

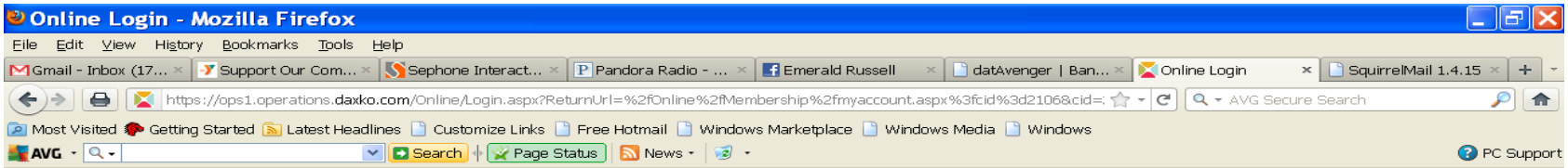
## Leaders School Online Registration Guide



## Welcome to Leaders School registration.

This document will provide a step-by-step guide to help you register your child as quickly and easily as possible. Things to keep in mind before you begin the registration process:

- You may want to keep this document open on your computer while you register. Following it page by page as you register should make the process move quickly.
- The red font provides the most direct instructions and highlights the most common mistakes. Black font provides suggestions and supplementary information.
- Each child must be registered separately. That being said, once an account is created and the camper is registered, you can sign into the same account and add a second child to the account, then register him/her. An example is shown below.
- Our payment software is not compatible with Google Chrome at this time. Mozilla Firefox and Internet Explorer are recommended for best results. We only accept Visa & Mastercard online.
- If you would like to pay with American Express or Discover card please call the Bangor Y for assistance. If you would like to pay by check you will have to send it in with our paper registration form which can be found on the registration page at [www.leadersschool.org](http://www.leadersschool.org). Please note that our health forms and activity selections are both online processes now. Please visit [www.leadersschool.org](http://www.leadersschool.org) once you receive confirmation of your registration.
- You must register for camp before you may select trip and class preferences. Once your deposit is paid you may login any time from that moment until May 1 to select trip and class preferences. Trip and class placement is on a first-come, first-served basis. Save the password you make for your registration account, you will use it to select trip and class preferences.
- Although we would like all campers to register online, we want it to be easy for you, and want you to ask for help if you need it. Feel free to call the Bangor Y at 207-941-2808 for assistance.



**Begin here if you have registered online for Leaders School or Camp Jordan in the past.**

**You will start a few pages down.**

**I want to sign in to my account**

Email Address

Password

[Forgot your password?](#)

**▶ Sign In**

**I want to set up online access for my account**

If you're a current or past member, or if you have registered for programs in the past, but you haven't set up your online account, select this option to enable your online account. You can use your online account to register for classes, programs and events.

**▶ Find Account**

**I don't have an account, but I want to create one**

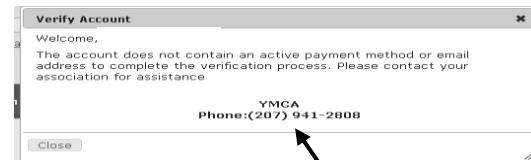
If you've never been a member or enrolled in any of our programs or classes, select this option to create an online account. You can use your online account to register for classes, programs and events.

**▶ Sign Up**

**Begin here if you have never been to Leaders School or Camp Jordan before.**

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**Begin here if you have been to Leaders School, Camp Jordan, or are a current or past Bangor Y member, but have never registered online before.**



**If this pops up you will need to call us and we will set up a temporary password for you. It will only take a moment.**

DAXKO Operations - Add New Member - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Gmail - Inbox (11... x DAXKO Operatio... x Facebook x datAvenger | Ban... x Y Brand Resourc... x DAXKO Operatio... x SquirrelMail 1.4.15 x DAXKO Operatio... x + -

daxko.com https://ops1.operations.daxko.com/Online/MemberJoin/AddMember.aspx?id=f38ca429-efc6-4187-9576-35adf1a0f3bc AVG Secure Search

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Welcome, Guest

Program Search | Login

Create a New Account

Please enter your personal and contact information.

\* indicates a required field

Your Information

Personal Info

|       |                      |                      |                      |
|-------|----------------------|----------------------|----------------------|
| Name* | First Name           | Middle Name          | Last Name            |
|       | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Gender

Birthdate\*

Race

Contact

|              |   |                |
|--------------|---|----------------|
| Home Address | <input type="text"/>                          | Address Line 1 |
|              | <input type="text"/>                          | Address Line 2 |
|              | <input type="text"/>                          | City           |
|              | <input type="text" value="- Select State -"/> | State          |
|              | <input type="text"/>                          | ZIP Code       |
|              | <input type="text" value="United States"/>    | Country        |

