

Summer & Holiday Camp Online Registration

Online Registration Requires: Household Account, Proof of Residency, Camp Forms, Waiver and Rec. Card for Discounted Rates

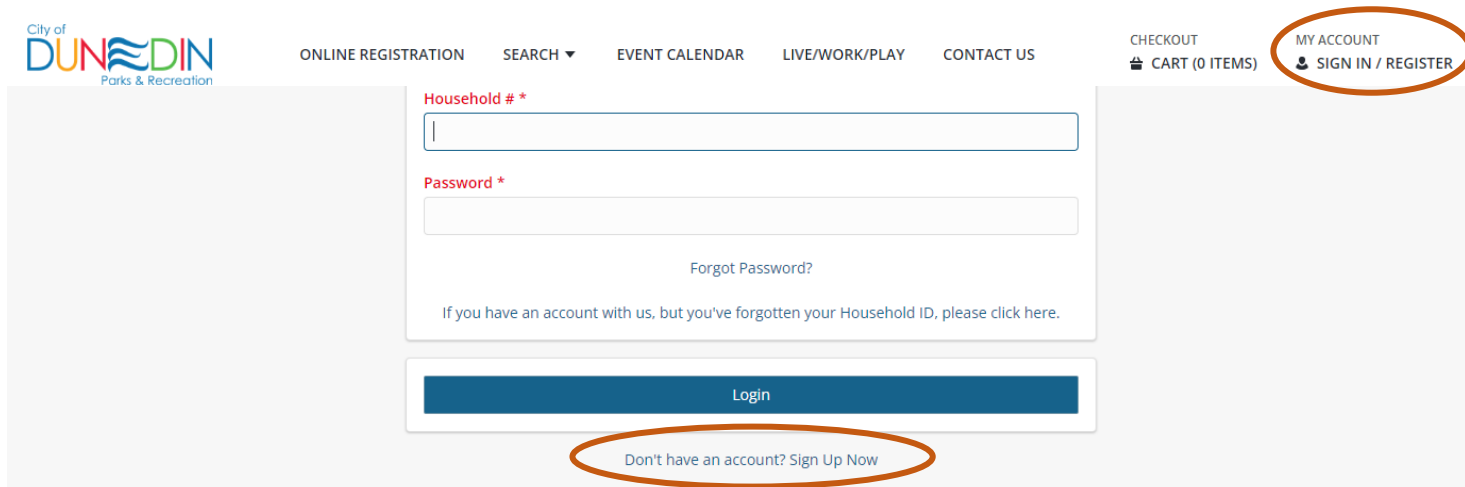
NEW Accounts: Follow all steps below. To create a Household and obtain a Recreation Card, patrons must upload a Photo ID (i.e. Driver's License) and another proof of residency containing: name and address such as a recent utility or property tax bill. The registration department will need to review and approve your account and camp forms before you can register for Summer Camp online. **Only the child's Parent or Legal Guardian may create an account, fill out and submit waivers or forms and enroll them in camp.**

CURRENT Accounts: If you already have an account, skip to step #2 to upload your **Camp Forms** and Proof of Residency, which is required to renew the child's recreation card if wanted. You should also visit the "Household Member Information" section under my account and update your household and contact information if needed. Doing so will speed up the update and verification process.

