

40 - CYMS Training Guide – Camp Setup (10.3 – Updated Sept 2011)

Note: Before any children are enrolled into any camps, VSI **HIGHLY** recommends that you:

#1 Review the Camp Training Guides

CTG-85 Setup CDC SA Activity (for numbering schemes)

CTG-40 Camp Setup

CTG-81 Setup CDC SA Activity Fees

CTG-41 Camp Enrollment

CTG-42 Camp Pro-Rate/Billing

#2 Call VSI to verify your set-up.

If camp is not set-up correctly, you **will** have billing problems and may have to re-enroll all your children. Please take a minute to call us.

Background – Vacation Camps (Spring, Winter and Fall):

- Recommended vacation camp setup:
 - Establish one section for each week of camp.
 - Weekly vacation camps should be set for Weekly Installment Billing.
 - Some bases run billing early for camp to give them time to ensure children are paid in full and contact children on the waitlist, if appropriate.
 - If your vacation camp is less than a week long, you might consider using hourly care to track instead of activity registrations.
- Prior to any enrollments into Camp it is highly recommended that you update your Camp Rates in **CYS Rates Maintenance**. For help entering or changing these rates, refer to **CTG 81 Setup – CDC SA Activity Fees**
- Program types for camps are already set up in the database —
 - Typical age-based coding in the database might include:
 - *CampS-Sp (School-Age Spring Camp), etc.*
 - *CampM-W (Middle School Winter Camp), etc.*
 - *CampK-F (Kindergarten Fall Camp), etc.*
 - This individual coding allows for different rates, separate rosters and maximum counts as well as the ability to place children on a waitlist for a specific age group and specific week (if using the Rectrac Waitlist).
- **If children in your School Age programs can attend school vacation camps (Winter break, Spring break, etc.) at no extra charge**, meaning the fees for these camps have been factored into the B/A Monthly rates:
 - Children should stay on their regular Before or After rosters during these camps. **Do not move them or enroll them into the camp classes!**
 - All other 'outside' children (those not enrolled in a Before or After School program) must be enrolled in vacation camp classes and charged the full day camp rate.
 - Maximum count should be the number of children the center is going to take from the outside (i.e., the number of kids who are going to get charged the full day camp rate).
- **If children in your School Age programs are charged for school vacation camps (Winter break, Spring break, etc...):**
 - Use a mini version of the Summer Camp process detailed in **CTG-42 Camp ProRate Billing**.

Background - Summer Camp:

- All children are charged the higher, full day camp rate during the summer.
- Recommended setup is for each week to be a separate section. Children are enrolled into their appropriate week(s). Refer to Step 3 in the PREPARING CYMS FOR CAMP section of this document for details on how to set up a camp.

Background – No Show Fees for Camp:

- The most efficient financial way to handle patrons who do not show up for their camp weeks is to assess a “no show” or cancellation fee:
 - Do not charge a “deposit” when the patron signs up for camp.
 - Instead, if the child does not show for their week(s) of camp and has not given sufficient notice that they won’t be there prior to billing being run, you should be able to hold the parent responsible for the charge.
 - This balance will remain on the Household until it is paid.

Background – Deposits for Camp:

- Over the years it has become clear that charging parents a deposit for camp does not work as intended and tends to complicate operations at the center level unnecessarily. For this reason, VSI recommends that you **do not** charge a deposit but rather enforce your cancellation policy as mentioned in the above section.
- For instance, some installations say deposit money is refundable. Other say it isn’t. Some say the deposit should hit an unearned revenue account since enrollments will take place 2-3 months prior to camp even starting. Others say it can hit a regular revenue account. Suffice it to say the answer to these details will drive the setup. Here are some of the deposit scenarios we have seen over the years. Each have their own nuances. ***If you must charge a deposit, it is a good idea to call VSI to discuss the details while you are in the planning stages as there are some deposit rules that will be easier to setup/enforce than others.***

(A) Don’t charge a deposit. Instead, enforce your cancellation policy for children who sign up and don’t cancel on time. Better to manage the exceptions than collect a deposit for everyone and chase it all summer long. **Recommended.**

