

HOW TO REGISTER FOR KIDS CLUB SUMMER CAMP

- Review the requirements on our website (www.susd.org/SummerCamp) and have the necessary documentation ready.
- Sign into [SUSD's Touchbase website](#).
 - Enter your child's Student ID as the User Name and the password will be your last name (first letter capitalized).
 - If you do not know your child's ID number, please contact your school. You must use your child's ID to pull the proper classes.
- When signed in, click on your student's name.
- Click the button titled, "Items at All Schools"
- In the School Type section, click on **either** "COMMUNITY EDUCATION", then "Oak Campus – Community Education" **OR** School Type "ELEMENTARY", then "Desert Canyon Elementary School"
- Under Categories, click on "Kids Club Summer Camp"
- Click on "Kids Club Summer Camp Reg Fee".
- Click the "Buy" button.
- Click on the button titled, "Checkout Step 1: Additional Info."
- Important: Parents must complete the [DHS Emergency Card](#) and provide it to the Kids Club department. Email the completed DHS card to KidsClub@susd.org. ****NOTE: Please put your student's school name in the space provided at the top right CDC#**
- When you have sent the email with the attached DHS card, check the box accordingly below the link for the DHS card.
- Click the "Checkout Step 2: Payment" to complete your purchase of the registration fee. This must be completed before registering for either Kids Club Summer camp.
- Go back to Touchbase, click on your child's name, and click on "Kids Club Summer Camp".
- Add the daily or monthly options that you want your child to attend. You can add choices to your cart before purchasing.
- Complete the purchase by clicking the Checkout cart at the top.