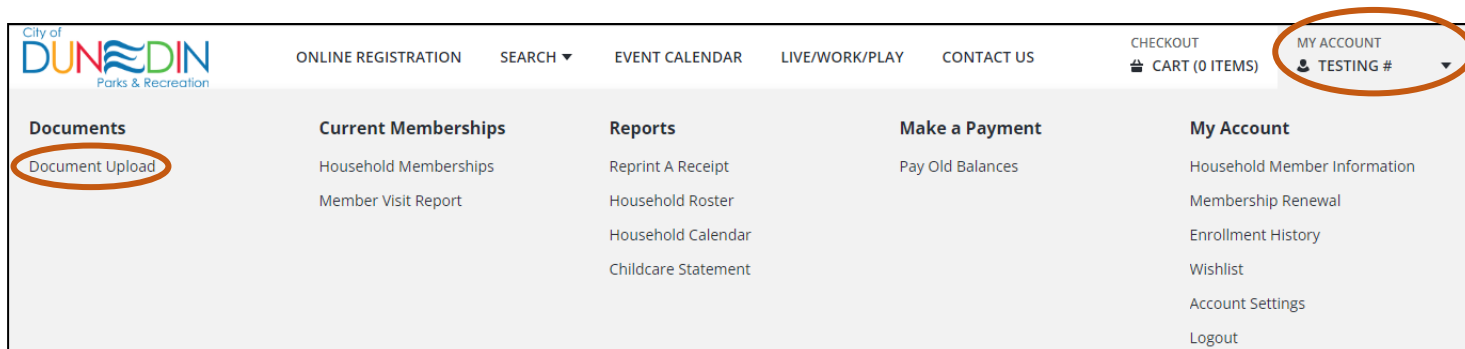
IMPORTANT: *To efficiently handle and review online form submissions the ability to upload camp packets online is not always available. Check the "Camp Information" listing [here](#) for up to date information.*

Registration staff will automatically be notified of document submission and will review the documents and residency within 3 business days when online form submission is open. **CAMP SPOTS ARE NOT HELD DURING THIS TIME.**

1. Navigate to: www.dunedingov.com/payonline and select "Sign In/Register" at the top right of the screen. Towards the bottom of the "Login" screen, select "Don't have an Account? Sign Up Now" and follow prompts.



2. Once you have filled in all of the required fields it will direct you back to the homepage and show you as logged in. Select "My Account" from the top bar drop down and then "Document Upload" under the Documents section on the left.



3. First upload your Proof of Residency (and Photo ID if you have just made the account).

Document Upload

You are only able to upload Photo ID, Proof of Residency and Camp Registration Forms. [Comprehensive Waivers](#) cannot be uploaded and are required yearly.

Who Should this Document be Linked To? *

Link To Household

Enter Full Name or Description For This File *

Document Category *

-A Selection Must be Made From the Drop Down List-

File To Upload: *

No file attached

4. Then upload your Camp Form packet for **each child** you plan on enrolling in camp. These files MUST be uploaded separately. Name each file with the child's name and select the Document Category "Camp Registration Form" and select the "Upload" button at the bottom. **A green box will appear at the top of the page letting you know your submission was made. You can select the "Comprehensive Waivers" button from this page to continue registration with step #6.*

Please Note: Only the child's Parent or Legal Guardian may fill out paperwork, sign waivers and/or enroll them in camp. Any blank fields will result in the packet being denied and removed.

5. Upon submission of documents, the Registration staff will automatically be notified and will review the documents and residency within **3 business days**, to approve the submissions and check for missing information. **Not submitting the required documents prolongs the approval process.**

IMPORTANT: Uploading forms will not automatically give you access to register for camp; the account and forms must be approved first. **Please look for email communication** from the Registration Department.

Camp spots are not held while paperwork is being reviewed; it is the responsibility of the parent to correct any paperwork issues in a timely manner. In-Person Registration is still available at the Dunedin Community Center and the MLK Jr. Recreation Center for those that do not want to wait for online approval.

You do not need to wait for approval to add your e-waivers or rec card to the account. Directions on how to do that are below:

6. From the "Document Upload" screen, still logged in, select the "Comprehensive Waivers" link shown in blue above. From that page, Toggle the "Family-Comprehensive Waiver" listing and select "Add to Cart" at the bottom of the screen.



7. On the next page, select yourself and the child(ren) in the household you wish to register in camp or any other activities. Parents may enroll their minor children but not each other. The waiver will then appear for each person. Read the waiver carefully before selecting the “I agree” toggle on each screen. It will direct you to the shopping cart.

Recreation Cards

Recreation cards allow for discounted rates on Summer Camp and many other programming and activities. There is no price difference for Holiday Camps.

**If you do not want to purchase recreation cards for the children attending, skip to the next section “Registering for Camp Weeks Online”.*

**Non-Residents and Unincorporated purchasers should calculate whether or not buying the Membership is cost effective when factoring in the number of weeks they are attending camp.*

Note: Reciprocal Recreation Card Agreements do not apply to Camps or Child Care programs.

