

ONLINE REGISTRATION INSTRUCTIONS

GETTING STARTED

Welcome to Stepping Stone’s new online registration program! We are happy to introduce an improved and convenient way to apply for all of our programs online.

To get started visit [Online Registration](#). After answering your name and email address you’ll be prompted to create a password and then may start your application.

About You (Parent/Guardian)

Notice: Required fields have a dotted underline.

First Name Relationship

Last Name Email

[Continue](#)

COMPLETING AN APPLICATION

When starting your application, you may notice that information for your participant is already on file. If so, confirm the birth date and spelling of name is correct and continue on. If you are working with an individual not in the system, add their name and birth date and click **continue**.

Next is a listing of all programming based off the participant’s age. To view individual sessions, click the **Show Sessions** button to expand that section. Summer day camps offer different groupings of days. You must choose a selection of days for each week of camp. **Note: pay careful attention to the camp location as we offer programs at Camp Given (Indian Hill) and Camp Allyn (Batavia).**

Respites Allyn
Weekend overnight program with a focus on teaching independence, socialization, and recreation activities. Friday 6:30pm - Sunday 12:30 pm Ages 12 and up At Batavia Location: Camp Allyn \$450
[Show Sessions](#)

After you have completed selecting the session(s) you are interested in, **Continue**. Use the buttons at the bottom of each screen to move forward and backward at anytime within an application.

[Back](#)

[Continue](#)

UPLOAD A PHOTO

Stepping Stones **requires** that we have a photo on record of each participant for staff and safety purposes. You may upload a photo here from your computer or please contact Stepping Stones at (513) 831-4600 to make other arrangements.

PARTICIPANT INFORMATION

After the photo section, you'll complete the bulk of our application, collecting detailed information on the participant. Stepping Stones collects as much information as possible so we can make his/her experience in our programs the very best it can be.

Many sections will allow you to select multiple answers. Choose every answer that applies.

When finished with each portion of the application please sign and click **Continue**.

I like to:

- Archery
- Board/Card Games
- Boating
- Cooking
- Crafts
- Creeking

HOUSEHOLD AND CONTACT INFORMATION

Once through the participant information portion of the application, we will ask for contact information. Stepping Stones will send mailings to the primary address listed here. Please click **Add a parent/guardian** if needed.

Note: Clicking Add a Parent/Guardian prompts a **Household #2** section, providing space for the home address and two parent/guardians. For example, in the case of a second marriage you can list the parent as Parent #1 and step-parent as Parent #2.

Emergency Contacts

We will attempt to contact Parent/Guardian first. Please list 2 additional contacts.

In the event of an emergency, please provide two emergency contacts other than yourself. Please list all necessary phone numbers in the box provided.

	Name & Relationship	Telephone Numbers
<u>Contact 1</u>	<input type="text" value="John Doe (Grandfather)"/> <small>EX: LEVI MATTHEWS (UNCLE)</small>	<input type="text" value="H: 513-555-3333 C: 513-555-1234"/> <small>EX: 828-555-1212, 212-555...</small>
<u>Contact 2</u>	<input type="text" value="Jane Doe (Aunt)"/>	<input type="text" value="H: 513-555-4444 W: 513-555-7777"/>

Back

Continue

BILLING INFORMATION

The last portion of the application will collect **Billing Information**. Stepping Stones accepts a wide variety of payment options. Select the one that best applies to you. If you have any questions about a form of payment, please contact the Finance Department at (513) 965-5105.

Payment Schedule for Balance

- County Board of DD Assistance**
(Check)
-
- Family Support Services**
(Check)
-

ELECTRONIC SIGNATURE

Once complete with the application, please provide an electronic signature and **Submit Application**. You may print a copy for your records.

By entering my electronic signature below, I affirm that I have read and agree to the terms and conditions in this application.

Signature

Date

02/19/2013

Back

Submit Application

FORMS & DOCUMENTS

After you've submitted your application, you may now complete other required forms online as well! At the top of your screen, please click on **MY ACCOUNT**. You will be directed to your account's home page. From there, please go to **FORMS & DOCUMENTS** at the top of the list.

Forms Dashboard



Forms & Documents

Complete forms online and print important documents.

In **FORMS & DOCUMENTS** you will find these other required forms for the participant(s):









- **Health History:** This form collects detailed health information for the participant to be completed by the parent/guardian. Stepping Stones likes to have as much medical information as possible on everyone for safety.
- **Dietary Form:** As we prepare and serve food, we collect dietary information so our staff is aware of any food allergies and other special dietary needs.
- **Authorized Grown Ups:** For the safety of our participants, we ask you to complete a form naming those Adults authorized to pick up the

participant(s) from Stepping Stones' programming. Here you may also upload a photo of each authorized adult.

- **Master Medical:** Stepping Stones requires a yearly physical for every participant. Please print this form and have it completed, signed, and dated by your family doctor.

Note: All forms **expire** one year after the date signed.

As you complete and submit forms online, when received it will appear in green. Once you have each form complete, you are all set!

Form	Due	Status	
 Camper Application		● Rcvd. Feb 22, 2013	 PRINT
 Dietary Form [more info]		● Received 02/22/2013	 PRINT
 Health History		● Rcvd. Feb 27, 2013	 PRINT
 Master Medical Form [more info] (140.60kb PDF)		● Rcvd. Feb 27, 2013	 PRINT

Ready to get going? Click below to start your online registration now!

[START ONLINE REGISTRATION](#)

* Direct any online registration questions to Kelly Lund at (513) 965-5112 or Kelly.Lund@steppingstonesohio.org