Registration System User Manual



Table of contents

Navigating the Portal	3
Access the Portal	3
Initial Page	3
How to select country	3
Home Page	5
Register Page	6
Register and Create an account	6
Login Page	7
Verification	9
Welcome Page	9
Add Attendee Page	10
Add your Attendees	10
Events Page	11
Apply for an Event	11
My Applications Page	12
Documents Page	12
FAQ Page	13
My Profile Page	13

Navigating the Portal

Access the Portal

The Registration System of Szarvas Camp is available on the link: <u>reg.szarvas.camp</u>. You can access it through various browsers using your mobile phone or laptop.

Initial Page

Initial Page is the first page you will see when you access the URL. This page consists of a Country selector where you can choose your own country from listed countries.

Note:

• You can choose the interface language in the top right corner, so you can go through the process in the language that suits you.



How to select country

1. Go to Initial Page

 Navigate to Szarvas Camp portal by clicking the link <u>https://reg.szarvas.camp/</u>

2. Find your country

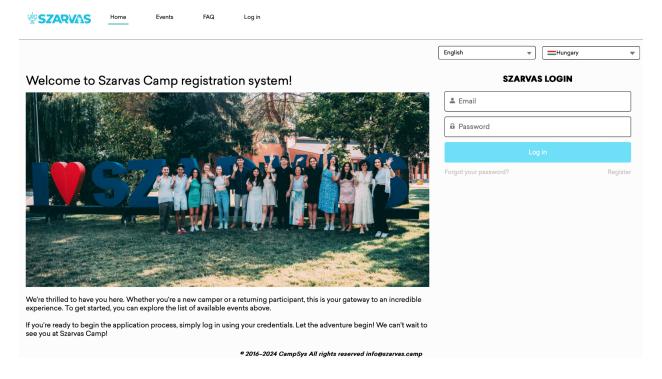
o Every country is presented with small flag and a name.

3. Select the country

- Click on the box of desired country.
- If the country is not presented with a small flag and a name, select or type a name of a different country in the field below.

After you select your country, you will be redirected to the **Home Page** where you will be able to register or sign in.

Home Page



The home page has:

• Language selector

• You can choose the language in which all the information on the site is displayed.

• Country selector

 Here you can see your previously selected country and change it later if you need to.

Login box

• Here you can enter your already registered "User Name" and "Password".

• Registration tab

o Directs you to Registration page where you can create your account

Register Page

* Important: registering on the platform is not equivalent to applying for a session. During the registration you can create a user account and you can apply for an event at a later point.

Register and Create an account

On the Home Page click "Register" beneath the Log In button. You will be redirected to the User Registration page where you can fill in the form.

USER REGISTRATION

♣ First Name
a First Name
♣ Last Name
⊠ Email
≗ Username
â Create Password
â Confirm Password
I have read, understood and give consent to the content of the Privacy Policy of JDC Hungary Foundation (H-1075 Budapest, Sip utca 12) and consider myself and any of my minors whom I register to the Szarvas Camp to be bound by its content.* By accepting this declaration I provide legal assurance that throughout the registration process to the Szarvas Camp I only provide information regarding the minor(s) of whom I am the legal guardian of.* By accepting this declaration I consent to receive non-marketing emails from the JDC Hungary Foundation throughout the registration process regarding the registration process of Szarvas Camp, the camp itself or any related topics to the camp or programs organized by the camp*

Note:

- You will need to remember your Email and Password because you will be using them every time you log in.
- Your password must be at least 8 characters long and include
 - o at least one letter,
 - o one capital letter,
 - o a number,
 - and a special character, e.g. #!~()_:;<>{}[].
- You will need to check all the Checkboxes in order to proceed with your registration.
- Use correct email address because you will need to verify the account.

USER REGISTRATION

♣ David		
≜ Varga		
♣ David		
â		
â		
I have read, understood and give consent to the content of the Privacy Policy of JDC Hungary Foundation (H-1075 Budapest, Sip utca 12) and consider myself and any of my minors whom I register to the Szarvas Camp to be bound by its content.* ■ By accepting this declaration I provide legal assurance that throughout the registration process to the Szarvas Camp I only provide information regarding the minorital of whom I am the legal quardian of.* ■ By accepting this declaration I consent to receive non-marketing emails from the JDC Hungary Foundation throughout the registration process regarding the registration process of Szarvas Camp, the camp itself or any related topics to the camp or programs organized by the camp.*		
Sign Up		

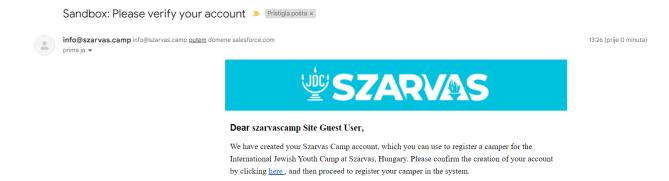
Already have an account?

Verification

On the next page, you will see a message asking you to verify the email address you entered when you registered.



You should receive an email from **info@szarvas.camp** asking you to verify your account. If you don't find this email in your inbox, please wait a few minutes or check your Spam/Junk/Promotions folder.



Click on the blue link "here" and you will be redirected to the new page where you will need to type the code to verify the account. This code will be automatically sent to your email address in a new email when you click on the blue link.

