

# SUMMER CAMP REGISTRATION PROCESS GUIDE

## Summer Camp Registration Overview

It is camp registration time! We know many families feel both excited for summer and a little nervous about securing a spot. Take a deep breath, we're here to help every step of the way.

This guide provides a clear, easy-to-follow overview of everything you need for 2026 camp registration. Inside, you'll find:

- Registration Dates & Eligibility
- How to Set Up or Confirm Your Account
- Tips for a Smooth Registration
- Step-by-Step Screenshots of the Registration Website

Please review this information before registration day to ensure your household feels confident, ready and prepared for a successful morning. Our Preschool, Youth & Teen team will be in the office and **ready to help** every registration morning.

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## Pricing & Registration Structure

The City of Dublin has a simplified pricing and registration structure for parks and recreation services, including summer camps. Registration categories fall into two groups: **City of Dublin Residents** and **Non-Residents**.

- For **Summer Camps held at Dublin City Schools, all Dublin City School District residents** continue to receive preferred pricing and priority registration alongside City of Dublin residents.
- For **camps held at all other locations**, School District residents fall into the **non-resident category**

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## Summer Camp Registration Dates

### Tuesday, March 3 @ 6:00AM - Priority Registration – All 8 weeks

- Wyandot Camp for Dublin residents & School District residents
- Camp Kaltenbach and Extended Weeks Camp for Dublin residents

### Thursday, March 5 @ 6:00AM - Weekly Registration

- Wyandot Next, Teen Adventure Camp, Teen Extended Care and Counselor-In-Training for Dublin residents & School District residents
- My First Camp and Discovery Camp for Dublin Residents

### Wednesday, March 11 @ 8:00AM – Non-Resident Registration

- Non-residents are eligible to register for priority and weekly registration camps.
- **Please Note:** If a camp reaches capacity during an earlier registration period, no additional seats will be made available during the non-resident registration.

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## Recreation Services



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## How to Set-up Your Account

Registration for our camps is done online through our [registration website](#) (no in person registrations are permitted).

- **Current Customers:** If you are a current member, past member or have taken DCRC classes in the past 5 years, you are in our database and can register online.
- **New Customers:** You're just a few steps away from online registration!
  - Create an account online. All new accounts are set up as non-resident by default but are active immediately. Once you've created your account, **proof of residency is needed to make any changes to your residency status**. Snap a photo of your driver's license as proof of identification and upload it under My Account, Upload ID/Proof of Residency. If your license does not have your current address listed, you also need to upload a utility bill as proof of residency
  - Staff review and approve residency changes to your household in 1–2 business days.
  - You may also verify residency at the Dublin Community Recreation Center front desk.
  - Once an account is created, a username and password is generated that allows you access to our registration website.

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## Before Registration Day

For the smoothest experience, please do the following **at least 1–2 days ahead**:

1. **Confirm your account works on our [registration website](#)**, and be sure to use the device you plan to use. We recommend a computer, not a phone or tablet.
2. **Check your household information:** confirm the information in your online household account is accurate and up to date. This includes email addresses, home address, and current phone numbers.
3. **Make sure you know your log-in information and your password works.** We recommend logging in at least once during the week before registration.
4. **Review registration dates** and set reminders/alarms.

We strongly encourage families who plan to register their campers together (for same camp, same week) to talk **before** registration. We **cannot** move campers after Priority Registration is complete. It also is recommended to have a Plan B in case your child's preferred camp location is not available when you attempt to register.

Contact a Preschool, Youth & Teen Programming team member if you have any questions or concerns about camp. Team member contact information is outlined on the last page of this guide.

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## Virtual Waiting Room

To manage high demand, our software system uses a virtual waiting room:

- If you arrive at the site before 6:00 a.m., you will receive a **random** spot in line when registration opens.
- If you arrive at the site after 6:00 a.m., you will receive the next available spot in line.
- At 6 a.m., our registration system begins releasing individuals from the waiting room. Once it's your turn to register, you will automatically be redirected to the registration site.
- **Important:** please log in no earlier than 5:50 a.m. on registration day. Logging in too early may cause the system to time out your session or you may join before the waitlist has actually begun.
  - This is referred to as "web whacking" and if it occurs it may take you several minutes to log back in. The computer resets itself – **we cannot do anything from our end.**
- Please review the 'Virtual Waiting Room FAQ' available online to familiarize yourself with this process.