8. **Below the shopping cart**, select the “Recreation Card Passes” Button to proceed to the Pass Membership selection screen if desired.

* Residency is checked so please ensure to match recreation card types to the residency requirements of the membership. (Ex: Dunedin= Resident, Clearwater= Non-Resident)



Select the membership type that suits your needs for each child.

- **Recreation Membership Card:** For Residents of Dunedin
- **Non-Resident Membership Card:** For Residents residing outside of Dunedin or Unincorporated Palm Harbor. *Most select the 6 Month Option and will only save the holder money if they attend 6 weeks or more of camp.
- **Unincorporated Membership Card:** For Residents residing in Unincorporated Pinellas County

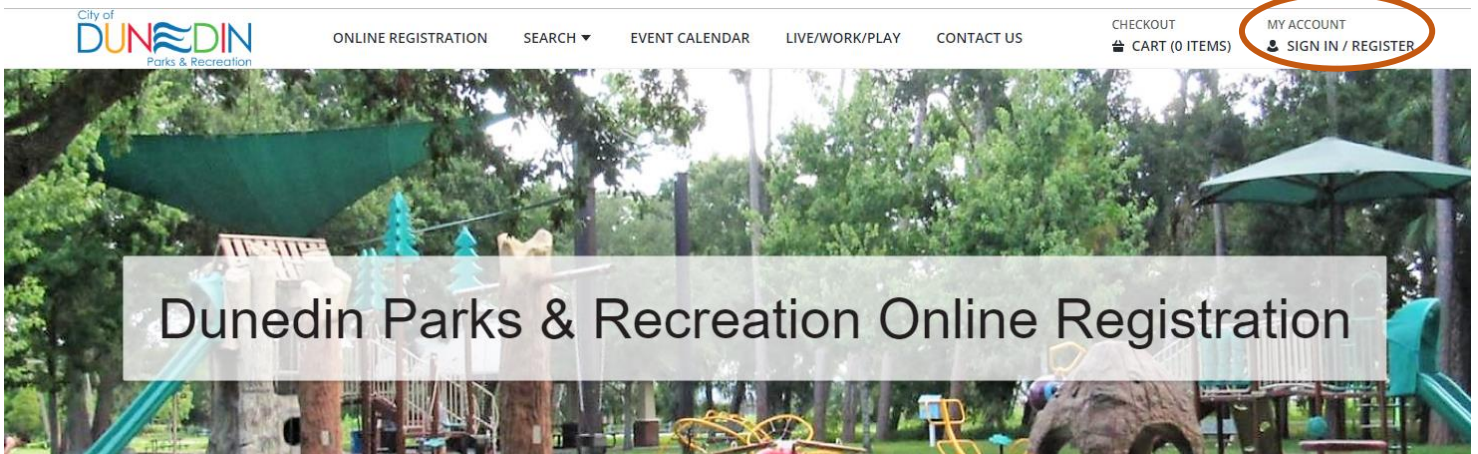
Once you have added your waivers and recreation card(s) to the cart, you may proceed to checkout.

The next section will instruct you on how to enroll in Camp Weeks once you have gotten the confirmation email that your forms have been approved.