(B) A **flat deposit amount for every week** of camp they sign up for and the money is allowed to **go straight to revenue**. With this setup:

- Income is reported and “realized” at the time the family enrolls. The justification here could be: Labor is being expended to administer the camp registration – the deposit covers this labor in the month it is incurred.
- **Example:** Summer camp may not start until June, but the deposits are reported as income in April and May as patrons sign up for their summer sessions.
- Setup and administration for this type of deposit includes:
 - **Reducing the Camp Rate** in CYS Rates Maintenance by the amount of the deposit. **Example:** If the rate for a week of camp is \$50.00 and you are going to charge a \$10.00/week deposit, the weekly rate in the rate table would be reduced to \$40.00.
 - **Possibly adding another Bill Code to your class setup, specific to tracking the deposit.** **Example:** S1-DP for a School Age camp deposit or M1-DP for a Middle School/Teen camp deposit. Please call VSI for assistance before establishing new codes.
 - **Linking this new Bill Code** to every camp section on the Fees screen.
 - Then, during enrollment, **manually** charging the deposit on every camp enrollment.

(C) Same as above except the deposit must sit in an unearned account until camp arrives. Once camp arrives it must be moved to the revenue account. Depending on specifics, this could

involve a new activity, a new bill code, rate changes similar to above changes mentioned in (B), a miscellaneous posting to move money from unearned to revenue or an cancellation process. Not Recommended.

- (D) We have also seen where parents pay one flat deposit regardless of how many weeks they are enrolling in. Typically this amount is small and not sufficient enough to matter to the parent.
- (E) We have also seen where parents need to pay deposits for their first and last week of camp – this can get real messy because the first and last week of camp can change. Not recommended.
- (F) We have also seen where the parent is charged a percentage by the week or by the number of weeks they enroll in. This is also not recommended as it creates manual work for the clerk.

PREPARING CYMS FOR CAMP ENROLLMENTS – FOLLOW THESE STEPS IN ORDER:

Step 1 Verify all children from last year's rosters have been transferred to history.

- 1 Go to: **Inquiry → Activity → Section Inquiry** (or use the **Program Sections** button)
- 2 Find your camp sections and check the **Total Enrolled** column.
- 3 If there are no children enrolled in any of the sections, you can proceed to **Step 3** below.

Roster For Activity ==> 911157:03 85018-Camp5-Wk3

Last Name	First Name	Enroll Date	Age	Total Due	Res Flag	Status	Total Fees	Total Disc	Total Paic
Alas	Andrew	02/23/2007	10.08	0.00	Yes	Enroll	0.00	0.00	0.00
Allen	Ashley	02/23/2007	10.25	0.00	Yes	Enroll	0.00	0.00	0.00
Allen	Heather	02/23/2007	11.75	0.00	Yes	Enroll	0.00	0.00	0.00
Allen	Parker	02/23/2007	8.75	0.00	Yes	Enroll	0.00	0.00	0.00
Bailey	Cairo	02/23/2007	8.75	0.00	Yes	Enroll	0.00	0.00	0.00

Year Opt Current Year Prev Year Show Cancelled Rosters

Details Lotto Details Visits Questions << Back Exit

Figure 1: The Section Inquiry screen showing rosters with no fees due

- 4 If there are children enrolled, highlight the class and click the **Roster** button. Check the **Total Due** column (see example above). If there is still money due for any child, you must research whether these are valid fees and take appropriate steps for collection or correction.
 - A child can be sent to history with valid unpaid fees. These will show up as a Previous Year Balance on a household.
 - You do not want to send a record to history if the fees are incorrect. With manager's approval, you should use **Global/Cancel Change** to adjust the fees. Be sure to include

a complete reference on the payment screen explaining why the fees are being adjusted.

- Regular monitoring of rosters and careful review of the Activity Trial Balances during the camp season should eliminate the need for any “fee adjustments” at this stage of any future year setup.

