

RA Summer Camps

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 or info@racentre.com to have your on-line account activated. **DO NOT** try to reset your password if this is the first time that you are logging into the new on-line service portal.

➤ 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 info@racentre.com 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 pertinent medical information for that camper are provided in the appropriate fields and are up to date.

The screenshot shows the RA Centre website interface. At the top, there's a navigation bar with 'Home', 'Bookings & Registrations', and 'Camps'. Below that, the user profile is displayed for 'RA Communications TEST Account'. The profile includes a photo, name, and various contact and address details. A 'Member Information' tab is highlighted, showing a list of contacts. The contacts list includes 'RA Communications TEST Account' (Primary), 'Guardian Grow-up' (Spouse), 'Junior Happy Camper' (Dependent), and 'Day Happy Camper' (Dependent). Below the list, the 'Add Contact' form is shown, with fields for name, date of birth, phone, email, gender, relationship, and emergency medical conditions. The 'Approved to Pick-up' field is checked, and the 'Emergency Medical Conditions' field contains 'Allergic to tree nuts, carries EpiPen'. The 'Save' button is highlighted in yellow.

Authorized Pick-up and Medical Information must be completed for each camper in the appropriate fields in their individual record. *Remember to click save after updating.*

Approved to Pick-up
Please list **ALL possible Adults** (18yrs+) with contact phone number, you give authorization to pickup and drop off your child.

Emergency Medical Conditions
Does your child have any allergies or dietary restrictions? Any special needs or other considerations we should be aware of? Carry an epi-pen or take any medication. Please include the details (max 250 characters).

FOR YOUR ADDED CONVENIENCE AT DROP-OFF & PICK-UP...

Add **ALL FAMILY MEMBERS** who will be **REGULARLY** picking-up or dropping-off your child(ren) to your account.

Click **Add Contacts** button.

If you are **REGULARLY** sharing pick-up and drop-off duties with another camp family –

Contact RA Member Services to have the authorized adults added to your account (as they already have an RA account, you will not have permission to duplicate their contact).

UPLOAD A PHOTO for each contact for identification purposes.

We have found a square format works best (JPEG or PNG). Files should be under 2MB.