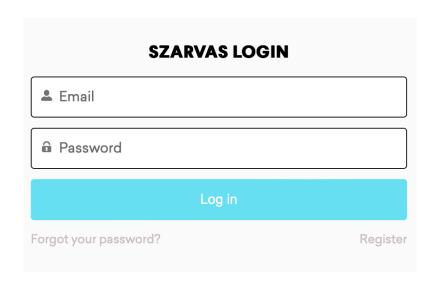
If you did not create a Szarvas Camp account, please ignore this email.



To activate your account, enter the verification code and click "Submit".

Login Page

If you already have an account type your Email and Password in the Login box on the Home Page.



After clicking on the "Login" button, you will be asked to verify your identity.

Verification

As with your account registration, you will be asked to enter a verification code, which will be sent to your registered email address.



To log in to your account, enter the verification code and click "Submit".

Comment:

- The verification code will be requested at each login.
- You will receive a new verification code for each new login to the email address you provided.

Welcome Page

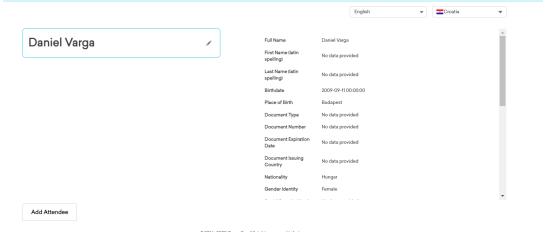
After the successful registration the Welcome Page is presented. Here you can apply for an event, add your attendees and many other things that will be explained below.



Add Attendee Page

Add your Attendees

On the "Welcome Page" click on the "My Attendees" tab, you will be redirected to the new page where you will be able to add your attendees. Click the "Add Attendee" button on the bottom of the page and fill in the form with all necessary information and click the "Submit" button.



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All the information about your Attendee will be presented on this page. You can also add more Attendees by clicking the "Add Attendee" button and submitting more forms.

Events Page

Apply for an Event

Clicking on the "Events" tab will take you to a new page where you can see the events that your campers can register for.



1. Check your selected country

• All the Events are filtered accordingly to the selected country.

2. Select the Event

- o Click on the Event you want to attend and apply for it.
- The "Apply" button located on the right side near the Event description.

3. Fill in the Application Form

- Enter the additional information about your camper that you need to apply.
- You will be asked to fill in several documents, such as "Medical form" and "Consent Form."

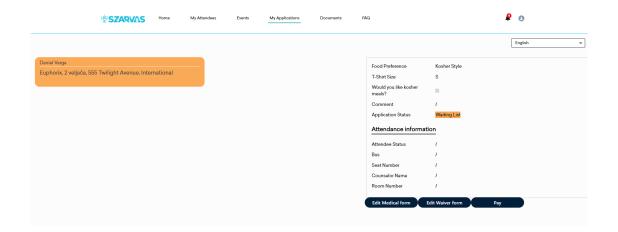
- o Submit these by clicking on the "Next" button.
- o You can upload additional Documents if requested.

4. Payment

 If relevant in your region, for paying you can choose between Barion and PayPal. Otherwise, you can pay in your Jewish community.

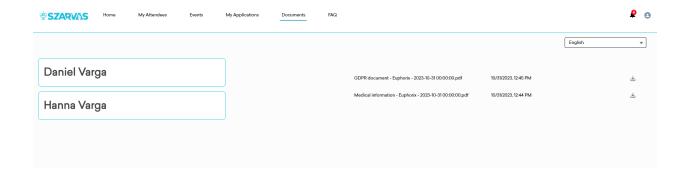
My Applications Page

On the "My applications" page you will find the applications for your attendee. On the left side you can see the camper(s) and their event(s). On the right, you can see the information about the camper(s) associated with the application. Here you can modify the previously completed and signed "Medical Form", "Waiver form" and pay the event fee.



Documents Page

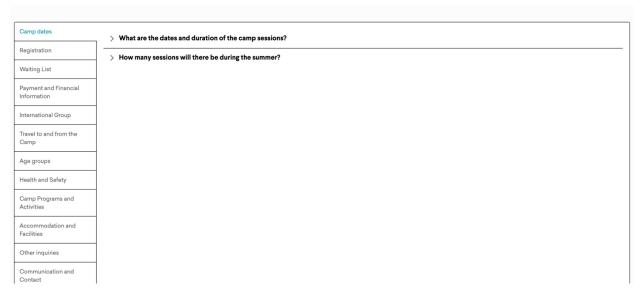
The "Documents" page contains all the forms (Medical, Waiver) that you have filled in, signed and approved. On the left side you can see all your campers, on the right side you have the possibility to view and download the corresponding forms.



Frequently Asked Questions (FAQ) Page

On this page are presented Frequently asked Questions with the corresponding answer. On the left, you can choose from a list of topics, sorted by category; The questions for each topic will appear on the right. You can read the answers by clicking on each question.

W



My Profile Page

Edit Profile information

To edit your profile information, select the small profile icon in the right corner. You will have two options in the dropdown that opens: "Profile' or 'Log Out'.

1. Select "Profile"

2. Click "Edit"

- o Find the edit button under the "Basic information."
- Fdit the data.
- o Save changes.

3. Update profile picture

- This is not a required action, but you can upload or edit the profile picture at any time.
- Click "Upload files" and then select the image you want to upload.

Notifications

Here you will receive notifications about your campers, applications and other matters. A small red dot with a number will indicate this. You will find the "Notifications" icon in the top right corner.