Step 2 Transfer the old rosters to history.

If you found last year’s children on your camp rosters and you have researched the enrollments with balances:

If you determine a balance is invalid you should fix using Global Cancel/Change and Update Charges.

If you determine a balance is valid you may proceed with the Transfer History All steps below.

The balance will become a previous year balance that must be paid using the **Previous Year Payment** program.

- 1 Go to **Period End → Activity → Activity Roster Maintenance → Roster Transfer to History (All)**.

The screenshot shows the 'Roster Transfer To History (ALL)' window. It features a title bar and several sections of controls. The top section contains 'Beg Activity/Section' (910055, 01) and 'End Activity/Section' (910055, 10), both with dropdown arrows. Below this is a 'Wildcard Actv/Sect' section with two empty input boxes. The middle section contains 'Enrollment Cutoff Date' (08/15/2011) and 'Transfer Posting Date' (06/01/2010), both with dropdown arrows. The bottom section contains a list of checkboxes: 'Make Sections Inactive After Transfer?' (unchecked), 'Make Activity Inactive If All Sections Are Inactive?' (unchecked), 'Recalc Current Misc Income/Expense Figures?' (unchecked), 'Recalc Instructor Pay Figures?' (unchecked), 'Purge Answers to Questions Linked to Rosters?' (checked), 'Reset Section Reservation Number to Zero?' (unchecked), and 'Include Rosters that still have a balance due?' (checked). At the bottom are three buttons: 'Transfer', 'Check Audit Log', and 'Exit'.

Figure 2: The Roster Transfer to History All screen

- 2 Select the range of activities.

Note:

- If you are transferring a **single activity** to history, select the same activity for both **Beg Activity/Section** and **End Activity/Section**.

- If you are transferring **multiple activities** that are **not** in consecutive order on the list, you will need to run this program several times.

- 3 If you wish to move **everyone** on the roster to history, enter today’s date in the **Enrollment Cutoff Date**. If there are current year children who were enrolled on Last Year’s roster by accident, you can use the enrollment date as a way to move only Last Year’s children to history while leaving this year’s enrollments alone.

- 4 **Transfer Posting Date:** Typically if the children that are being moved to history are from a June 2010 roster, you should use a Transfer Date from June 2010. This is an important piece of information on the annual report.
- 5 Enable the **Purge Answers to Questions Linked to Rosters** toggle if you have question groups linked to any of the sections being transferred. Those are for last year's enrollments.
- 6 Select to **Include Rosters That Still Have a Balance Due.** This will transfer children to history even if they owe money on the enrollment. As long as you have researched balances accordingly this should be fine as it is okay to transfer a 'valid' balance to history.

If, however, you choose to **not** include rosters with a balance due (toggle is de-selected), the system will skip any child that owes money, leaving them on the current roster and print a list of those children. Realize that you should still work this list prior to performing 'current' enrollments. This might involve more research on why they owe money and individual roster transfers to history.

- 7 **Select other toggles as needed.**
- 8 Click **Transfer.** Click **Yes** to the challenge message.
- 9 Click **OK.** Repeat the process for other programs or click **Exit** to return to the Main Menu.

Step 3 Verify the setup for each camp section is correct

THIS IS A CRITICAL STEP! PLEASE BE VERY CAREFUL HERE.

- IF EVERYTHING IS NOT "EXACT" YOU WILL HAVE PROBLEMS.

- 1 Go to: **Files → Activity → Activity Maintenance**
- 2 Highlight your camp activity and click **Core Info.**

The screenshot shows the '910055 - Camp - Summer (SAS) - Core Info' window. Key fields include:

- Class Description:** 5510 Camp - Summer (SA)
- Print Description:** 5510 Camp-Summer SA
- Class Status:** Active (selected)
- Permissions List:** SAS
- Actv Type:** SAS (School Age Services)
- Actv SubType:** Not Assigned
- Category:** Not Assigned
- Waiver Letter:** Not Assigned
- Installment Billing Defaults:** MANUL (Manual Installment Billing)
- Default Instructor Pay GL:** 0 (Not Assigned)
- Enrollment Max Count Links:** (empty)
- WebTrac Min Payment Required:** 0.00 (Amount selected)
- WebTrac Waiver Letter:** (empty)
- WebTrac Conv Fee/Disc TC:** (empty)
- Fee/Disc Amt:** 0.00 (Flat selected)
- Charge For:** New Enrollments (selected)
- Daycare Class:** (unchecked)
- Daycare Fee Groups:** (empty)
- Wellness Credits Given To Each Participant:** 0.00
- Rewards Points Per Enrollment:** 0.00
- Prereq Actv:** (empty)
- Prereq Links:** One Match (selected)
- Use Pass/Fail Logic On Prerequisite Classes:** (unchecked)
- Allow Prerequisite Bypass:** (checked)
- Require Transportation Drop-Off (GUI):** (unchecked)
- Require Transportation Pick-Up (GUI):** (unchecked)
- Charge for GUI Waitlist Enrollments:** Yes (selected)
- Charge for WebTrac Waitlist Enrollments:** No (selected)
- Prompt For Transportation Drop-Off/Pick-Up In WebTrac:** (unchecked)
- League Link:** Not Assigned

 The bottom navigation bar includes 'Core Info' (highlighted), 'Additional Info', 'CYMS', 'Sections', 'Done', and 'Cancel'.

Figure 3: The Activity Maintenance Core Information screen showing CYS Camp set up

3 On the **Core Information Screen**:

- Verify you have a valid **Permissions Code** linked. If not, right click or press **F9** and select the proper code for your Center.
- Verify that **MANUL** is linked in the **Installment Billing Defaults** field. If not, right click or press **F9** and select the **MANUL** Installment Billing template.
- **Charge for GUI Waitlist Enrollments?** This must be set to **No** or **Ask**. In 10.3 you now have the ability to use the Rectrac Waitlist for Camp Enrollments, however, because camps are installment billed we want to make sure a bill is **not** created when placing a child on the waitlist. Setting to Ask will not prompt the clerk – it acts just like setting to No.

4 Then click **CYMS** at the bottom of the screen.

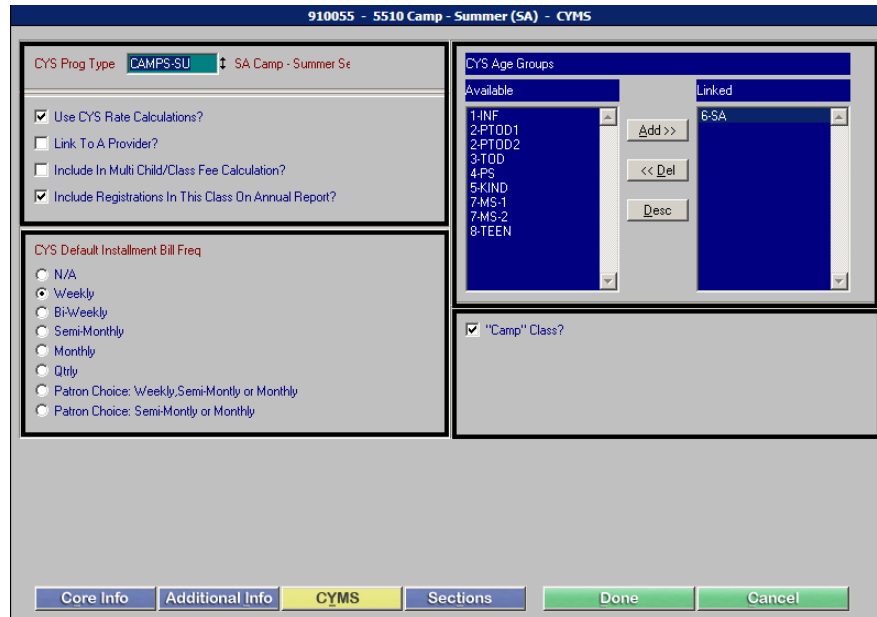


Figure 4: The Activity Maintenance CYMS Information screen showing CYMS Camp set up

5 The **CYS Program Type** field is where you link the fees to the activity. Right-click or press **F9** in this field to select the proper Camp Program Type.