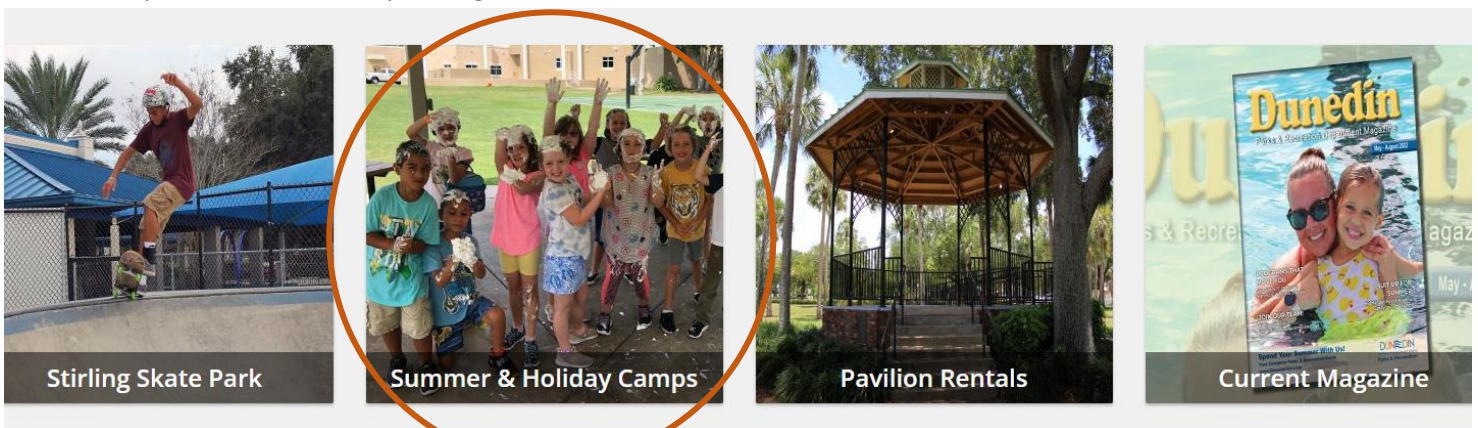
Registering for Camp Weeks Online

Once current year waivers and registration forms have been entered into the system by registration staff you can register for Camps using our Online Registration Page: www.dunedingov.com/payonline

- 1- Select “Sign In”. You must be logged into your Household Account using your Household Number and Password. Use the “Login Help” link if you do not have your login information. **New passwords required yearly.**



- 2- After signing in, on the main screen, select the “Summer and Holiday Camps” button and it will direct you to all of the camps being offered.



Pro Tip: If you would like to search for specific camps, use the search fields on the left to filter and sort your search. Searching by “Keyword” or “Activity Number” will yield the quickest results.

Please see the Parent Handbook or call the Registration Office at (727) 812-4530 for more information

Registering for Camp Weeks Online


- 3- In Numerical order, Select the specific camp(s) and weeks you want by toggling next to each camp week desired before selecting "Add to Cart" at the bottom of the screen. This

Note: The early drop off / late pickup XREC time is listed separate from the camp week.

XREC must be toggled after the camp week is selected.



- 4- Staying in order (ex. camp week 1, 2,3 then xrec week 1,2,3), select which family members you wish to enroll for the desired camp weeks and then proceed to the checkout area by hitting "Continue" to the shopping cart screen.



Spring Fling Camp - MLK01020
Location: Martin Luther King Jr. Recreation Center, 550 Laura Lane, Dunedin, FL 34698 (727-738-2920)

Let's have fun, fun, fun! Your kids will have a blast with a week of structured fun-filled activities from games, arts-n-crafts to outdoor activities and more!

This 9am-5pm Holiday Camp is \$125. Register by 3/10 and receive a \$20 discount.
Online Registration will end 3/11/23

(You may enroll in person at either the Martin Luther King Jr. Recreation Center or the Dunedin Community Center as long as there is availability.)

This activity requires a current camp form turned in yearly after 3/1 or current BASP enrollment. New camp forms are required every March 1st

1 Sections

Availability	Activity #	Description	Dates	Times	Days	Card/No Card Fee	Ages
<input type="checkbox"/> Available	MLK01020-03	Spring Fling Camp	03/13/2023 -03/20/2023	9:00 am - 5:00 pm	M, Tu, W, Th, F	\$105.00/\$105.00	4-10

1 Selected Items

Spring Fling Camp (MLK01020-03)

Clear Selection Add To Cart

- 5- **Review your selections and Pay in full** (Full payment guarantees placement)

OR

For Pre-K Camp, Kids Camp or Teen Camp Only, pay for the first two weeks and make down payments of \$25 for each additional week. See the Summer Camp Handbook for Specifics on the down payment policy.

All Specialty camps require Full Payment in addition to the first two weeks down payment of your main camp.

Visa, MasterCard, Discover or American Express is accepted. **Do not close the screen out until it says processing of the payment is complete.** This may take several minutes. If XREC goes into the cart it must be paid in full. It can be added at a later date if you do not wish to pay for it at initial registration.

IMPORTANT: Check your receipt and call the office immediately if you have any concerns.

Please see the Parent Handbook or call the Registration Office at (727) 812-4530 for more Information