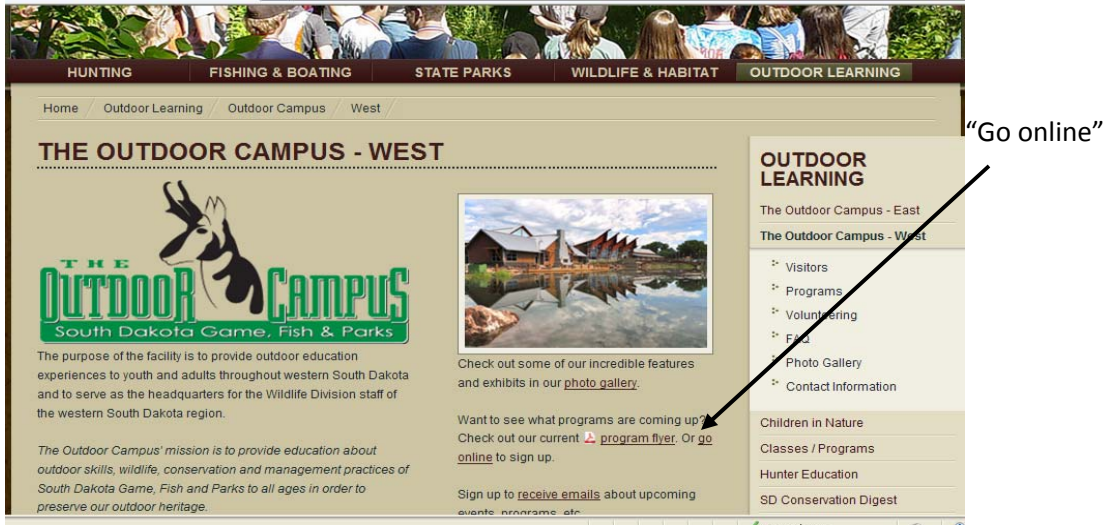


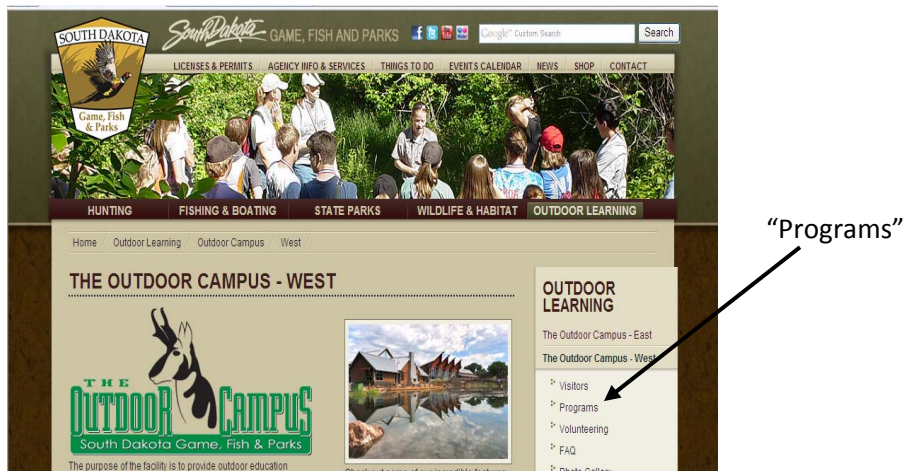
Outdoor Campus Online Registration

1. Access www.outdoorcampus.org and select the Rapid City Campus. The online registration system can be accessed by selecting "go online"

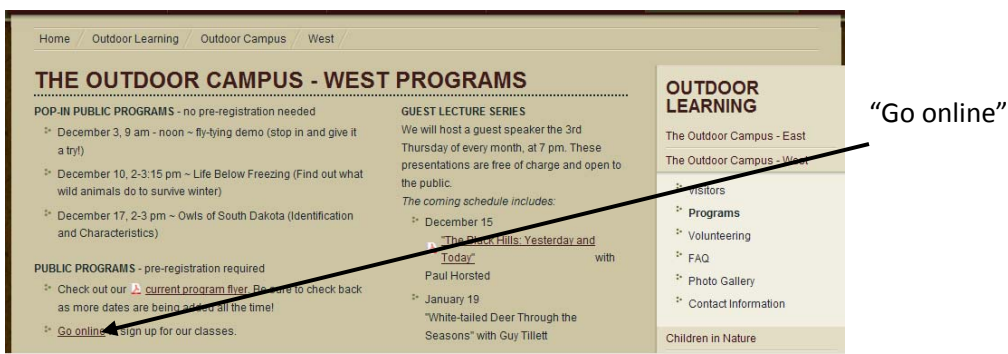


OR

Select "Programs".



Select "Go online".



2. Users can register, view their account and make changes or search for classes.

Welcome to the Outdoor Campus On-line Registration - West

Start browsing the on-line class listing to see what's available.

To register, you will need your phone number and a valid e-mail address. If you do not have an Email address or Internet access, please call us at (605)394-2310 or stop in to register.

If you are a new user and would like to register [Click Here](#).

If you are already registered [Click Here](#) to view your information or make changes.

[Click Here](#) to search for a class or check a class's availability or [Click Here](#) to view all available classes.

HELP LINE: If you are having trouble getting registered please call 605.362.2777 for assistance M-F, 8AM to 5PM CST or email us at [Outdoor Campus Help](#)

Register/Create account

View account and make changes

View all available classes

Search for classes

To Register:

- 3a. To register, complete registration form. Add family members, ***including*** the person completing the registration. When all family members have been added, click "Create Registration". You will not be allowed to "Create Registration" without adding at least one family member.

