

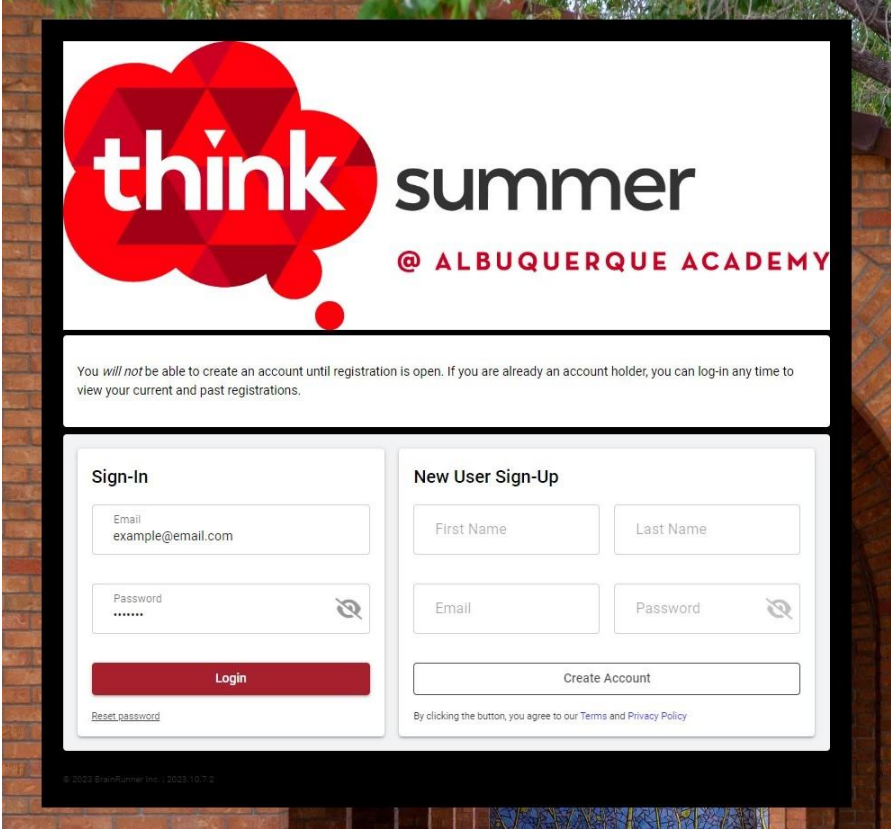
A large, red, cloud-shaped graphic with a white outline, centered on a white background. The text is written in white, bold, sans-serif font inside the cloud.

**Think Summer
Registration Guide**

Logging In

Our registration process is fully online through our host site, **CampBrain**. The link to the registration site will be available in February 2024.

- Families who have registered online with Think Summer previously should use their past CampBrain login information. If you do not remember your username or email, our office staff can help.
- Families who are new and have not created a CampBrain registration account will need to set up a new account when registration opens. Unfortunately, the site does not allow new accounts to be created until the registration is open and live.



The screenshot shows the Think Summer login and registration interface. At the top, there is a logo for "think summer" with a red thought bubble containing the word "think" and the word "summer" in black. Below the logo is the text "@ ALBUQUERQUE ACADEMY". A message states: "You will not be able to create an account until registration is open. If you are already an account holder, you can log-in any time to view your current and past registrations." The interface is divided into two main sections: "Sign-In" and "New User Sign-Up". The "Sign-In" section has fields for "Email" (with the example "example@email.com") and "Password" (with a masked password "....." and a toggle icon). Below these fields is a red "Login" button and a link for "Reset password". The "New User Sign-Up" section has fields for "First Name", "Last Name", "Email", and "Password" (with a masked password "....." and a toggle icon). Below these fields is a "Create Account" button and a link for "Terms and Privacy Policy". At the bottom left, there is a small copyright notice: "© 2023 BrainRunner Inc. - 2023-10-12".

Homepage

Once you log in, you will be directed to the homepage.

- Click the red **Begin** button to start the registration process.
- **Tip:** Have your printable scheduling tool filled-out and ready to go for reference!

Online Registration: Homepage Logout

think summer
@ ALBUQUERQUE ACADEMY

Welcome to Think Summer 2024!

Start a New Registration!

Think Summer 2024

Begin →

Manage People and Household Information

Overview Page

Review the basic instructions and reminders on the overview page, then click **Continue**.

