



2016 CAMPER INFO

# NYC Sightseeing & Shopping Trip

ILC offers a New York City Sightseeing and Shopping Trip to all international campers during the middle of Session 1, 2 and 3. This overnight trip takes place during the middle Sunday and Monday of the session. Campers who sign up for this trip will not be able to go on the Lazy Day Trip.

On the first day, your camper will travel to one of America's most amazing cities and tour some of Manhattan's most exciting sights, catch one of America's great past-times, a baseball game, and dine in the heart of Times Square. The campers will spend the night at a hotel 45 minutes outside of the city, accommodations are included in the price. On the second day, your camper will shop at New York's Woodbury Common Premium Outlets, which houses over 220 legendary outlet stores. Please visit [https://www.premiumoutlets.com/outlets/store\\_listing.asp?id=7](https://www.premiumoutlets.com/outlets/store_listing.asp?id=7) for a complete listing of stores and map of the outlet mall.

While we have not set the exact itinerary for each sessions NYC trip, below are the dates, cost and directions on how to sign up:

2016 TRIP DATES	<u>SESSION 1</u>	<u>SESSION 2</u>	<u>SESSION 3</u>
	Tuesday, Jul. 3rd – Wednesday Jul., 5th	Sunday, Jul. 17th – Monday Jul., 18th	Sunday, Jul. 31st – Monday, Aug. 1st
PRICE & SPENDING MONEY	<ul style="list-style-type: none"> <li>● <i>The cost of the trip is \$325.00 - NOT including spending money.</i></li> <li>● <i>All meals will be provided EXCEPT for lunch at the outlets.</i></li> <li>● <i>You can provide your camper with spending money by depositing the amount into their camper account. They will be given their requested amount in cash when they leave for the trip.</i></li> </ul>		
HOW TO SIGN UP	<ul style="list-style-type: none"> <li>● <i>Go online and sign up on your own using your CampInTouch account. To do this:</i> <ol style="list-style-type: none"> <li>1. <i>Log Into Your CampInTouch Account:</i> <ol style="list-style-type: none"> <li>a. Click <a href="#">here</a> to access the Log In page for your account. <b>NOTE:</b> <i>If you do not remember your password, click on the Retrieve/Set Password link on the lower right hand corner of the page – Confirm the e-mail address and click on the SUBMIT box. A rest e-mail will be sent. The e-mail will be from <a href="mailto:automation@campminder.com">automation@campminder.com</a>, (if it does not appear in your inbox, check your spam folder, although that usually does not happen). Open the e-mail and click on the Retrieve/Set Password link inside. You will be directed to a new page where you can follow the prompts to reset your password.</i></li> <li>b. Once you are logged in, you will be directed to the CampInTouch HomePage – This is your ILC Family Account!</li> </ol> </li> <li>2. <i>Sign Up for the NYC Trip:</i> <ol style="list-style-type: none"> <li>a. From your ILC CampInTouch HomePage, scroll down to the <b>FORMS DASHBOARD</b> section and click on the <a href="#">Forms &amp; Documents</a> link next to the <b>yellow pencil icon</b>.</li> <li>b. Navigate to the <b>Additional Options Form</b> by clicking on the link to the right of the form name.</li> <li>c. Complete the form by scrolling down beneath the <b>INTERNATIONAL NYC TRIP</b> description and click on the <a href="#">Show International NYC Trip Options</a> link. Select the box to the left of the desired trip.</li> <li>d. If you wish to provide extra funds for your camper to use as spending money, you can make a deposit now by clicking the box next to <b>NYC Trip Spending Money Deposit</b> and typing the amount desired in the box next to <b>Quantity</b>.</li> <li>e. Click on the <b>SUBMIT</b> button on the lower right hand corner of the box to complete the form.</li> <li>f. A confirmation box will pop up saying you have successfully completed the form.</li> </ol> </li> </ol> </li> <li>● <i>Email us at <a href="mailto:cindy@independentlake.com">cindy@independentlake.com</a> and we can sign your camper up for you.</i></li> </ul>		

## HOW TO PAY FOR THE TRIP

**\*NOTE:** If you sign up **BEFORE MAY 1ST, 2016**, the \$325 cost will be automatically added to your balance and charged to the card on file on May 1st, 2016. If you sign up **AFTER MAY 1ST** OR would like to pay immediately, follow the directions to the right.

1. From your ILC CampInTouch HomePage, scroll down to the **YOUR FAMILY** section and click on the **Financial Management** link next to the **yellow \$ icon**.
2. Scroll to the bottom of the page. Make sure the correct season is selected (2016).
3. Beneath the season, a summary of all charges and payments will be listed by each camper enrolled, along with your family totals. **NOTE:** To see more detailed information about financial transactions, click on the **VIEW STATEMENT** button on the lower left hand corner of the page. Your family billing statement will download as a PDF. Once opened, all **CHARGES/CAMPER DISCOUNTS** will be listed on the left by date by camper. You can also see each Camper's enrolled sessions for the 2016 summer. All **PAYMENTS / FAMILY DISCOUNTS OR CREDITS** (i.e. Pay-In-Full or Prior Year Credits) will be listed on the right by date. Your **Family Balance** will be shown in **BOLD** beneath the right-hand column.
4. To make a payment, click on the **MAKE A PAYMENT** button on the lower right hand corner of the Financial Management page. A pop up box titled **MAKE PAYMENT** will appear. Enter in the amount you would like to pay (\$325) and choose the radio button next to the credit card on file you would like to use. Click on the **MAKE PAYMENT** button on the lower right hand corner of the box to complete the process. **NOTE:** Follow the directions in the section below to add or edit your credit cards on file.
5. A receipt for the payment will be e-mailed to you!

### **JUST IN CASE: How To Add, Edit, or Delete Credit Cards on File**

1. From your ILC CampInTouch HomePage, scroll down to the **YOUR FAMILY** section and click on the **Financial Management** link next to the **yellow \$ icon**.
2. To **Add** a Credit Card, click on the **Add Credit Card** link located beneath the list of your existing credit cards on file. A new window titled **CREDIT CARD VAULT** will pop up. Enter in the appropriate information and press the **SAVE** button on the lower right hand corner.
3. To **Edit** an Existing Credit Card, click on the **Edit** link to the right of the card you intend to change. A pop up box titled **UPDATE CREDIT CARD** will appear. Make the appropriate changes and press the **SAVE** button on the lower right hand corner. **NOTE:** You can only update your expiration date, name on card, and billing address. Any change in card number must be added as a new card.
4. To **Delete** an Existing Credit Card, click on the **Remove** link to the right of the card you intend to change. **NOTE:** You can only delete cards on that are **NOT** your default credit card - Your default credit card is the card chosen via the radio button to the left of it. If chosen, the radio button will be **blue**. You can switch your default card by clicking the radio button on any other card on the list.
5. When you are finished managing your payment methods, click on the **My Account** link at the top of the window to navigate back to the HomePage, or follow the directions below to make a payment.

### **JUST IN CASE: How To Update Your Billing E-Mail Address or Billing Preference**

1. Once you have completed your application for your camper, you cannot update your billing e-mail address or billing preference - So, e-mail Cindy (cindy@independentlake.com) with the following information:
  1. If you are updated your billing e-mail, just let her know what the new e-mail address is that should receive any communication about financials in the future.
  2. If you would like to change your billing preference, let her know you would like to set up a different payment plan and she will work with you from there!

