New Participant Enrollment

Below is a step-by-step process of how to create a new profile and enroll in our programs.

Step 1: Begin Enrollment

https://evasheroes.campmanagement.com/p/request_for_info_m.php?action=enroll

When you start your enrollment process, you will come to this page. This will give you information about the different programs we have. If you scroll down you will see information you will need to fill out.
Please note when you scroll down there is a section for family information and section for participant information. Only one parents information is needed in the family section, however if you may put in up to two. Once finished entering all the information click continue to enrollment options.

Once you have filled out the information, you will receive an email with your username, temporary password, and a link to your parent dashboard. Click the link as shown in the picture above to log you into your parent dashboard.

Step 1: Log in
Once you have clicked the link in your email it will send you to this screen. This is where you will use the email and temporary password to log in to your parent dashboard.

Once logged in you will come to this page. This is your parent dashboard. The information will look similar to when you first started filling out your enrollment form. This information will change throughout the year with new information about programming.

**Step 2: My Account tab**
Click on the ‘My Account’ tab on the left side of your screen.

The first page is your Family Info tab. Here you can update your email, phone numbers and so on. If you make any changes make sure to click the blue button on the bottom right labeled ‘Save Changes’.
The next tab is your password tab. You can change your temporary password here. If you wish to change your current password, you can do so here. If you need assistance with your password, please email Andrew Pineiro at Apineiro@evasheroes.org or call the office at 210-694-9090.

**Step 3: Financial Tab**

Click on the ‘Financial’ Tab on the left side of your screen.
Once in your financial tab you will see a button that says ‘+ Add Payment Method’. A drop down menu will open up with two options, add a credit card or a checking account. Although it offers the checking account option, Eva’s Heroes does not work with checking accounts. We require a credit card on file.

Once you have filled out the information for your credit card click the button in the bottom right corner labeled ‘Add Credit card’.
You have now successfully added a credit card to your account. As you can see in the picture above, you have the ability to add multiple credit card. Next to each credit card, you will see a grayed out check mark. Double clicking this grayed out check mark will make this card your primary card. Your primary card will be the one charged on your account. If you need a card deleted, contact Andrew Pineiro by email at Apineiro@evasheroes.org or call our office at 210-694-9090.

**Step 4: Forms Tab**

Click in the ‘Forms’ tab on the left side of your screen.
Once in your forms tab, click on the participant you wish to fill out forms for.

Make sure all of the required forms are completed.

*If you are applying for a scholarship (Summer Camp or Holiday Weeks): fill out the scholarship application completely and upload a copy of your most recent W-2 form.

*If you are utilizing government funding: download the form “2023 Government Funding Form” and have your case manager fill it out. Once filled out make sure to upload it to “2023 Government Funding Form”, so we can apply the discount to
your account. These forms need to be completed annually. If you have multiple participants, you will have to do this for each one.

**Step 5: Enrollment**

![Enrollment tab](image)

Click on the ‘Enrollment’ tab on the left side of your screen.

![Participant editing](image)

Click on the pencil icon on the top right corner of the participant’s box to edit their information.
Make sure everything is up to date before moving forward. Once done click the button on the bottom right corner labeled ‘Update Participant Information’ and then click on the ‘Enrollment’ tab on the left side of your screen.

Click the button underneath the participant’s picture labeled ‘Enroll for 2023’.
Select the program(s) you wish to enroll in. Click the ‘Add Option’ button for whatever program(s) you wish to enroll in. Once you have added these program(s) click the ‘Save & Continue’ button to move on.

Next is the enrollment questions and additional options. This is where any additional options will be for the different programs we have. There is a preselected $50 deposit. In order to make an account we require this application fee. This fee is non-refundable. You will only be charged this registration fee once a year. Once you have finished click ‘Save & Continue’ to move on.
Next, it will bring you to the forms you need to fill out. There may be additional forms depending on what program you are enrolling in. Once you have finished, click ‘Save & Continue’ to move on.

In this last part of the enrollment process, you will select the credit card to be charged. Select ‘Pay Deposit’ and the correct Credit Card selected for your payment. You will not be charged until we have enrolled you into the program.
Scroll down to read through our terms and conditions. Once finished click the box to acknowledge that you understand the terms and conditions, type your name in the signature box and click the button ‘Submit Enrollment Request’.

Step 7: Stay on top of things

Congratulations, you have successfully applied for our program! Make sure to keep your profile up to date. This process will need to be done when applying to all programs. Thank you for being a part of