Registration for Think Summer 2024

[← Home](#)

Overview and Basic Instructions

Welcome to Think Summer online registration! After reviewing these instructions and reminders, click "**Continue**" on this page to go directly to online registration. Follow the directions at the top of each page as you go along. Prior to selecting your camp/class options you will need to enter your family's information. Please read through the following reminders before you continue:

- Think Summer schedules are completely customizable and can be built to best fit your family's needs
- Students may enroll in as few as 1 camp/class, a combination of camps/classes that are equivalent to 7 periods, or anything in between, for the six-week session
- **NEW Three-Week Block Camps** now available for select camps
- **Extended Care** options are available
- **Waitlist** - ADD your waitlist item to your cart *prior* to selecting your alternative choice. (*Waitlist items can ONLY be added if done in this order.)
- Families will be required to review and agree to **ALL** forms (within the registration portal) – sharing information with your student, prior to payment. Your course selections will remain in your cart as long as there is not a lack of activity in the registration portal.
- **Registration Ends – April 05, 2024**

Please be aware: The online registration site has a 20-minute time-out due to lack of activity, which could mean a loss of course selections.

Need More Clarification?

Please feel free to contact our team if you need help with the registration process.

summer_mail@aa.edu

505.858.8811

[Continue →](#)

Step 1: People

If you've enrolled in Think Summer before, your household members are already set up.

- **Select** which child(ren) you are registering.
- Be sure their pre-grade level has been updated, then click **Continue**.

Registration for Think Summer 2024 [Home](#)

1 **People** 2 Sessions 3 Forms 4 Payment 5 Review 6 Confirmation

ADD new student (+Add a child) or **SELECT an existing student** you would like to register.

Select People To Register

[+ Add a child](#)

[Previous](#) [Continue →](#)

Adding a Child

If you do not have your child(ren) set up in your household yet, click the **+ Add a Child** button and enter their basic information.

You can add more than one child.

Important! Be mindful when filling out this information, especially the grade level. **Input the grade level your child(ren) will enter in the Fall 2024 semester.**

Click **Continue** to go to the next step.

The screenshot shows a registration interface for 'Think Summer 2024'. At the top, there is a progress bar with six steps: 1. People, 2. Sessions, 3. Forms, 4. Payment, 5. Review, and 6. Confirmation. A 'Home' button is in the top right. Below the progress bar, a message reads: 'ADD new student (+Add a child) or SELECT an existing student you would like to register.' The main section is titled 'Select People To Register' and contains a list of children. One child, 'Child 1 Example', is selected with a checkmark. The form for this child includes: 'First Name * Child 1', 'Middle Name (optional)', 'Last Name * Example', 'Date of Birth' (Month: January, Day: 9, Year: 2012), 'Gender * Female', 'Fall 2023-24 School Year Grade' (dropdown menu with '5' selected), and 'Pronouns she/her (optional)'. A '+ Add a child' button is at the bottom of the list. To the right, a 'Cart Summary' box shows 'Child 1 Example x'. At the bottom of the page, there are 'Previous' and 'Continue →' buttons.

Step 2: Sessions & Options

For registration purposes, Think Summer is divided into **Sessions** and **Options** in CampBrain due to the software's functionality.

- **Sessions** are the categories of Think Summer programming (i.e., **3-Week Camps, Full-Day Camps, Half-Day Camps, Enrichment Courses (by subject), and Extended Care**).
- These are the **Sessions** tabs:

Select Sessions for Child 1

Q Search by name... Expand all

Summer

3-WEEK Camps
June 10 - July 19, 2024 | Show Details

FULL-DAY Camps
June 10 - July 19, 2024 | Show Details

HALF-DAY Programs
June 10 - July 19, 2024 | Show Details

SPORTS & RECREATION Enrichment
June 10 - July 19, 2024 | Show Details

VISUAL ARTS Enrichment
June 10 - July 19, 2024 | Show Details

PERFORMING ARTS Enrichment
June 10 - July 19, 2024 | Show Details

LANGUAGE ARTS Enrichment
June 10 - July 19, 2024 | Show Details

MATH Enrichment
June 10 - July 19, 2024 | Show Details

SCIENCE Enrichment
June 10 - July 19, 2024 | Show Details

WORLD LANGUAGE & CULTURE Enrichment
June 10 - July 19, 2024 | Show Details

EXTENDED CARE
June 10 - July 19, 2024 | Show Details

Cart Summary

Child 1 Example

Subtotal	-
Taxes	-
Total	-

Previous Continue →

Selecting Sessions

Important! You MUST click a Session's **Show Details** and **Add to Cart** buttons in order to select and add Options within that Session to your cart.