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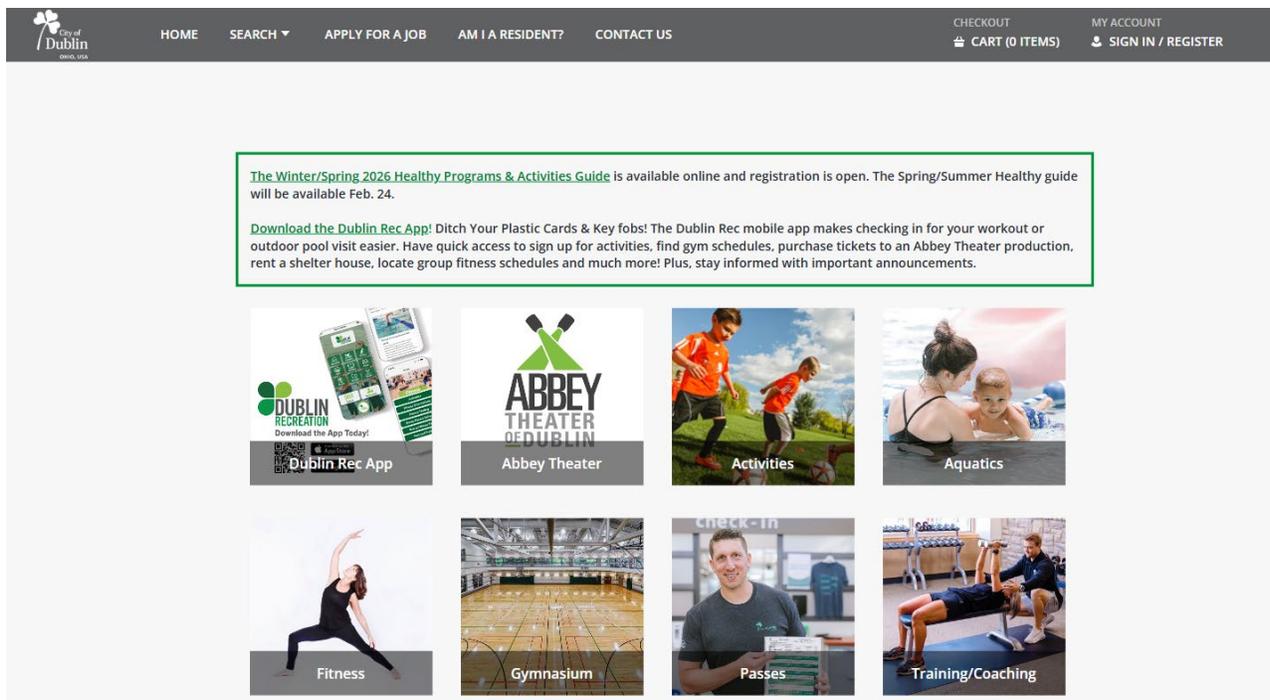
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## Tips For Successful Registration

- **Stay on the page and do not close your browser window.** Once you are logged in to your account online, we STRONGLY RECOMMEND that you **DO NOT CLICK THE RIGHT CORNER X at any time.** Doing so locks your account from our end, as well as from your end, and nothing can be done until the system resets (which can take several minutes).
- **If a camp shows as UNAVAILABLE:** Refresh your browser (Ctrl + F5). **DO NOT** log out or click the right corner X. Refreshing the browser does not affect your place in line.
- **Only one active session per household** is allowed. Once released from the Waiting Room to begin registration, a Household can only open one active session at a time. Subsequent logins by the same Household on an alternate device or browser will take over and replace any of that Household's previous active sessions.
- **Adding a program to your cart does NOT guarantee enrollment.** Your registration is complete only when you've reached the **payment confirmation page** and received a **receipt**.
- **Do not remain on the payment screen for more than 10 minutes.** The system will not process registrations after this time.
- **Families interested in adding Extended Weeks Camp:**
  - Must add **Wyandot or Camp Kaltenbach** to your cart *first*, then add Extended Weeks.
  - If Extended Weeks waitlists appear, we recommend you join the list. You will not be charged and we will contact you if and when a spot opens to see if you are still interested in enrolling.