Be sure to register your camper, not yourself



start DAXKO Operatio... Editor - Photosh... Microsoft Power... C:\Documents a... Camp Jordan On... Camp Jordan On... 8:33 PM

DAXKO Operations - Select Account Type - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Gmail - Inbox (10) - ... x DAXKO Operations - ... x Maine Camp Director... x Online Login x datAvenger | Bangor Y x Pandora Radio - Liste... x DAXKO Operations - ... x + -

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Welcome, Guest

Program Search | Login

Select Account Type

| Account Type | Account Fee | Select                |
|--------------|-------------|-----------------------|
| Participant  | None        | <input type="radio"/> |

Cancel

Just click here

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start DAXKO Operation... New Member Hint... C:\Documents an... Organizer - Photo... Editor - Photosho... Microsoft PowerP... 2:30 PM

**DAXKO Operations - Account Members - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

Gmail - Inbox (10) - ... x DAXKO Operations - ... x Maine Camp Director... x Online Login x datAvenger | Bangor Y x Pandora Radio - Liste... x DAXKO Operations - ... x + -

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Welcome, Guest

Program Search | Login

| Name       | Type  | Edit |
|------------|-------|------|
| Crazy Name | Adult |      |

**Just click here**



[Add Adult](#)

[Add Child](#)

[Next >](#)



This is where you may want to add a sibling later.



Do not worry that your camper's account reads Adult here.

start DAXKO Opera... New Member ... New Member ... C:\Documents... Organizer - P... Editor - Photo... Microsoft Pow... 2:31 PM

DAXKO Operations - Create Password - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Gmail - Inbox (10) - ... x DAXKO Operations - ... x Maine Camp Director... x Online Login x datAvenger | Bangor Y x Pandora Radio - Lista... x DAXKO Operations - ... x + -

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Welcome, Guest

Program Search | Login

**Create Account Password**

**Note:** The password's first character must be a letter; it must contain at least 4 characters and no characters other than letters, numbers and the underscore may be used.

E-mail address:

Enter Password:

Confirm Password:



**Be sure to use a valid email address that you check often. Save the password you choose, you will need it to submit your trip and class preferences.**

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start DAXKO Opera... New Member ... New Member ... C:\Documents... Organizer - P... Editor - Photo... Microsoft Pow... 2:32 PM

DAXKO Operations - My Account - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Gmail - Inbox (10) - ... x DAXKO Operations - ... x Maine Camp Director... x Online Login x datAvenger | Bangor Y x Pandora Radio - Liste... x DAXKO Operations - ... x + -

daxko.com https://ops1.operations.daxko.com/Online/Membership/MyAccount.aspx?id=4ea851f1-8798-4dba-a668-2ef83824809f AVG Secure Search

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Welcome,

[Program Search](#) | [My Account](#) | [My Balance](#) | [Payment History](#) | [Logout](#)

## My Account

XXXXXXX XXXXXX  
XXXXXXXXXX  
XXXXXXXX, ME XXXXXXXX  
US  
(207) -  
xxxxxxxxxx@xxxxxxxx.xxx  
[Update contact information](#) [Change password](#)

### Additional Members

Brother's name (child)

**Just click here**

**Membership type:** Participant

**Status:** Inactive

### Payment Methods

The unit has no payment methods on file.

[+ Add credit card](#)

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start DAXKO Opera... New Member ... New Member ... C:\Documents... Organizer - P... Editor - Photo... Microsoft Pow... 2:36 PM

Program Search | Home - Mozilla Firefox

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daxko.com https://ops1.operations.daxko.com/Online/2106/Programs/search.mvc

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Welcome,

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### Browse programs

Select this option to see a list of all programs that are offered.

Browse

### Search for programs by keyword

Search



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**Type "Camp Jordan Programs" and press Enter**

start Program Sear... New Member ... New Member ... C:\Documents... Organizer - P... Editor - Photo... Microsoft Pow... 2:37 PM

Program Search | Programs - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Gmail - Inbox (19) - ... x Emerald Russell x datAvenger | Bangor Y x Leaders\_School\_Par... x Program Search | Pr... x Pandora Radio - Liste... x DAXKO Operations - ... x +

daxko.com https://ops1.operations.daxko.com/Online/2106/Programs/search.mvc/programs?keyword=camp+jordan+programs

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## Programs

Select a program to see the available sessions for that program. If you can't find the program you're looking for, you can use the controls on the left to further filter the list of programs.

We found 6 programs matching your search criteria.

**Search**  
camp jordan programs [clear](#)

**Related categories**  
Select a category to further filter the list of programs.

[Camp Jordan Programs](#)

[2012 Adventure Bound Teen Trips](#)

[2012 AEC](#)

[2012 Counselor In Training](#)

[2012 Leader In Training](#)

[2012 Leaders School](#)

[2012 Traditional Camp](#)

**Just click here**



Welcome, Guest

[Program Search](#) | [Login](#)

## 2012 Leaders School

Select the checkboxes next to one or more sessions that you want to register for, then click **Register**.  
Click a session's name to see the full information about that session.