Select Sessions for Child 1

▼ Expand all

Summer

3-WEEK Camps

June 10 - July 19, 2024 | [Show Details](#)

FULL-DAY Camps

June 10 - July 19, 2024 | [Hide Details](#)

🛒 Add to cart

Session Options

(Please add this session to your cart before adding options)

Please choose one of the full-day camps below

All-Star Day Camp (Pre 5) Female PERIODS 1-7	1,375.00	<input type="checkbox"/>
Great Explorations! Camp (Pre 5) Female PERIODS 1-7	2,195.00	<input type="checkbox"/>

Cart Summary

Child 1 Example

Subtotal	-
Taxes	-
Total	-

Selecting Options

Options are the **specific camps and courses** that you can register for.

- More details regarding the offered camps and courses are found within the Think Summer online catalog.

These are the **Options** for the Full-Day Camps Session tab:



Notice how we can now add specific Options to our cart since the Session has been added to our cart.

Select Sessions for Child 1

Q Search by name... Expand all

Summer

3-WEEK Camps
June 10 - July 19, 2024 | Show Details

FULL-DAY Camps
June 10 - July 19, 2024 | Hide Details

Remove from cart

Session Options

Please choose one of the full-day camps below
Up to 1 item allowed. * 0 items in cart.

All-Star Day Camp (Pre 5) Female PERIODS 1-7	1,375.00	
Great Explorations! Camp (Pre 5) Female PERIODS 1-7	2,195.00	

Cart Summary

Child 1 Example

Summer

FULL-DAY Camps ✕

Subtotal	0.00
Taxes	0.00
Total	0.00

Selecting Sessions & Options Cont.

- Sometimes when you try to add a course to your cart, a yellow **Waitlist** button will appear instead. This means the class is full. You may still add your child to the waitlist for that class, but you also need to **choose an alternative**.
- If you are registering more than one child, you can simultaneously add courses to the cart by toggling between their tabs at the top of the page.

Click **Continue** to go to the next step.

The screenshot displays a registration interface for a child. The main section is titled "Select Sessions for Child 1" and contains a search bar and an "Expand all" button. Below this, there are several categories of sessions:

- Summer**
 - 3-WEEK Camps** (June 10 - July 19, 2024) | Show Details
 - FULL-DAY Camps** (June 10 - July 19, 2024) | Hide Details
 - A red "Remove from cart" button is visible next to the FULL-DAY Camps header.
 - Session Options**
 - Please choose one of the full-day camps below
 - Up to 1 item selected. 11 items in cart.
 - All-Star Day Camp (Pre 5) Female PERIODS 1-7** | 1,375.00 |
 - Great Explorations! Camp (Pre 5) Female PERIODS 1-7** | 2,195.00 |
 - HALF-DAY Programs** (June 10 - July 19, 2024) | Show Details
 - SPORTS & RECREATION Enrichment** (June 10 - July 19, 2024) | Show Details
 - VISUAL ARTS Enrichment** (June 10 - July 19, 2024) | Show Details
 - PERFORMING ARTS Enrichment** (June 10 - July 19, 2024) | Show Details
 - LANGUAGE ARTS Enrichment** (June 10 - July 19, 2024) | Show Details
 - MATH Enrichment** (June 10 - July 19, 2024) | Show Details
 - SCIENCE Enrichment** (June 10 - July 19, 2024) | Show Details
 - WORLD LANGUAGE & CULTURE Enrichment** (June 10 - July 19, 2024) | Show Details
 - EXTENDED CARE** (June 10 - July 19, 2024) | Show Details

On the right side, there is a **Cart Summary** for "Child 1 Example":

- Child 1 Example**
- Summer**
- FULL-DAY Camps** (1 item) | 1,375.00
- All-Star Day Camp (Pre 5) Female PERIODS 1-7**
- Subtotal** | 1,375.00
- Taxes** | -
- Total** | 1,375.00

At the bottom of the page, there are "Previous" and "Continue" buttons.