## Summer Camp Step-by-Step Registration Process

**Step One:** Visit the [Registration Webpage](#)



The screenshot shows the City of Dublin Recreation website homepage. At the top is a navigation bar with links: HOME, SEARCH, APPLY FOR A JOB, AM I A RESIDENT?, CONTACT US, CHECKOUT CART (0 ITEMS), and MY ACCOUNT SIGN IN / REGISTER. Below the navigation bar is a green-bordered box containing text: "The Winter/Spring 2026 Healthy Programs & Activities Guide is available online and registration is open. The Spring/Summer Healthy guide will be available Feb. 24." and "Download the Dublin Rec App! Ditch Your Plastic Cards & Key fobs! The Dublin Rec mobile app makes checking in for your workout or outdoor pool visit easier. Have quick access to sign up for activities, find gym schedules, purchase tickets to an Abbey Theater production, rent a shelter house, locate group fitness schedules and much more! Plus, stay informed with important announcements." Below this box are eight tiles representing different services: Dublin Rec App, Abbey Theater, Activities, Aquatics, Fitness, Gymnasium, Passes, and Training/Coaching.

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**Step Two:** The virtual waiting room begins around 5:50 a.m. and you will see images, like the ones outlined below.

<p><b>Summer Camp Registration will begin shortly.</b></p> <p>A virtual waiting room and queue have been implemented to ensure high traffic on our site doesn't interfere with your registration experience. When it's your turn you will automatically be redirected to the registration site and you may browse the site at your own pace. There is no time limit to completing your transaction. This queue is simply to control the number of incoming site connections that occur at any given moment during a high-traffic event.</p> <p><a href="#">What is this?</a></p>	<p><b>Summer Camp Registration - You're in line and will be entering our site soon!</b></p> <p>This virtual waiting room and queue has been implemented to ensure high traffic on our site doesn't interfere with your registration experience. When it's your turn you will automatically be redirected to the registration site and you may browse the site at your own pace. There is no time limit to completing your transaction. This queue is simply to control the number of incoming site connections that occur at any given moment during a high-traffic event.</p> <p><a href="#">What is this?</a></p>
<p>The event will begin at: 6:00 AM</p>	

**Step Three:** Click 'Sign In/Register', located at the top right-hand side of the page.

City of Dublin navigation bar: HOME, SEARCH, APPLY FOR A JOB, AM I A RESIDENT?, CONTACT US, CHECKOUT, CART (0 ITEMS), MY ACCOUNT, SIGN IN / REGISTER

Main content area:
 

- The Winter/Spring 2026 Healthy Programs & Activities Guide is available online and registration is open. The Spring/Summer Healthy guide will be available Feb. 24.
- Download the Dublin Rec App! Ditch Your Plastic Cards & Key fobs! The Dublin Rec mobile app makes checking in for your workout or outdoor pool visit easier. Have quick access to sign up for activities, find gym schedules, purchase tickets to an Abbey Theater production, rent a shelter house, locate group fitness schedules and much more! Plus, stay informed with important announcements.
- Grid of service tiles: Dublin Rec App, Abbey Theater, Activities, Aquatics, Fitness, Gymnasium, Passes, Training/Coaching