- To see the fees associated with this program type, go to: **Files → CYS → CYS Financial Maintenance → CYS Rates Maintenance**.
- Sort on the Program Type and validate all of the 1st Child and Additional “Y” Child Category Rates. Be careful, if you have a weekly camp setup, these rates should be your weekly fees. If you need assistance in setting up your fee tables, refer to CTG-Setup-CDC SA Activity Fees or contact VSI.

6 Enable the **Use CYS Rate Calculations** and **Include Registrations In This Class On Annual Report** toggles. Leave the other toggles blank.

7 In the **CYS Default Installment Bill Frequency** box, toggle the correct billing frequency. Most Camps are billed **weekly**.

8 In the **CYS Age Groups** column, make sure you “include” the appropriate ages.

9 **IMPORTANT!!** Toggle the **Camp Class** box. When this toggle is selected:

The class conflict logic is skipped during enrollments. (Camp enrollments used to conflict with the Before and After enrollments.)

Installment Bills for these classes will not be recalced during the Installment Bill Recalc process, even if the Include in Multi toggle is on by mistake

The clerk will be prompted to select the Full or Discount rate for the child's bill. Until there is a consistent rule that we can code to regarding who should get the full vs discount rate we will need to ask this question and we will not be able to process camp enrollments on the web.

10 Click the **Sections** button and review your Section **Descriptions** for clarity and continuity.

- Each section represents one week of camp:

Section 01 should be Week 1 of camp, Section 02 should be Week 2, and so on

Descriptions must be "unique" for each section and include enough information to clearly identify and distinguish one section from all of the others on the list. These Descriptions are what the clerk sees during registration.

Actv No	Sec	Description	Type	SubType	Category	Max Cnt	Min Cnt	Tot Enroll	W'list	Begin Date	Beg Time	End
910055	01	5510 Camp-Su Wk1	SAS			323	0	1		06/06/2011	05:45	06/11
910055	02	5510 Camp-Su Wk2	SAS			323	0	1		06/11/2007	05:45	06/15
910055	03	5510 Camp-Su Wk3	SAS			323	0	0		06/18/2007	05:45	06/22
910055	04	5510 Camp-Su Wk4	SAS			323	0	0		06/25/2007	05:45	06/25
910055	05	5510 Camp-Su Wk5	SAS			323	0	0		07/02/2007	05:45	07/06
910055	06	5510 Camp-Su Wk6	SAS			323	0	0		07/09/2007	05:45	07/13
910055	07	5510 Camp-Su Wk7	SAS			323	0	0		07/16/2007	05:45	07/20
910055	08	5510 Camp-Su Wk8	SAS			323	0	0		07/23/2007	05:45	07/27
910055	09	5510 Camp-Su Wk9	SAS			323	0	0		07/30/2007	05:45	08/03
910055	10	5510 Camp-Su Wk10	SAS			323	0	0		08/06/2007	05:45	08/10
910055	11	5510 Camp-Su Wk11	SAS			323	0	0		08/07/2006	05:45	08/05

Figure 5: The Activity Maintenance Section Listing

11 Highlight Section 01, click the **Core Info** button.

12 Update/correct any **Spec Description** and verify the class is **Active** for enrollments.

13 **Beginning Age/Ending Age and Beginning Grade/Ending Grade** – Verify these are correct for the kind of camp you are creating.

14 **Aging Date** – For example: A Class may have an Age Range of 6.00-10.99.

If the aging date is blank they need to 6.00-10.99 on the day they are enrolled in the class.

If an aging date is entered, the system will calculate the child's age as of the date entered. If they are between 6.00-10.99 they will be allowed to enroll.

Validate this field accordingly.

15 **Beginning / Ending Dates:** If you are on section 01, these dates must represent information for Week 1 of camp. If you are on section 02, these dates must represent information for Week 2.