This program has 4 sessions

Register

**Filter Sessions**  
Sessions without a day or time assigned will always be returned.

**Days of the week**

Sun  Thu  
 Mon  Fri  
 Tue  Sat  
 Wed

**Time**

Morning, open - noon  
 Afternoon, 11 am - 5pm  
 Evening, 4pm - close

**Occurs between**

and

**Availability**

Hide sessions that are...

Waiting list only

|                          |  |   |                                       |                                  |
|--------------------------|--|---|---------------------------------------|----------------------------------|
| <input type="checkbox"/> | <a href="#">Boys Leaders School Grades 6-8</a>   | Jun 17, 2012 to Jun 17, 2012<br>No Time Specified | Family Member<br>Member<br>Non-Member | \$550.00<br>\$550.00<br>\$600.00 |
| <input type="checkbox"/> | <a href="#">Girls Leaders School Grades 6-8</a>  | Jun 17, 2012 to Jun 23, 2012<br>No Time Specified | Family Member<br>Member<br>Non-Member | \$550.00<br>\$550.00<br>\$600.00 |
| <input type="checkbox"/> | <a href="#">Boys Leaders School Grades 9-12</a>  | Aug 05, 2012 to Aug 11, 2012<br>No Time Specified | Family Member<br>Member<br>Non-Member | \$550.00<br>\$550.00<br>\$600.00 |
| <input type="checkbox"/> | <a href="#">Girls Leaders School Grades 9-12</a> | Aug 05, 2012 to Aug 11, 2012<br>No Time Specified | Family Member<br>Member<br>Non-Member | \$550.00<br>\$550.00<br>\$600.00 |

After checking inside the box you will be able to click on the Register button.

DAXKO Operations - Program Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Gmail - Inbox (19) - ... x Introduction to HTML x Pandora Radio - Liste... x Emerald Russell x datAvenger | Bangor Y x DAXKO Operations - ... x DAXKO Operations - ... x +

daxko.com https://ops1.operations.daxko.com/Online/Programs/ProgramRegistration.aspx?id=c7a65a6e-ec4d-487f-9c2c-639ed790ac6

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Welcome,

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### Select Member

Select the family member you want to register for the selected session(s)

Once you have completed the registration form for the selected session(s) you will be given the option to add more registrations before checking out.

| Program session(s)   |
|--|
| 2012 Leaders School - Boys Leaders School Grades 6-8 (06/17/12 - 06/17/12) |

| Name  | ID         | Status   | Registration Group | Select |
|-------|------------|----------|--------------------|--------|
| ..... | 1075223-01 | Inactive | Non-Member         | →      |
|       | 1075223-03 | Inactive | Non-Member         | →      |

**Click on the gray/white arrow next to your camper's name.**

[Cancel](#)

You may see two names if you have added a sibling to the account or if you already have a Bangor Y account for your family. Just click next to the appropriate camper.

DAXKO Operations - Program Registration Agreement - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Gmail - camp jordan ... x Facebook Emerald Russell x datAvenger | Bangor Y x Leaders\_School\_Par... x DAXKO Operations - ... x Pandora Radio - Liste... x DAXKO Operations - ... x +

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Welcome,

[Program Search](#) | [My Account](#) | [My Balance](#) | [Payment History](#) | [Logout](#)

## Agreements/Waivers

### Camp Jordan Releases

#### Fee Policy and Agreement:

Participants who pre-register for camp must pay in full by May 1, 2012. Registration made after May 1, 2012 must pay in full at time of registration. After May 1, 2012 no changes may be made to campers' registrations except for adding sessions. I understand that I am responsible for full payment for any and all weeks of camp for which my child is registered regardless of attendance, unless notice is given in writing by May 1, 2012. The deposit is non-transferable/non-refundable. I have read or had read to me the fee policy and agreement. I understand and accept its terms.

#### Parent/Guardian Authorization

I hereby give permission for my child to attend Camp Jordan (a program of the Bangor Y) and to participate in all associated activities. My child will be examined by a licensed physician within 24 months prior to arrival at camp and the results of the exam will be recorded on the form provided. I understand the enclosed \$50.00 deposit is non-refundable. I give permission to Camp Jordan and the Bangor Y to use photographs, videos, and slides of my child for promotion, public relations, records or other legitimate purposes.

I accept (By selecting this box, you are agreeing to abide by all agreements and waivers set forth in these documents.)

[Cancel](#)

[Next](#)

**Please contact the Bangor Y if you have any questions regarding this waiver.**

DAXKO Operations - Program Registration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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AVG Search Page Status News PC Support



Welcome,

[Program Search](#) | [My Account](#) | [My Balance](#) | [Payment History](#) | [Logout](#)

### Registration Information

Member:

Member question

Are you a member of any YMCA?\*

Yes

No

Which YMCA

Which YMCA are you a member of?