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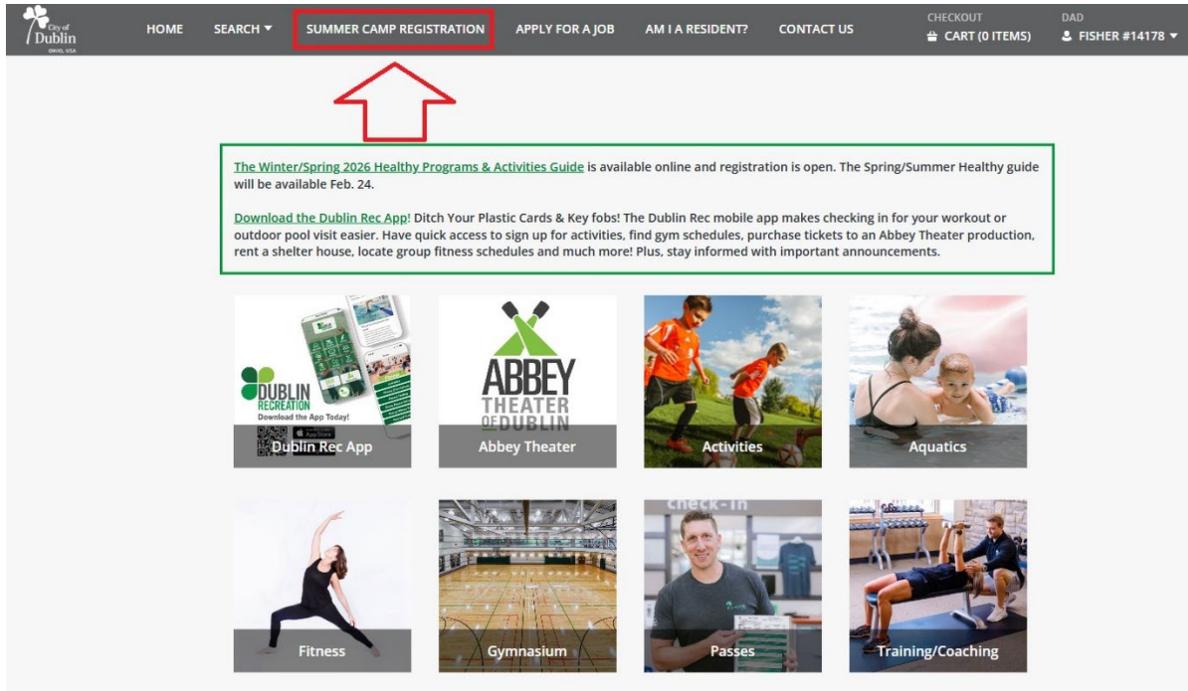


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**Step Four:** Once Logged in to your Household Account, click Summer Camp Registration, located at the top of the page within the gray banner.



**Step Five:** Once viewing the Summer Camp Registration Page, click on the summer camp option you wish to enroll your child. \*The summer camp options will show as **UNAVAILABLE**, and that status will not change to AVAILABLE, until the date/time of the camps registration period.



**Wyandot Camp @ Hopewell Elementary School (All 8 Weeks) - 321700**

Wyandot Camp is the third step in the summer camp experience. This is our traditional, full day camp experience that revolves around the arts, health, wellness, physical activities and nature/science exploration. Campers engage in a variety of structured indoor and outdoor, age specific activities daily. Camps include weekly field trips, outdoor water days, and weekly swimming. A Wyandot Camp Meal Plan is available for families interested at an additional fee.

Priority Registration (All 8-Weeks) opens on March 3 to Dublin residents and school district residents. Non-resident registration begins on March 11.

1 Sections ▾

Availability	Activity #	Description	Dates	Times	Days	Location	Ages	CR   NR	Info
Unavailable	321700-01	Wyandot Camp @ Hopewell Elementary School (All 8 Weeks)	06/08/2026 -07/31/2026*	7:30 am - 5:30 pm	M, Tu, W, Th, F	Hopewell Elementary School	6-11.99	\$0.00/\$1,938.00/\$2,132.00	Item Details

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Once camp registration begins, the camp will show green circle 'Available':

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**1 Sections** ▾

Availability	Activity #	Description	Dates	Times	Days	Location	Ages	CR   NR	Info
<input type="checkbox"/> Available	321700-01	Wyandot Camp @ Hopewell Elementary School (All 8 Weeks)	06/08/2026 -07/31/2026*	7:30 am - 5:30 pm	M, Tu, W, Th, F	Hopewell Elementary School	6-11.99	\$0.00/\$1,938.00/\$2,132.00	Item Details

**Step Six:** Once the summer camp option becomes available, (GREEN AVAILABLE symbol will appear), click the box just to the left of the green circle. A GREEN checkmark fills the box and you need to click 'add to cart' at bottom of page. Once you have done this, the screen will refresh and you will then be prompted to select the member of your Household, you wish to register. Here you can click all members of your household eligible to register for the camp. For Example: If you have 2 children, and are registering for Wyandot Camp, you can click both children at this time.  
*\*NOTE: This screen shot shows an example household and program registration.*

