## **RASummer Camps**

## Authorized Pick-Up and Medical Information

## PRIOR TO THE FIRST DAY OF CAMP

Log-in to Play RA

If you have NOT already activated your on-line account - Contact RA Member Services at 613-733-5100 or info@racentre. com to have your on-line account activated. DO NOT try to reset your password if this is the first time that you are logging into the new on-line service portal.

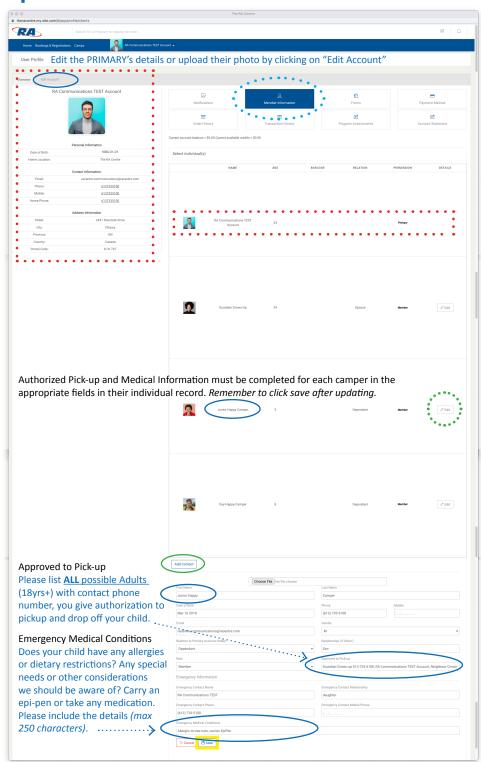
- Click on the "My Profile" tab to open the user profile window.
- Click Member Information to view all contacts in the account.
- Check that an adult is the PRIMARY on the account.

**If your child is the primary – STOP.** Contact Member Services at 613-733-5100 or <u>info@</u> <u>racentre.com</u> to have your account fixed.

Click Edit next to the contact (camper) whose details you wish to verify/update.

**IMPORTANT** - you must scroll down below all the contacts in you account to find the open details window for the contact (camper) you wish to edit. Click Save after updating.

Verify/update each campers details to ensure that the names of all adults (family members and others) who are authorized to pick-up that camper and all pertinent medical information for that camper are provided in the appropriate fields and are up to date.



## FOR YOUR ADDED CONVENIENCE AT DROP-OFF & PICK-UP...

Add ALL FAMILY MEMBERS who will be REGULARLY picking-up or dropping-off your child(ren) to your account.

Click (Add Contacts) button.

If you are REGULARLY sharing pick-up and drop-off duties with another camp family –

Contact RA Member Services to have the authorized adults added to your account (as they already have an RA account, you will not have permission to duplicate their contact).

UPLOAD A PHOTO for each contact for identification purposes.

We have found a square format works best (JPEG or PNG). Files should be under 2MB.