

Vacation Day Registration Instructions

1. Click **Register** on the Vacation Days page of the [ALNC website](#)
2. Click **Details** to view all class topics, read their descriptions and view class availability OR click **Register** to begin signing up.
3. Review new Vacation Day registration details and then click **Register** to continue.
4. Pick the number of children that you are registering for a program and completely fill in their information before clicking **Continue**.
5. You are now on the Forms page. You can fill these out now or return to them later, but they must be completed before your child's first day of attendance. Click **Continue** from this page.
6. On the registration page, click the **Add** button on the left of each of the camps that you would like to sign up for, they will be moved up to indicate that they are selected.
 - Add *FIVE* camps in a season to an order to receive our package discount!
 - If you are registering more than one attendee, select another child in the drop down menu where it says *Schedule For* and add their events separately.Click **Continue** when you have completed your selections.
7. Now you are in the shopping cart and can see all of the programs you have signed up for sorted by child. If you are a member, use your member discount at the bottom of the page. If your order is correct, click **Checkout**. If you need to add more programs, click **Keep Shopping** at the bottom to back up.
8. Now you will be directed to the Extended Day page and can add early drop off or late pick up to your Vacation Day registration(s) by clicking **Add to Cart**. (Select **Proceed to Checkout**, if you don't need any Extended Days option.)
 - Once you have selected an Extended Day date, click **Register** to continue, enter the number of children and the names of each child that need that date then **Continue**
 - Your Extended Day registration is now in your cart. Click **Checkout** to continue to add another date and **Proceed to Checkout** at the bottom once your selections are complete
9. On the Payment and Billing page fill out your payment information and click **Complete Order**. Your child is now signed up and you will be emailed a receipt detailing your purchase.

Please email camps@aldoleopoldnaturecenter.org or call (608) 221-0404 ext. 1 if you have problems or questions.

Thank you!