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[HOME](#) [SEARCH ▾](#) [SUMMER CAMP REGISTRATION](#) [APPLY FOR A JOB](#) [AM I A RESIDENT?](#) [CONTACT US](#) [CHECKOUT](#) [CART \(0 ITEMS\)](#) [DAD](#) [FISHER #14178 ▾](#)

### Family Member Selection

Bander Fisher

- Extended Weeks @ DCRC: Week 1 (321550-01)
- Wyandot Camp @ Hopewell Elementary School (All 8 Weeks) (321700-01)

Rufus Fisher

- Extended Weeks @ DCRC: Week 1 (321550-01)
- Wyandot Camp @ Hopewell Elementary School (All 8 Weeks) (321700-01)

Continue

Cancel

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**Step Seven:** After selecting the member of your Household, click continue. The page will refresh and you will then be prompted to agree to a program waiver for each camp. Check "I agree with the above\*" statement and click continue.

Wyandot Camp @ Hopewell Elementary School (All 8 Weeks) (321700-01) for Bander Fisher (Purchase)

Wyandot Camp @ Hopewell Elementary School (All 8 Weeks) (321700-01) for Bander Fisher (Purchase)

Waivers

**RELEASE OF ALL CLAIMS AND PROMISE NOT TO SUE**  
As a participant in this and any other program of the City of Dublin Recreation Services Division and/or Dublin City Schools, I/we recognize and acknowledge that there are certain risks and agree to assume all such risks including any damage resulting from physical injuries, death, loss of services or consortium, loss or damage to property, or any other loss which I/we may sustain as a result of participating in any and all activities connected with or associated with such programs. I/we also acknowledge that participation in such programs and at such facilities enhances the chance that I/we may contract a naturally occurring disease.

In consideration of the City of Dublin Recreation Services Division and/or Dublin City Schools, accepting me or my child's registration, and with the intent to be legally bound, I hereby, for myself, for my child, all heirs, executors, administrators, and assigns, do hereby forever release, waive and relinquish all claims I have or may have as a result of participating in this and all other programs of the City of Dublin Recreation Services Division and/or Dublin City Schools. Furthermore, I promise not to sue the City of Dublin Recreation Services Division and/or Dublin City Schools and agree to indemnify and hold harmless and defend, the City of Dublin Recreation Services and/or Dublin City Schools, its officers, agents, servants, employees and insurers, from any and all liabilities, claims, demands, actions or causes of action resulting from physical injuries, including death, harm sustained as a result of contracting a naturally occurring disease, loss of services or consortium, loss or damage to property, or any other loss to me on account of my participation in this and all other programs of the City of Dublin Recreation Services Division and/or Dublin City Schools.

I HAVE CAREFULLY READ THE FOREGOING AGREEMENT, UNDERSTAND ITS CONTENTS, AND AM AWARE THAT I AM RELEASING CERTAIN LEGAL RIGHTS. I ACKNOWLEDGE THAT I AM SOLELY RESPONSIBLE FOR ANY INJURIES, ILLNESS, OR DEATH INCURRED WHILE PARTICIPATING IN PROGRAMS OF THE CITY OF DUBLIN RECREATION SERVICES DIVISION AND/OR DUBLIN CITY SCHOOLS.

Any changes in dates/times from those printed in the brochure are accurately reflected in the online listings and on your receipt.

ID POLICY  
Our number one priority is to provide a safe and friendly environment to everyone that visits our facilities or takes part in/participates/joins our programs. All patrons (including spectators) passing the check-in desk must present a photo ID to enter the facility.

**CAMP CANCELLATION POLICY**  
We understand your summer plans can change. The City of Dublin makes firm financial commitments to camp staff, field trips and program supplies for all our camps. Outside of priority registration, all camps canceled before May 15, 2026, are refunded in full minus a \$50.00, non-refundable fee per week per child. **Cancellations made after May 15 do not receive a refund.** This policy applies to all camps, including both day camps and specialty camps. Transfer requests must be made by May 15 to be accepted.

I agree with the above \*

**Step Eight:** Review camps you added to Shopping Cart. Click 'Proceed to Checkout' in the bottom left corner, to proceed to the payment page.

