

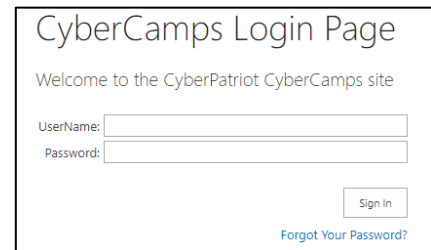


# AFA CyberCamp Registration Instructions

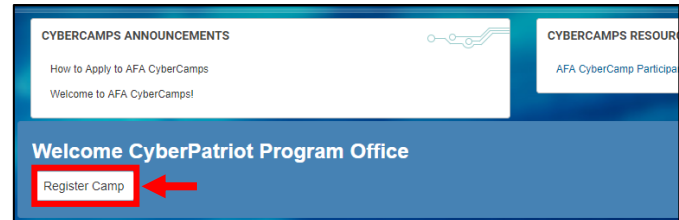
The instructions below outline the registration process for becoming an AFA CyberCamp host organization. If you need assistance during this processes, call (877) 885-5716 or email [afacybercamps@uscypatriot.org](mailto:afacybercamps@uscypatriot.org).

## Registering a Camp / Becoming a Camp Host

1. Sign in to your AFA CyberCamp Dashboard from the [CyberPatriot website homepage](#) (*CyberCamps Log In* button)
  - If you are a returning volunteer, log in to your AFA CyberCamp Dashboard using your existing username and password.
  - If you don't already have an account, first complete the [Volunteer Registration Form](#)



2. Scroll down to the "Welcome" section and select *Register Camp*. **The deadline to register a camp is May 1<sup>st</sup>.**



Organization Name

Organization Type

Organization Address

Country

Applicant's Title

Camp Type

Camp Week

Number of Students

How many camps will you be hosting during this week?

At what location(s) will the camp(s) be held: (Organization Name, City and State)

Is this camp available to members of the host organization only?

I understand it is my responsibility to provide camp location, staff, instructors and equipment.

I understand this is a request to host an AFA CyberCamp and that approval is not guaranteed.

I agree to abide by the Child Protection Policy requirements set forth for any instructor and/or assistants that will have contact with minors during an AFA CyberCamp.

I agree to read the Camp Coordinator Checklist and abide by the guidelines to host an AFA CyberCamp.

CyberPatriot has permission to publicize registration information for this camp on the CyberPatriot website?

3. Complete and submit the camp registration form (only click the *submit* button once). Be sure to:

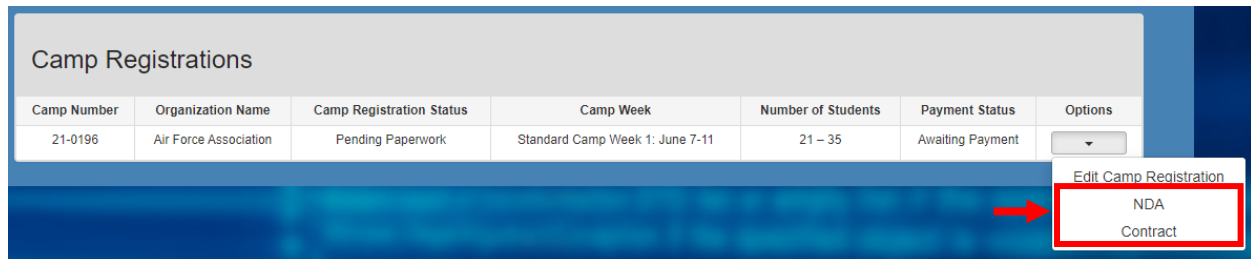
- Select the correct camp type (standard or advanced curriculum)
- Select the correct week in which you plan to host the camp.
  - If you plan to host camps at several locations during the same week, you only need to complete this registration form once; however, if you plan to host camps during multiple weeks, you must complete a new registration for each week you plan to host a camp. You must also pay for each week you register a camp.

Your CyberCamp will appear on your dashboard in the *Camps Registration* section once submitted.

Camp Registrations						
Camp Number	Organization Name	Camp Registration Status	Camp Week	Number of Students	Payment Status	Options
21-0196	Air Force Association	Pending Paperwork	Standard Camp Week 1: June 7-11	21 - 35	Awaiting Payment	<input type="button" value="v"/>

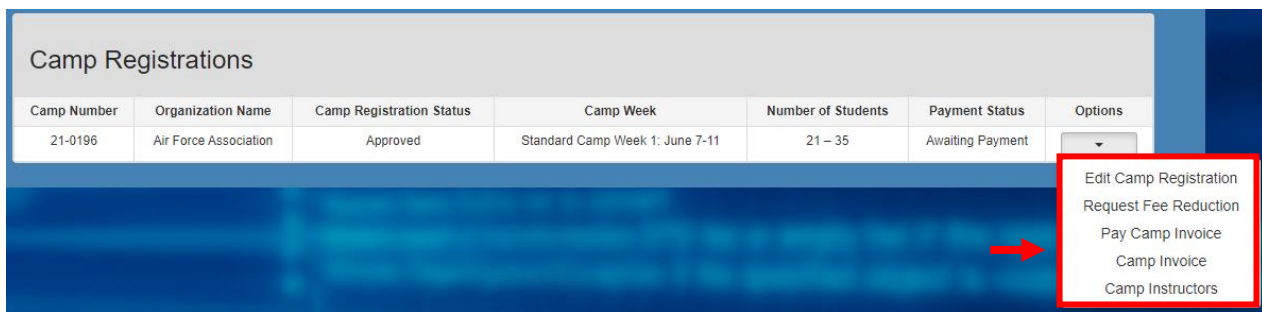
4. Within 2-3 business days, you will receive an email with instructions on completing the Nondisclosure Agreement (NDA) and Memorandum of Understanding (MOU / Contract). You may also be contacted by our staff if there is an issue with your registration.

Review the NDA and MOU and email signed copies to [afacybercamps@uscyberpatriot.org](mailto:afacybercamps@uscyberpatriot.org). Copies of the NDA and MOU can be downloaded on the CyberCamps dashboard.



5. Within 1-2 business days of receipt of the signed copies, your camp will be officially approved, and you will receive a confirmation email.

At this time, you will be able to complete the following tasks from your dashboard:



- **Edit Camp Registration:** Make changes to your registration information (address, number of students, number of camps). Grayed-out items can only be changed by request.
- **Request Fee Reduction:** A limited number of fee reductions are offered to organizations with minimal funding (must meet a strict set of criteria). Fee reductions are not guaranteed.
- **Pay Camp Invoice:** Submit payment by credit card for the registration fee.
  - Check payments are also accepted. Remit to address on invoice.
  - Send POs to [AFACyberCamps@uscyberpatriot.org](mailto:AFACyberCamps@uscyberpatriot.org).
- **Camp Invoice:** Access a PDF copy of your CyberCamp invoice (available once approved)
- **Camp Receipt:** View a copy of your receipt (available once payment is received)
- **Camp Instructors:** Add contact information for instructor(s) (if somebody other than yourself will be instructing the camp). This helps ensure important camp information is shared with these individuals.