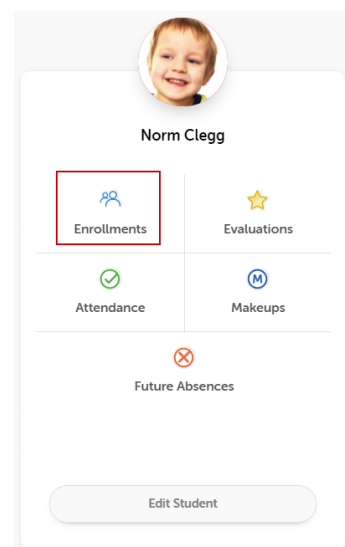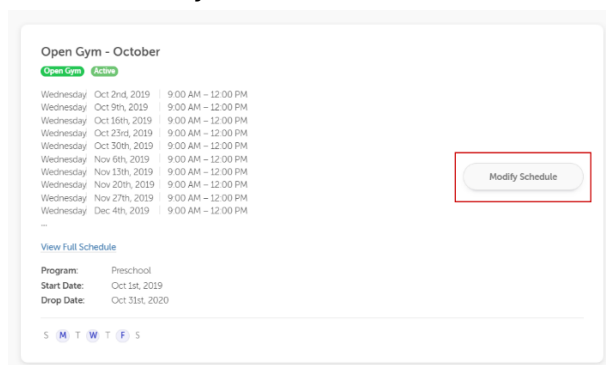**Modifying an Existing Camp Enrollment**

Customers will be able to modify existing camp enrollments to select additional camp blocks.
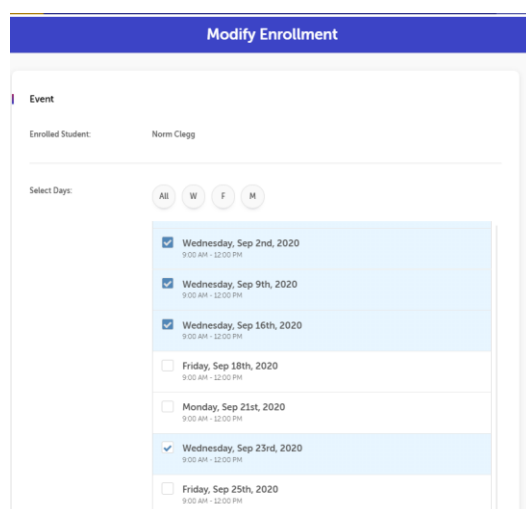
To modify an existing camp enrollment:

1. After logging into the Customer Portal, navigate to the MY ACCOUNTS area.

2. Click ENROLLMENTS icon on the student for whom you wish to modify a camp enrollment.

3. Click the MODIFY SCHEDULE link next to the camp enrollment you wish to modify.
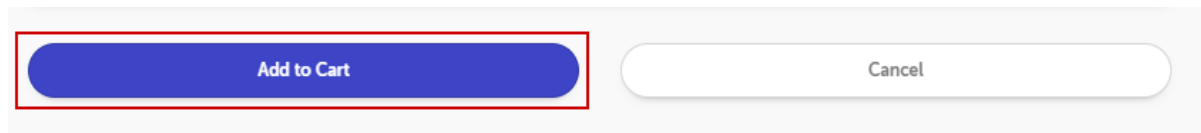

4. Make any adjustments to the existing camp enrollment. Blocks that have already been selected for the enrollment will be checked and highlighted in blue. Check the box next to any blocks you wish to add.

   o *NOTE: the blocks available to be selected may be affected by the setting to "Restrict enrollment start date based on camp start time" under SETTINGS>CUSTOMER PORTAL>OTHER SETTINGS>CAMP REGISTRATION.*

5. After selecting any additional blocks, click ADD TO CART.

6. The customer will be taken to the Shopping Cart. Depending on the camp pricing schedule and how you have configured your Customer Portal to handle modified enrollments, the customer may or may not be required to make a payment for the additional blocks.

7. *Regardless of the total amount due, the customer will need to click* **COMPLETE TRANSACTION** *button to submit the enrollment modifications and/or make a payment.*

8. If the transaction is successful, the customer will see a confirmation message.

9. From this screen, they can either PRINT A RECEIPT, or click VIEW MY ACCOUNT at the bottom of the screen to return to the MY ACCOUNT screen.