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HOME SEARCH SUMMER CAMP REGISTRATION APPLY FOR A JOB AM I A RESIDENT? CONTACT US

CHECKOUT CART (4 ITEMS) DAD FISHER #14178

**New Charges In Shopping Cart**

### Shopping Cart

Shopping Cart

	Description	Name	Total Fees
<input type="button" value="Remove"/>	Extended Weeks @ DCRC: Week 1 (321550-01) (Enrolled)	Bander	\$ 255.00
<input type="button" value="Remove"/>	Extended Weeks @ DCRC: Week 1 (321550-01) (Enrolled)	Rufus	\$ 255.00
<input type="button" value="Remove"/>	Wyandot Camp @ Hopewell Elementary School (All 8 Weeks) (321700-01) (Enrolled)	Bander	\$ 1938.00
<input type="button" value="Remove"/>	Wyandot Camp @ Hopewell Elementary School (All 8 Weeks) (321700-01) (Enrolled)	Rufus	\$ 1938.00
<b>Grand Total Fees Due</b>			<b>\$ 4386.00</b>
<b>Total Old Balances Not in Shopping Cart</b>			<b>\$ 0.00</b>

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**Step Nine:** The webpage will now take you to the payment screen. If you are done shopping and wish to pay now, you need to fill out the required items in red: Payment Method, First Name, Last Name, Home Phone, Email. Once you have filled out the information on this page, click continue and a receipt will generate to confirm your transaction.

If you are registering for more camp options (i.e. Extended Weeks, Wyandot Camp Lunch), you can click the Summer Camp Registration Button in the gray banner at the top of the screen, to return to view camp options. Continue the process again, until you have finished your camp registrations.

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[HOME](#)
[SEARCH](#)
[SUMMER CAMP REGISTRATION](#)
[APPLY FOR A JOB](#)
[AM I A RESIDENT?](#)
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### Checkout

Summary of Charges

New Charges In Shopping Cart:	\$ 4386.00
Old Balances In Shopping Cart:	\$ 0.00
Total Balance for household:	\$ 4386.00
<b>Minimum Amount Due Today:</b>	<b>\$ 2448.00</b>
Maximum Amount Due Today:	\$ 4386.00

The Following Information is Required to Complete Your Transaction

**Amount To Be Paid Today: \***  
\$ 2,448.00

**Using This Payment Method: \***  
Select A Payment Method



Apply Coupon/HBC Points/Waiver Funding

Available Reward Balance: \$ 20.00 (20.00 Points)

Type

Code

Billing Information

**First Name: \***

**Last Name: \***

**Home Phone w/area code: \***

**Email: \***

Re-Enter Email:

Click 'Continue' to initiate the payment authorization process and generate a confirmation receipt.

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**Please contact the DCRC front desk at 614.410.4550 if you are having trouble with your account.**

The Preschool, Youth & Teen team will be in the office during all registration mornings and ready to help if you need assistance. If you need to speak with a PYT staff member for a specific camp-related question, contact us via our direct phone numbers outlined below. Please be patient as we often experience a high volume of calls the morning of registration. If we are not able to answer, please leave a detailed message. We do our best to answer and return all inquiries with efficiency and in the order in which they were received.

Please note that leaving a message does not hold or guarantee a camp spot. All camp registrations must be completed online; we are not able to register participants by phone or in person.

**For specific questions about Preschool, Youth and Teen Camps, visit our webpage at [DublinOhioUSA.gov/recreation-services/dcrc/camps/](http://DublinOhioUSA.gov/recreation-services/dcrc/camps/) or contact a member of the team:**

**Euan Baker**  
*Camps Program Coordinator*  
[ebaker@dublin.oh.us](mailto:ebaker@dublin.oh.us)  
614.410.4557

**Brittney Hanks**  
*Adaptive Coordinator*  
[bhanks@dublin.oh.us](mailto:bhanks@dublin.oh.us)  
614.410.4574

**Trinity Glenn**  
*Preschool, Youth & Teen Program Specialist*  
[mwills@dublin.oh.us](mailto:mwills@dublin.oh.us)  
614.410.4573

**Phil Gross**  
*Recreation Program Supervisor*  
[pgross@dublin.oh.us](mailto:pgross@dublin.oh.us)  
614.410.4552

**Thank you for your interest in our summer camps!**

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