Online Registration Instructions for DCI Members

Signing up for camps and classes under your DCI membership can sometimes be tricky. Here are a few simple instructions to ensure your member discount is applied correctly. You might find it helpful to have this page open in another browser window as you navigate the online registration process.

(1) Before you begin, check to be sure you have an active membership account, and which email address is linked to your account. Please call or email our Membership Coordinator, Pam Smart (208-343-9895 x 236 or p.smart@dcidaho.org), for assistance on Tuesdays, Wednesdays, and Thursdays.

(2) Go to the camp/class you want to register for and click on the link. Before moving forward to the next page, be sure to SIGN IN using the email address linked to your membership account via the links at the top right of the page (see example in graphic below). Once you are signed in, you should see your account name listed at the top of the page.

**IMPORTANT:** If this is your first time using the online registration system, you must first REGISTER for a web account using the email address linked to your membership account. The system must then reset for the web account to be recognized. Close the window, and come back to the camp registration page to SIGN IN to your new account.

(3) If you created a web account but have forgotten the password, you can request the system to send you a password reset link. The message will go to the email address you created your web account with. If that email address does not match the address attached to your membership account, the system will not recognize your membership to apply the discount. You must use the email address on file with your membership for the system to link your web account and membership information.

(4) Complete the fields for the registration. You will need the following information: Camper Name; Camper/Family Address; Camper Grade Level; and Guardian Name, Phone Number, and Email.

(5) As you proceed to the next page of the registration form, the membership discount for the camp should appear at the top of the payment information. If there are any issues with your registration or payment, you can contact the Reservations Specialist (reservations@dcidaho.org or 208-343-9895 x224) for assistance.