

Ready for takeoff!

We are thrilled that your child will be joining us at Space Camp for a week-long adventure! Before your trainee makes it to Camp though, the first step to their mission begins at home- please follow the instructions below to complete registration. Registration will take about 30 minutes and can only be completed by a parent or guardian.

Registration

1. Your group leader will send you the link for your registration. **Copy, paste and go to the link** on your computer.
2. Confirm that the date of the program and name of the group is correct. If correct, choose the program you are registering for and click the down arrow. The box will expand. Click "Register"
3. You will need to sign up with a new account or sign in with an existing account. Just put in your email address and click "Get Started"
4. On the next page, enter ***YOUR information as the parent/guardian***. Make sure to complete the following items:
 - My email address – For the adult that is creating the account
 - First/Last Name – The adult's name that is creating the family account
 - Family Role – Parent, Grandparent, etc.
 - Phone number
 - Address
 - Enter Password – Must have at least 7 characters with 1 upper case letter and 1 number
5. Click "Create Account"
6. The next page will say 'Who is coming to this event?'.
 - a. Click 'Attendee,' and fill in your child's information. Click 'Select'.
7. The next page will say "We need a little mor information" and will display your child's name and the camp you are registering to attend with your group.
 - a. Scroll to the bottom and choose "Continue"
8. The next page will say "Additional Questions". Please complete all questions appropriately and click "Continue"
9. On the next page, it will say "Merchandise".
 - a. If you wish to purchase items for your camper, you will be required to pay for those items at the end of the registration completion.
 - b. If you wish to skip this, you can always log in and order items later by clicking on the "Merchandise" button in your registration page.
 - c. If adding now, click on the item that you would like to add and then a box will pop up with the number 1. You can add multiples of an item by changing this number and then click "ADD".

- d. If you wish to skip this and come back later, just scroll to the bottom and click "Continue"
10. The next page is going to show you photo options.
 - a. If this has been purchased by your group leader, please just choose the free option.
 - b. If this has not been purchased by your group leader, you may purchase individually by choosing Option 2. Again, this can be added later if you would like. Once you have chosen, please click "Continue"
11. You will then be put on our donation page. If you would like to donate, please choose the amount. If not, just click "Continue"
12. The last page is transportation. **If you are traveling with a group, please do not add your information. Your group leader and Space Camp group coordinator will get this taken care of for you. Just click "Continue"**
13. Click "CONTINUE TO CHECKOUT" and this will take you to pay for any items you may have purchased in merchandise or photo packages.
14. Once complete, you will see a page that says, 'SPOTS SAVED'. Click "Take me to my account"
15. Click "Registrations" in the top middle. This is a list of all the questions you have just answered.
 - a. Anything with a RED TRIANGLE and exclamation still must be completed by 30 days prior to arrival. Medical History is very important to us and must be completed. You may also change/update any information already given in these forms by clicking on them and then clicking "edit".

Registering for Early Arrival/Late Departure with your group OR Registering a Chaperone OR Registering a 2nd Child for the same program? Follow these instructions:

1. **If you are a chaperone, you will also register yourself:**
2. Close out of the website. **Reopen by selecting the link in step 1.**
3. You will again see your group information. Choose Chaperone Or appropriate camp selection and then click "Register".
4. You will see 'Who is coming to this event?'
5. Click on the arrow next to your name if registering as a chaperone or select New Attendee. A drop-down box will appear.
6. Go through all the same steps as you did for your 1st camper to complete your registration.

Forms & Logging back into your account later

Now that you have completed registration, your trainee is almost ready for Camp! Please fill out the forms on your account.

1. Go to: www.rocketcenter.com/missioncontrol. Scroll down and click login to your account. (OR [click here](#)).
2. Enter your email and click "GET STARTED." Next enter your password.
3. Click 'Registrations'.
4. Click your child's name.
5. Complete the following forms: Medical History, Additional Questions and Terms and Conditions.

- a. Incomplete forms will be marked with a **RED TRIANGLE** and exclamation.
- b. If your child is attending Advanced Space Academy, you will also need to download and complete their SCUBA forms.
 - i. Click on FORMS, then EDIT. Both the SCUBA Form and the NAUI release needs to be completed. Note that the SCUBA Form, must be completed and signed by a physician.

Once you have completed registration and forms, your child is ready for Camp!

For more information on camp, including a packing list, visit www.rocketcenter.com/missioncontrol. Under "Select Your Camp," select the camp your child is attending.

We can't wait to see your group at Camp! If you have any further questions, please reach out to your group leader. If you need assistance with registration or forms, please call Space Camp at **1-800-637-7223 ext. 1** or email camps@spacecamp.com.

