RACamps 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 <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 important information for that camper are provided in the appropriate fields and are up to date.

• •	The RA Centre	
theracentre.my.site.com/#/app)profile/clients Search for a Program to register for here		а П
Home Bookings & Registrations Camps R4 Communications TEST Account	t.	
User Profile Edit the PRIMARY's details of		n "Edit Account"
	or upload their photo by clicking o	
Overview Edit Account		
RA Communications TEST Account	Q 2	• • •
	Notifications Member Information	Forms Payment Method
	Order History Transaction History	Program Assessments Account Statement
	Current account balance = \$0.00 Current available credits = \$0.00	
Personal information Date of Birth: 1990-01-01		
Home Location: The RA Centre	Select individual(s)	
Contact Information:	NAME AGE BA	RCODE RELATION PERMISSION DETAILS
Phone: <u>6137335150</u>		
Mobile: 6137335160 Home Phone: 6137335150		
Address Information	• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •
Street: 2451 Riverside Drive City: Ottawa	RA Communications TEST Account 33	Primary
Province: ON Country: Canada	•••••	••••••
Postal Code: K1H 7X7		
••••••		
	Guardian Grown Up 29	Spouse Member 🖉 Edit
Authorized Pick-up and Allergies, D	ietary Restrictions and Special Ne	eds Information
must be completed for each campe	er in the appropriate fields in their	individual record.
Remember to click save after updat		_
, , , , , , , , , , , , , , , , , , ,	, ,	
	Junior Happy Camper 5	Dependant Meerber
		· · · · · · · · · · · · · · · · · · ·
	Day Happy-Camper 8	Dependant Member 🖉 Edit
	buy rappy compared 0	Paperson Plane Plane
Approved to Pick-up	Add Contect	
Please list ALL possible Adults		
(18yrs+) with contact phone	Choose File No file chosen	Last Name
	Junior Happy	Camper
number, you give authorization to	Date of Birth Mar 16 2018	Phone Mobile (613) 733-5100
pickup and drop off your child.	Email	Gender
Allergies, Dietary Restrictions and	racente communications@racentre.com Relation to Primary Account Holser	M v
Special Needs Information Does	Relation to Primary Account Holder	Relationship (if 'Other') Son
your child have any allergies or	· · · · · · · · · · · · · · · · · · ·	Approved to Pick-up
dietary restrictions? Any special	Member	Guardian Grown-up 613-733-5100, RA Communications TEST Account, Neighbour Grown-
	Emergency Information Emergency Contact Name	Emergency Contact Relationship
needs or other considerations we	RA Communications TEST	daughter
should be aware of? Carry an	Emergency Contact Phone	Emergency Contact Mobile Phone
epi-pen or take any medication.	(613) 733-5100 Allengies, Dietary Restrictions and Special Needs Information	
Include all details	Allerglic to tree nuts, carries EpiPen	>
	× Cancel 🗄 Save	

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.