



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 (361) or info@racentre.com to have your on-line account activated.

➤ **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 info@racentre.com 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 important information for that camper are provided in the appropriate fields and are up to date.

Authorized Pick-up and Allergies, Dietary Restrictions and Special Needs Information must be completed for each camper in the appropriate fields in their individual record. Remember to click save after updating.

Approved to Pick-up
Please list ALL possible Adults (18yrs+) with contact phone number, you give authorization to pickup and drop off your child.

Allergies, Dietary Restrictions and Special Needs Information
Does your child have any allergies or dietary restrictions? Any special needs or other considerations we should be aware of? Carry an epi-pen or take any medication. Include all details.....➤

NOTE: Add ALL IMMEDIATE FAMILY MEMBERS as a contact in your account. Click "Add Contact". Add all other adults who are authorized to pick-up that camper in the "Approved to Pick-up" field under that camper's information.