Sea School Summer Program Online Application Instructions 2024

Please review this guide to completing an application for Sea School using our online registration portal. You will have **30 minutes** to complete your application and hold your spot in the queue. ***Remember that registration opens at 6AM April 1st - Atlantic Standard Time.***

HAVING TECHNICAL DIFFICULTIES? If you are having any technical difficulties (internet is down, login is jammed, etc) during your registration process please contact us via email to registration@seaschool.org and we will timestamp your email and assist you on our end so you don't lose your place in the queue.

MISSING INFORMATION? We have outlined below, the information you should have on hand when registering. If you are unable to complete a section that is *mandatory * because of missing information - don't sweat it! You can't leave these blank so put 'XX' in the box so we know you will come back to it later. Complete the form to the best of your ability and send us a note to let us know there might be some info missing.

Steps	Instructions	Items to prepare
LOGIN: Create a login and password OR Login to existing account.	Password must be at least 10 characters long (max 30).	Email address and password Follow prompts if you have forgotten login information.
STEP 1: People	Add new people and select the people that you would like to register. *Note that the birth year of the participant will impact	Name of Participant Birth Year

Steps	Instructions	Items to prepare
	what programs they can register for.	
STEP 2: Sessions and Options	Review the list of camps and sessions. Click on sessions to expand the details. Read session descriptions. Click on "Add" to register for the session, session options and camp options. Each participant must be registered for at least 1 session to continue the registration process. You should be able to see your sessions in a cart on the right column of your page. *WAITLIST Button - Each program session will automatically indicate when it has reached 'WAITLIST' status with an orange button. We still encourage you to register for the programs you are interested in while we review all applications. It is very possible that your application status will change.	Select all programs you would like to be considered for and 'Add to cart'. You will not be charged at this time.
STEP 3: Forms	Forms that have a * next to them are mandatory and must be completed now to continue. These include: 1) Household information 2) Medical Form 3) Summer Participant Policy, Waivers & Return Form	HOUSEHOLD FORM - Parent(s) / Guardian contact information / Participant contact, age and other details. / Emergency Contact MEDICAL FORM - Family Physician Name / Contact ● Health Card # and Expiry ● Medical History and details ● Medications and dosages ● Immunization history ● Participant Signature

Steps	Instructions	Items to prepare
		● Parent / Guardian Signature SUMMER POLICY, WAIVERS & RETURN ● Swimming Skills: Participants are REQUIRED to be able to swim at least 100m without a life jacket/personal floatation device, tread water for 2 minutes, and submerge their head under water. ● Physical Fitness history ● Emergency Contact for Pick-up ● Participant Signature ● Parent / Guardian Signature
STEP 4: Payment	Please do not submit a payment until you have received email confirmation of acceptance. Participant registration is not confirmed until you receive written confirmation from The Nova Scotia Sea School that the participant has been placed on the program roster. Payment is due in full immediately upon receipt of a confirmation of acceptance. A copy of your statement of account will be provided to you in that email. Please do not submit a payment until you have received email confirmation of acceptance.	No Payment required during application phase of registration
STEP 5: Review	Please review all of your information and make sure everything is accurate, if you need to make a change please simply click on the appropriate "edit tab" and you will be taken to that specific area. When completed hit the 'submit' button in the right	No further actions required

Steps	Instructions	Items to prepare
	bottom corner.	
STEP 6: Application Submitted	You will receive a message that says ' Thank you for submitting your application. Participant registration is not confirmed until you receive written confirmation from The Nova Scotia Sea School that the participant has been placed on the program roster.' Email Confirmation : At this time you should receive an email confirmation of your submission.	Look for email confirmation
Registration Details Page	Visit this page to check the status of your application. It should read: ' Your Application to Register is being reviewed, thank you for your interest in NSSS programs! Participant registration is not confirmed until you receive written confirmation from The Nova Scotia Sea School that the participant has been placed on the program roster. Our registration team is working hard to review your participants information, please allow 10 business days for a response.'	Await confirmation by the Sea School within 10 business days.