



AIR FORCE ASSOCIATION'S

CYBERPATRIOT

NATIONAL YOUTH CYBER EDUCATION PROGRAM

AFA CyberCamp Registration Instructions

1 Sign in to your [AFA CYBERCAMP DASHBOARD](#) using your username and password. If you don't already have an account, complete this [Volunteer Registration Form](#)

2 Scroll down to the welcome section and select "Register Camp"

The deadline to create a camp is May 1, 2019.



3 Complete the camp registration form for each camp session that you want to register.

2019 STANDARD CAMP SESSIONS:

- Session A: June 10-14
- Session B: June 17-21
- Session C: June 24-28
- Session D: July 15-19
- Session E: July 22-26
- Session F: July 29-Aug 2
- Session G: Aug 5-9

2019 ADVANCED CAMP SESSIONS:

- Session 1: June 17-21
- Session 2: June 24-28
- Session 3: July 22-26
- Session 4: July 29-Aug 2
- Session 5: Aug 5-9

4 The CyberCamp application has been received. In 2-3 business days, the CyberPatriot Program Office will move your registration to the next step or contact you with any questions.

Camp Registrations

Camp Number	Organization Name	Camp Registration Status	Camp Window	Number of Students	Payment Status	Options
19-0001	CyberPatriot	Pending Paperwork	2019 Standard Session A: June 10-14	20 - 35	Awaiting Payment	<input type="button" value="v"/>

- 5 The CyberPatriot Program Office will contact you once the CyberCamp application has been reviewed and tentatively approved. You will then need to log into the CyberCamp Dashboard and download the MOU and NDA form. Signed copies of these forms will need to be scanned and sent to AFACyberCamps@uscyberpatriot.org.

Camp Registrations						
Camp Number	Organization Name	Camp Registration Status	Camp Window	Number of Students	Payment Status	Options
19-0001	CyberPatriot	Pending Paperwork	2019 Standard Session A: June 10-14	20 – 35	Awaiting Payment	▼
19-0002	CyberPatriot	Pending Paperwork	2019 Advanced Session 1: June 17-21	20 – 35	Awaiting Payment	▼

Edit Camp Registration
 NDA
 Contract
 Request Fee Reduction

- 6 Once the MOU and NDA have been processed, the Camp Registration will then be approved. You will now have the options to Edit Camp Registration, Pay Camp Invoice, View Camp Invoice, Request Fee Reduction, Order Camp Supplies or view Order History.

Camp Registrations						
Camp Number	Organization Name	Camp Registration Status	Camp Window	Number of Students	Payment Status	Options
19-0001	CyberPatriot	Pending Paperwork	2019 Standard Session A: June 10-14	20 – 35	Awaiting Payment	▼
19-0002	CyberPatriot	Approved	2019 Advanced Session 1: June 17-21	20 – 35	Awaiting Payment	▼

Edit Camp Registration
 Request Fee Reduction
 Pay Camp Invoice
 Camp Invoice
 Order Supplies
 Order History

- **Edit Camp Registration:** Form to edit camp information (address, number of students, number of camps). All items that are greyed out, such as changing the camp window, must be done by the CyberPatriot Program Office. Please contact AFACyberCamps@uscyberpatriot.org.
- **Request Fee Reduction:** CyberPatriot does not fully waive the fee for AFA CyberCamps. We will consider partial fee waiver request. Please be prepared to supply a letter from the organization administrator that states why the fee reduction is requested.
- **Pay Camp Invoice:** Form to submit payment by credit card for the registration fee. We also accept POs, checks, and over-the-phone credit card payments
- **View Camp Invoice:** Should you need to provide a copy to your organization's book keeper
- **Order Camp Supplies:** Order Instructor Guides, Student workbooks, Camp t-shirts and sunglasses for the camp.
- **Order History:** View supply order status, pay for a supply order or view invoice for a supply order.

Order Camp Supplies

7 Once the camp is approved, an option to “Order Supplies” will be added to the option dropdown menu for the camp.

If you are hosting multiple camps please be sure to order supplies under the proper camp window. This will help us ensure that supplies arrive on time for the camp.

Camp Registrations

Camp Number	Organization Name	Camp Registration Status	Camp Window	Number of Students	Payment Status	Options
19-0001	CyberPatriot	Pending Paperwork	2019 Standard Session A: June 10-14	20 – 35	Awaiting Payment	▼
19-0002	CyberPatriot	Approved	2019 Advanced Session 1: June 17-21	20 – 35	Awaiting Payment	▼

- Edit Camp Registration
- Request Fee Reduction
- Pay Camp Invoice
- Camp Invoice
- Order Supplies
- Order History

8 Select the items and quality you would like to order on the Camp supplies form.

Camp Supplies

Item	Size	Unit Price	Quantity	Item Total Price	
Choose One ▼	Choose One ▼	\$0.00	0	\$0.00	Add
Choose One				\$0.00	
Standard Instructor Guide					
Standard Student Workbook					
Sunglasses					
T-Shirt					

Shipping address is different than organization address.

I understand that this order will not be processed until payment or a purchase order has been received.

Purchase

Shipping Address:

If the shipping address is different than the organization address please select this checkbox and you can supply shipping information for this supply order.

Payment Certification:

Payment for the supply order will need to be made before the supply order will ship. Please order supplies at least two weeks before the start of the camp session.

9 To view or pay for a supply order, select the “ORDER HISTORY” option under the Options drop down menu next to the camp. On the Order History page you can view the order details, view the supply order invoice or pay the supply order with a credit card.

Order History

Details	Camp Number	Camp Window	Order Number	Date Submitted	Order Status	Invoice Status	Date Invoice Paid	Total Price	Options
+/-	19-0001	2019 Standard Session A: June 10-14	S000001	01-22-2019	Awaiting Payment	Awaiting Payment		\$93.00	▼

- Pay Supply Invoice
- Supply Invoice