Step 3: Forms

There are several required forms that you need to fill out for each child registering for Think Summer.

- **Don't rush!** Fill out the forms carefully and accurately.
- If you are idle or inactive for 20 minutes or more, the courses in your cart will be released back to the public. **As long as you are actively filling out forms, your items will not be removed from your cart.**

All forms must be completed to continue to the last steps.

Registration for Think Summer 2024 [Home](#)

1 People — 2 Sessions — **3 Forms** — 4 Payment — 5 Review — 6 Confirmation

All forms must be completed in order to move on to payment and complete your student's registration.

Complete Required Forms

Forms marked with an asterisk(*) are mandatory.

Household Form*
[Open Form](#)

Child 1 ^

No camper-specific forms to complete

Cart Summary

Child 1 Example
Summer
FULL-DAY Camps

- All-Star Day Camp (Pre 5) Female PERIODS 1-7 1375.00

Subtotal 1,375.00
Taxes -
Total 1,375.00

[Previous](#) [Continue](#) →

Authorized Pick-Up List

Important! Fill out the **Authorized Pick-Up List** box within the Household Form.

- Add anyone to the list who may be picking up your child(ren) from Think Summer.
- Our attendance office staff will only release students to the parents/guardians of the household or people on the **Authorized Pick-Up List**.

Additional Information

Authorized Pick-Up List

Add authorized pick-up information (full names separated by a coma), DO NOT include parent/guardian name(s).

Step 4: Payment

- Payment is due in full at the time of registration.
- CampBrain accepts all major credit cards, ACH, or eCheck.
- If you have a total balance of \$0.00, it means you only added Sessions to your cart. You must add Options to your cart to register for Think Summer.

Choose a Payment Option

Pay in full \$1375.00 by credit card or ACH (i.e. eCheck)

Cart Summary

Child 1 Example
Summer
FULL-DAY Camps

- All-Star Day Camp (Pre 5) Female PERIODS 1-7 1375.00

Subtotal	1,375.00
Taxes	-
Total	1,375.00

[Previous](#)

[Continue →](#)

Step 5: Review & Submit

- Check your cart to ensure all the courses you want are present.
- Be sure there are no gaps in your child(ren)'s schedule.
- Review forms as necessary to ensure accuracy.
- Enter your payment information carefully. Be sure the billing address information is correct.
- Click **Submit** when you're done!

Review, Pay and Submit

[Return to People](#) [Return to Seasons](#)

Registration Items

Child 1 Example

Summer

- FULL-DAY Camps (June 10 - July 19, 2024)
 - All-Star Day Camp (Pre 5) Female PERIODS 1-7 1375.00

Total: **1,375.00**

Forms

Household Form * COMPLETED

[Return to Forms](#)

Payment

Payment Option

- Pay in full \$1375.00 by credit card or ACH (i.e. eCheck)

Date	Amount
Today	1375.00

Payment Method

- Credit Cards

Credit card details

Cardholder Name

Card Number Expiry (MM/YY) CVV

Street Address City Zip/Postal Code

[Use this card](#)

[Return to Payment Options](#)

[Previous](#) [Submit →](#)

Step 6: Confirmation

Congratulations!

Your child is now registered for Think Summer 2024!

- You will receive a confirmation email from CampBrain that includes a receipt.
- Occasionally, an error code may appear for various reasons (the most common ones being a declined card or a billing address discrepancy). If you received an error code, please call or email our office so we may help.
- Official Think Summer schedules will be sent to your email inbox closer to the program start date.

Managing People & Household Info

What if I need to change or view household or household member details after I've already registered?

If you click Manage People and Household Information on the home page, you can update or edit household and household members' details.

The screenshot displays a web interface for managing household information. At the top, the title 'Online Registration: Household Details' is shown in a white header bar, with a red 'Home' button on the right. Below the title, there are three tabs: 'Household' (which is selected and underlined), 'Household Details', and 'Secondary Household'. The main content area is divided into two columns. The left column contains two entries: 'Example Parent 1 (Parent/Guardian)' and 'Child 1 Example'. Each entry has a red 'Edit Details' button below it. The right column contains two large grey buttons: '+ Add a Parent/Guardian' and '+ Add a Child'.

Questions?

Contact the **Think Academy Auxiliary Programs** office!

505.858.8811 | summer_mail@aa.edu