
4. . Click on the "Register your student" link, which will open the Campwise program in a new window
5. Click on "Create New Account"
6. Complete all of the required information then click "Save/Next" at the bottom of the page
 - a. Required information will always be highlighted in light yellow
7. Complete all required information for the student that will be attending ECOS:
 - a. Personal Information
 - b. Address Information
 - C. .Phone and Email Information
 - d. Then click "Save/Next"
8. Enter the Group Hold Registration ID (GHR ID) for your student's school then click "Save/Next"
 - a. * Group Hold Registration ID = **OCSCS**
9. The next screen should list the dates and school the student will be registered for; check the green box next to the (School Name) Student then click "Save/Next"
10. Click on "Add Contact" and complete all of the required Contact information then click "Save/Next"
 - a. Each student **MUST** have at least one Guardian and an Emergency Contact; the same person **CANNOT** be both
- 11.. In the "Forms" section of your "Dashboard", click on the blue name for each form and complete the *required* information, then click "Save/Next"
 - a. There are 2 required forms: Participant Profile and Student Authorization for Medical Treatment
 - b. Special Diet Request is an optional *form* in the same list
12. In the "Medical" section of your "Dashboard", click the "Over the Counter"

button and you can authorize the ECOS nurse to administer those basic OTC medications that you choose. 13. Also in the "Medical" section of your "Dashboard", click the "Allergies" button and let us know about any allergies your child may have.

14. You can always click "View Dashboard" to review your student's registration.

Congratulations! You have completed your student's online registration and should receive a confirmation email from Campwise.

Each time you log into your student's Campwise account you will see the Dashboard. If there is any part of the registration that is incomplete, you will see a red notification in the "Notifications" panel on the Dashboard. You will also receive a weekly email from Campwise reminding you to complete your registration.