If these dates are wrong, you will have billing problems!

Right click in the date field and use the calendar feature to prevent date errors.

Begin Date should always be a **Monday** and **End Date** should always be a **Friday**.

16 Check appropriate **Times** and **Meeting Days**

17 Verify **Max Count, Max Res and N/R Count** – this is the maximum number of children you will allow to enroll in this section/week of camp.

18 Update the **Maximum W'List Count:** In 10.3 this field is relevant to Camp classes. Once you reach your max count you can specify the max number of children you will enroll to the Rectrac Waitlist in

case of cancellations. If an opening does come up due to a cancellation, the waitlisted child will need to be cancelled from the Waitlist using Global Cancel/Changes, then enrolled into the Camp using Global Sales. In 10.1, once a camp reached its max enrollment it prompted you to run search for care.

Make this a reasonable number – like 10 or 20. You don't want to allow 100 people on the waitlist if history has taught you that there will only be a dozen or so cancellations in any given week.

19 Check the Facility Location. This should represent the location the child is swiping into.

20 Fee Codes Section: Click **Add**. This should add a green shaded area to the browser. Enter the **GUI Begin/End Date and GUI Begin/End Time**.

This date and time range controls when you will allow GUI (Over the Counter) enrollments into this program. VSI recommends that you enter today's date thru 12/31/2050 and a Time Range of 00:00 thru 24:00.

Please note that the Fee Code area should **NOT** be populated with Res or NR – the Fee Code area should be green or shaded but not have a Fee Code in it.

At present, camp classes are not allowed on the web. Leave the Web Begin Date/End Date and Web Times blank.

The screenshot shows the 'Activity/Section Core 1' screen for 'Activity:910055 (Camp-Summer (SAS)) - 01 - 1315 Camps- Su Wk1 - Core Info'. The interface is divided into several sections:

- Spec Desc:** 1315 Camps- Su Wk1
- Custom Desc:** Not Assigned
- Sec Status:** Active (selected), Inactive, Pending, Cancelled
- Lottery Opt:** Normal Only (selected), Lotto Only, Both
- Season:** SUMME, Year: 2011
- Beginning Age:** 0.00, Beginning Grade: 0.00
- Ending Age:** 99.00, Ending Grade: 99.00
- Aging Date:** //
- DR Born Between:** // - //
- Gender Opt:** Coed Enroll (selected), Males Only, Females Only
- Beg Date:** 06/06/2011, Beg Time: 06:00, Class Count: []
- End Date:** 06/10/2011, End Time: 17:30, Holiday Dates: []
- Meet Days:** Mon (checked), Tue (checked), Wed (checked), Thu (checked), Fri (checked), Sat, Sun
- Maximum Count:** 135, Minimum Count: 1
- Maximum W/List Cnt:** 20
- Max Res Count:** 135, Max N/R Count: 135
- Fac Type:** SAS (selected), School Age Facility
- Fac Loc:** 1315, Fort Irwin SAS (1315)
- Fac Id:** SAS, SAS
- How Many?:** One Fac (selected), Multiple
- Setup Min:** 0, Cleanup Min: 0
- FR Resv No:** 0, **CR Resv No:** 0
- Buttons:** Custom Dates, Facilities, Update (twice)
- Fee Codes Table:**

Fee Codes	GUI Begin Date	GUI Time	GUI End Date	GUI Time	WEB Begin Date	WEB Time	WEB End Date	WEB Time	Override
	01/01/2011	00:00	12/31/2050	24:00		00:00		24:00	<input checked="" type="checkbox"/>
- Buttons:** Add, Select Today, All Today, Delete
- Navigation:** Core Info (selected), Core Info 2, Fees, Comments, WebTrac, Done, Cancel

Figure 6: The Activity/Section Core 1 screen, highlighting important Camp fields

21 Click Core Info 2

22 Child Care Activity should be selected. This allows a child care statement to be printed at the end of the year.

23 Require Pass Memberships should be selected, since valid passes are required for access into a Center. Then click on the **Pass Types** button and **Add** the appropriate Pass Type to the **Linked** column. **Example:** Child Pass for CDC kinder camps or the SA Pass for SA camps.