SD Outdoor Campus On-line Registration - West

Create Registration

A **MEMBER RECORD** must be created prior to your use of the Outdoor Campus Online internet registration. Use this online form to establish or edit a member record for yourself and/or your family members or other individuals

You may already have a member number. Please do not use this form if you have simply forgotten your Password. [Click here](#) to request your password if you registered with your personnel email address(not TOCWest@state.sd.us) or call (605)394-2310 Monday through Friday, 8am to 5 pm for your Password.

Name:

Street Address:

City:

State: SD

Zip:

Phone: - -

Email:

Add Family Members

Name: Date of Birth: Gender:

Page 0 of 0 | Total Records: 0

- 3b. Check email and record Member ID and Password in a safe place. If user does not receive an email, call 605-394-2310 for assistance.

SD Outdoor Campus On-line Registration - West

Registration Complete

Your registration has been submitted. You should receive an email with your Member ID and Password. Use this information to [log on](#) to the South Dakota Outdoor campus class registration and begin registering for classes. If you do not receive an email please call (605)394-2310 for assistance.

Thanks

To View and Change Account Information:

4a. To change address, phone number, email or add a family member, select “Update Member Record”. Select “Update Registration” when finished.

To view current enrollments or cancel an enrollment, select “View/Cancel Enrollments”.

To search and register for current class offerings, select “Register for a Class”.

To change or personalize user password, select “Change Password”.

SD Outdoor Campus On-line Registration - West
My Account

Welcome to My Account, where you can add a family member to your record, replace incorrect or missing member record data, check out current term enrollment information, cancel classes and change your password.

- > [Update Member Record](#)
- > [View/Cancel Current Enrollments](#)
- > [Register for a Class](#)
- > [Change Password](#)

[Main](#) | [Search](#) | [My Classes](#) | [Update Info](#) | [Log Out](#)

To Search Program Offerings and Register for a Class:

5a. Search for class by “Category” (Hunting Skills, Fishing Skills, Outdoor Skills, Nature Education or Special Events).

Search by “Keyword” (ex. Cooking).

Search by “Attendees Age” (Preschool + Adult, 5-7, 8-12, 13-17, Family, Adult-18+ or Adult-16+).

Select “Go” once search selection has been made.

Welcome to the Outdoor Campus On-line Registration - West
Class Search

Not familiar with what we offer? BROWSE the class descriptions by category, keyword, and/or age group.
To see all classes simply press the 'Submit' button without entering any criteria.

Select a Category:

Search by Keyword:

Search by Attendees Age:

Match All Match Any

Check class availability by Class Code:

[Main](#) | [My Account](#) | [My Classes](#) | [Update Info](#) | [Log Out](#)

To see all classes being offered, just hit “Submit”

5b. Click on the “+” sign to find out dates and times of class offerings.

Click “View” to find out more information about individual courses.

Welcome to the Outdoor Campus On-line Registration - West
Class Search

Search Results - Click on the + to view class dates and availability.
Page 1 of 1 | Total Records: 5

	Course Name	Date Opens	# of Classes
+ View	Geocaching Basics	11/22/2011 8:00:00 AM	2
+ View	Dutch Oven Cooking Basics	11/16/2011 8:00:00 AM	1
+ View	Game Cooking - Fish	11/16/2011 8:00:00 AM	1
+ View	Game Cooking - Fowl	11/16/2011 8:00:00 AM	1
+ View	Game Cooking - Venison	11/16/2011 8:00:00 AM	1

1

- 5c. Click on arrow to select the date/time you wish to attend.
 Click on name of family member attending program. Multiple family members may be selected by holding down “Ctrl” key on your keyboard and clicking on each family member attending. If you wish to have your name added to a waiting list if the class is full, check the box. Click “Register”.

SD Outdoor Campus On-line Registration - West
 Class Listing

Select the Class Date and Family Member(s) you want to register. Only the Family Members who are not already registered for the class and meet the required age limit will be available to select. If the class is currently full or you want to register more family members then there are available spots you may add them to the [waiting list](#) by checking the 'Add to Waiting List' option. **NOTE: You may select multiple Family Members by holding down the Shift or Ctrl keys.**

Please select the date/time that you wish to attend

Family Members

Add to waiting list if class is full

Course Code: GPS
 Course Name: Geocaching Basics
 Description: Let's go on a high-tech treasure hunt! Instructors will go over the basics of using a GPS unit to find your way. No experience necessary! GPS units will be provided. Class size is limited to 20.
 Age: 13+
 Date/Time Opens: 11/22/2011 8:00:00 AM

- 5d. Anyone participating in a program at The Outdoor Campus-West must have a current liability waiver on file. Waivers are good for a calendar year and must be re-signed each year, beginning in January. If one has not been filled out, clicking on the “Liability Waiver” link will allow participants to print one at home and mail or drop one off at 4130 Adventure Trail, Rapid City, SD 57702 or sign one when you arrive for the program.

SD Outdoor Campus On-line Registration - West
 Registration Complete

Thank you for using the South Dakota Outdoor Campus Online Registration. You have successfully completed the registration process for the following class - **Geocaching Basics**. Please review your selections below or [click here](#) to see all your registered classes. To register other members for this class [click here](#) or [click here](#) to return to the search page.

If you havn't done so already you must sign and return the **Liability Waiver**. You can mail this form to 4130 Adventure Trail Rapid City, SD 57702 or bring it with you when you attend the class.

Course	Course Name	Member	Course Date	Course Time	Waiting List
GPS	Geocaching Basics	Laura Ambrose	Tuesday, December 27	3-5 pm	No

Total Registrations: 1

Any questions about registration or program offerings can be directed to

The Outdoor Campus-West

4130 Adventure Trail

Rapid City, SD 57702

(605)394-2310

tocwest@state.sd.us