



How to Enroll for Summer Camp Step by Step Guide for Families

Enrollment Steps

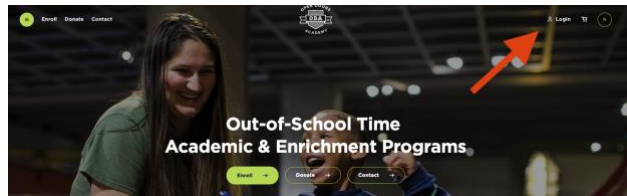
- (1) **Complete online application:** via ODA Account on ODA website
- (2) **Sign Waiver and Policies:** via PandaDoc email
- (3) **Recommended Orientation:** in-person or virtual session

Accommodations Available:

- (1) Staff support in completing forms online.
- (2) Translation services powered by Google Translate on website.
- (3) Assistance to complete medical paperwork when required (JFS 1236).

Website Enrollment

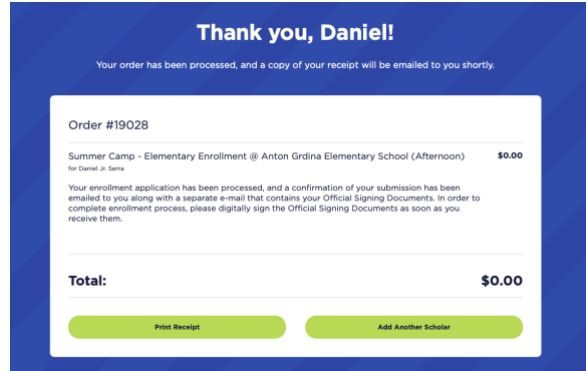
1. Go to <https://www.opendoorsacademy.org/>
2. Log into or create ODA account
 - o **Important note:** For current scholars, enrollment must be completed using existing account. Creating a new account will look like a new scholar in our system!
3. Click Enroll at Top Left
4. Prepopulate Student Information
 - Applies only if previously applied via new website
 - Be sure to check that all prepopulated information is still accurate.
5. Choose Program and Location
 - Don't forget to select a program or location.



6. Complete all sections – Scholar, Parent, and Emergency Contacts

- Very important to take your time and double check all fields. Errors will delay processing of enrollments.

7. Confirmation Screen



-- WAIT! You're not done yet. --

Confirmation Email

1. Parent/guardian will receive a confirmation email
 - Make sure to sign Summer Camp Waiver and Policies Document (see below!).
 - Enrollment is NOT complete until then!

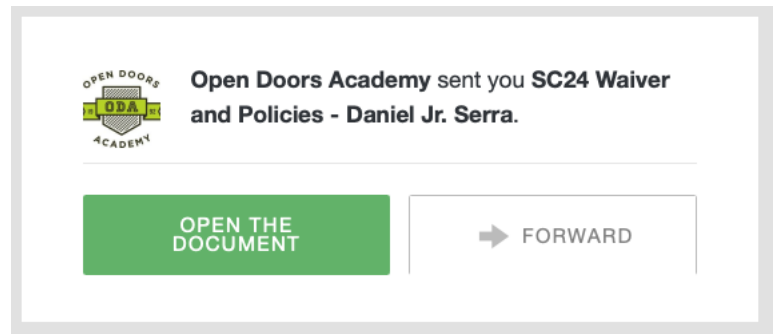
Thank You!

To complete your enrollment, you must sign the Summer Camp Waiver and Policies Document sent to you by email.



PandaDoc e-Signature via Link in Email

2. Parent/guardian will immediately receive an e-signature email from PandaDoc with a link to document for signature:
 - Title: "SC24 Waiver and Policies_[Scholar Name]"
3. Parent to complete blank fields and sign.



Need help?

If you need help, you can reach out to your Campus Coordinator or our Enrollment team at summercamp@odacle.org.