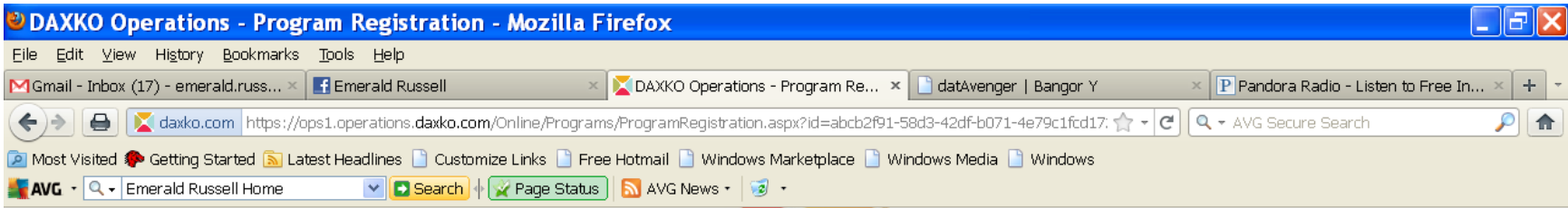
The Bangor Y

[Cancel](#)

[Previous](#)

[Next](#)

**Members of any YMCA receive a discount on all Leaders School and Camp Jordan sessions.**



Welcome,

[Program Search](#) | [My Account](#) | [My Balance](#) | [Payment History](#) | [Logout](#)

## Review registrations

The programs that you are registering for are listed below. The registration process is not yet complete! To complete registration for the programs listed, click **Check out**.

### Want to register for more programs?

No problem! You can [continue browsing the program list](#) to find more programs. Each program that you select will be added to the list below.

**The registration fee is \$50.00. That is deducted from the total cost of camp. Here you can pay any amount you want between \$50.00 and the full amount due.**

Selecting this "X" will cancel your choice. You may delete multiple registrations easily. If there is only one "X", clicking on it will bring you back to the login page to begin again from that point.

Member:

| Program: 2012 Leaders School            |          |              |                                   |          |                          | Registered Member:                                    |
|---|----------|--------------|-----------------------------------|----------|--------------------------|---|
| Session: Boys Leaders School Grades 6-8 |          |              |                                   |          |                          |   |
| Item Description                        | Fee      | Min. Payment | Pay Now                           | Balance  | Schedule?                |   |
| 06/17/12 - 06/23/12                     | \$550.00 | \$0.00       | <input type="text" value="0.00"/> | \$550.00 | <input type="checkbox"/> | Schedule <b>\$550.00</b> payment on <b>05/01/2012</b> |
| Program: Are you a member of any YMCA?  |          |              |                                   |          |                          | Registered Member:                                    |
| Other Fee                               |          |              |                                   |          |                          |   |
| Item Description                        | Fee      | Min. Payment | Pay Now                           | Balance  | Schedule?                |   |
| No                                      | \$50.00  | \$50.00      | \$50.00                           | \$0.00   | Due Today                |   |
|   | \$600.00 | \$50.00      | \$50.00                           | \$550.00 |                          | \$0.00  |

[Previous](#)

[Register for more Programs](#)

[Check Out](#)



Welcome,

[Program Search](#) | [My Account](#) | [My Balance](#) | [Payment History](#) | [Logout](#)

### Make Payment

Member:

| Program: 2012 Leaders School                   |          |          | Registered Member |            |          |
|--|----------|----------|-------------------|------------|----------|
| Item Description                               | Fee      | Discount | Pay Now           | Sched. Amt | Balance  |
| Session: <b>Boys Leaders School Grades 6-8</b> | \$550.00 | \$0.00   | \$0.00            | \$0.00     | \$550.00 |
| Program: Are you a member of any YMCA?         |          |          | Registered Member |            |          |
| Item Description                               | Fee      | Discount | Pay Now           | Sched. Amt | Balance  |
| Other Fees: <b>No</b>                          | \$50.00  | \$0.00   | \$50.00           | \$0.00     | \$0.00   |
|  | \$600.00 | \$0.00   | \$50.00           | \$0.00     | \$550.00 |

**Amount to be paid now: \$50.00**

Amount to automatically charge later: \$0.00  
Remaining balance with no payments scheduled: \$550.00



Payment Method      Name on Account      Account Number

New Credit Card  
-- Select Type --      Name on Card:      Credit Card Number:      Month: 01-Jan      Year: 2011

**This will bring you to a confirmation page. A receipt will automatically be sent to you via email. The next steps are to provide your camper's health information, and sign him/her up for activities. Visit [www.leadersschool.org](http://www.leadersschool.org) for details and directions.**

