

# Monument Academy Camp Shady Brook Registration

Greetings!

We are now using an online registration process for Monument Academy Field Trips! Our registration process operates on a secure platform (FamilyID) that provides you with an easy, user-friendly way to register for available field trip programs. When you submit an online registration through this system it keeps track of your information in your profile. You enter your information only once for each family member, and you can use the profile you created for each family member to complete any registration process within the FamilyID system.

## REGISTRATION PROCESS:

A parent/guardian should register by clicking on this link:

<https://www.familyid.com/organizations/monument-academy-2>

To complete this process, you need to register for the following program:

- **Camp Shady Brook**

## Follow these steps:

1. Click on the link provided above and select **Camp Shady Brook** under the word Programs. (If you have a direct link to the **Camp Shady Brook** program you can skip directly to step #2).
2. Next click on the green **Register Now** button and scroll, if necessary, to the **Create Account/Log In** green buttons. If this is your first time using FamilyID, click **Create Account**. Click **Log In**, if you already have a FamilyID account.
3. **Create** your secure FamilyID account by entering the account owner First and Last names (parent/guardian), E-mail address and password. Select **I Agree** to the FamilyID Terms of Service. Click **Create Account**.
4. You will receive an email with a link to activate your new account. (If you don't see the email, check your E-mail filters (spam, junk, etc.).)
5. Click on the link in your activation E-mail, which will log you in to FamilyID.com
6. Once in the registration form, complete the information requested. All fields with a red\* are required to have an answer.
7. Click the Continue button when your form is complete. (You may click the "Save And Finish Later" button if you are interrupted and must complete your registration later)
8. Review your registration summary.
9. Click the green Submit button. After selecting 'Submit', the registration will be complete. You will receive a completion email from FamilyID confirming your registration. At any time, you may log in at [www.familyid.com](http://www.familyid.com) to update your information and to check your registration(s). To view a completed registration, select the 'Registration' tab on the blue bar.

## For payment through FamilyID/PayPal, credit or debit card (when applicable):

10. Click the green **Pay & Submit** button
11. On the next screen, click on **Proceed to Payment** to be directed to PayPal
12. In PayPal, you can use a PayPal account, debit card or credit card. (You will need to select whether you want to pay with PayPal or to pay without a PayPal account.)
13. After you click **Pay**, you will receive a completion email from PayPal confirming your payment and an email from FamilyID confirming your registration.

### **For payment via Check or Cash:**

14. Click the green Submit button. Your registration is now complete, please complete the payment process by submitting a check or cash to the front office or make arrangements with the business office. At any time, you may log in at [www.familyid.com](http://www.familyid.com) to update your information and to check your registration(s). To view a completed registration, select the 'Registration' tab on the blue bar.

### **SUPPORT:**

- If you need assistance with registration, **contact** FamilyID at: **support@familyid.com** or **888-800-5583 x1**.
- Support is available 7 days per week and messages will be returned promptly.

**Was this article helpful?** [Yes](#) / [No, I want to contact support](#)