24 Active When Enrolling should be selected. It means the child's pass must be active on the day the child is enrolled in the class.

25 Receipt Documents – If you have information you want your camp enrollees to receive upon enrollment, it may be linked here. For instance Camp schedules, camp billing and payment expectations, etc. This is a great way to deliver consistent information to your parents while lessening the burden on your clerks.

If you need further assistance with linking a receipt document, press F1 for Help or contact VSI for assistance.

Your screen should look similar to this:

Figure 7: The Activity/Section Core 2 screen, highlighting important Camp fields

26 Click Fees

27 Verify you have at least **2 Bill Codes** linked to this program. The first being for regular camp fees and second for late payment fees.

If you are charging a weekly Camp Deposit there might be a third Bill Code (S1-DP, for example) on this screen. The amount on this Bill Code should also be Zero (\$0.00). Entering the deposit here will not carry over onto the enrollment side.

28 Verify **Fee Required** is de-selected, **Discount** is selected and **Fee Count** is 1.00

29 Verify **Fee Amount**, **IB Amount** and **IB Init** is 0.00 on all codes.

30 **Late Fee Amount to Assess** – make sure this is set to 0.00 and there is **no date** in the **Begin Assessing Late Fee On** field. The late payment fee amount and when it gets charged in CYMS comes from a different screen.

31 Verify the **Late Fee Line Number** is 2 (provided your Late Fee Bill Code is in position 2).

32 Charge Late Fee Mult Times if Unpaid –

If you wish to charge a late payment fee multiple times for this single week of camp if the balance is unpaid, this should be selected.

If you only want to charge the fee once if the balance is unpaid, de-select it.

For more details on how Late Payments are assessed in CYMS, see **CTG 22 – FIN – Updating Charges**.

33 **Prorate Fees by Class Count** must be de-selected for Camp

34 **Multi Part/Multi Class Disc** must be left blank.

Your screen should look similar to this:

Figure 8: The Activity/Section Fees screen, highlighting important Camp fields

35 Click **Comments**. The options on this screen allow you to add information about the activity to the patron's receipt.

- A **Comment Code** can be created to provide customers with generic information about a group of classes. This information will print on the customer's enrollment receipt.
 - For example, you may want to create a camp fee policy comment code—CFPOL.
 - This comment code could be linked to all of your camp classes, reminding parents about billing procedures and payment requirements during camp, etc.
- **Misc Comments** can be created to provide customers with specific information about one class. For example, if you are setting up week 1 of camp, you may wish to remind explain what children will be doing during week 1 and any trips that might be occurring.
- Right click to select an existing **Comment Code** from a picklist if applicable and/or type in your **Misc Comments** in the blue area.

Your Screen might look similar to the following:

Figure 9: The Activity/Section Comments screen, highlighting important Camp fields

36 Click **Done**.

37 Repeat **Steps 12-36** for each Section (week of Camp).

Note: The six (6) main elements to remain mindful of when setting up camps:

- You have an **Installment Billing Template** selected on the Activity Maintenance **Core Info** screen (typically **Manul**)
- **Use CYS Rates Calculations** is enabled on the Activity Maintenance **CYMS** screen
- **Include in Multi** is de-selected on the Activity Maintenance **CYMS** screen
- The “**Camp**” **Class?** toggle is enabled on the Activity Maintenance **CYMS** screen
- Your **Beginning and Ending Dates** are Monday thru Friday respectively and accurate for each section (week) of Camp on the Section **Core Info** screen.
- **Prorate By Class Count** is de-selected on the Section **Fees** Screen.

Step 4 Verify the Camp Rates are accurate.

- Prior to any enrollments into Camp it is highly recommended that you update your Camp Rates in **CYS Rates Maintenance**. For help entering or changing these rates, refer to **CTG 81 Setup – CDC SA Activity Fees**