

# NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

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## NYSDEC Summer Camps Sponsorship Instructions

*How to create an account, purchase sponsorship codes and manage your account.  
If you need help creating a new sponsorship account or accessing your existing account, email [EducationCamps@dec.ny.gov](mailto:EducationCamps@dec.ny.gov) for assistance.*

### To Create a New Sponsorship Account or Access an Existing Account

- ◆ Visit <https://www.dec.ny.gov/education/1866.html>. You will find a link to the [online registration system](#) in the 'Becoming a Sponsor' section.
- ◆ On the bottom of the online registration system screen, you will see two buttons: "New User" and "Log In." If you already have an account, put in your username and password, and click "Log In". If you are a new sponsor, click "New User" which will bring you to the "Create Account" page. **For account type, select 'Corporate/Group'.**
- ◆ If you have forgotten your login information, select 'Forgot your login information?' to reset your username and/or password. The automated email will send a link that is only valid for 12 hours. **Please do not create a new account.** For assistance finding your account, email [EducationCamps@dec.ny.gov](mailto:EducationCamps@dec.ny.gov).
- ◆ After logging in to your account, click on the menu icon in the top left corner of the screen: 
- ◆ Select 'My Account'. Under 'Add a Person', fill in information for the primary contact person for the account. Make sure to include an email address. You may add a secondary contact person and click the box to copy them on all email correspondence. Under 'roles', select 'sponsor'.

### To Purchase Sponsorship Codes **\*NEW for 2023\***

All sponsorship codes expire at the end of each camp season. New codes need to be created each year.

In an effort to help sponsors and the DEC Camps Administrative Team accurately track funding and sponsored campers, **please email [EducationCamps@dec.ny.gov](mailto:EducationCamps@dec.ny.gov) with the following information to create codes:**

1. Your organization's name,
2. How many codes you would like to create,
3. What you would like the code name to be (e.g. DECsponsor2023),
4. What payment method you would like to use to create the code. **Do not** send payment information via email. Payment methods should be saved to your organization's online registration account only.

- ◆ You will be emailed a confirmation that the transaction was successful and that the codes are ready to be used.

### **To Save a Payment Method to Your Account**

Sponsors will need to ensure that their account has an up-to-date payment method saved to their account. Payment will be processed at the time of code creation, not when a code is used to register a camper.

- ◆ Click on the menu icon in the top left corner of the screen: 
- ◆ Select 'My Account' and then 'Finances'. Under 'Payment Accounts' click 'Manage Payment Accounts'. You may add a bank account that will be kept on file with the account. To add a credit card, you must call with the credit card information so the Camps Administrative team may add the card to your account.
- ◆ Do not send payment information over email to the Camps Administrative Team.

### **To Check Who Has Used Your Sponsorship Codes**

- ◆ If you want to see which campers have used your organization's codes, click the sponsorship option on the menu in the top left corner. Select 'View Claims Made Against My Codes'. This screen will show a history of your sponsorship codes and the amount that has been claimed from each code. Select a code to see the names of campers that have used the code.

### **Buy 6, Get 1 Free Offer**

- ◆ If you pay to send six (6) kids to camp, you are eligible to send a 7th camper for free. The 7th camper will use a sponsorship code that the Summer Camps administrative staff generates.
- ◆ The payment for the first six (6) campers must be made as one transaction (\$2,100 claim cap). After the six (6) campers have registered online, please email us at [EducationCamps@dec.ny.gov](mailto:EducationCamps@dec.ny.gov) to receive the free 7th camper code. We will confirm the registrations and provide you with the free code.
- ◆ The free 7th camper code is only valid for the year the six (6) campers were purchased as a single transaction. We do not refund any canceled free 7th camper reservations. If you find out a camper cannot attend, you may substitute a camper in place of the original camper if they meet the gender and age requirements of the specific reservation. Please call email for substitutions.

**REMEMBER: SPONSORS MAY NOT REGISTER CAMPERS FOR CAMP SESSIONS. PLEASE MAKE SURE PARENTS/GUARDIANS REGISTER THEIR CHILDREN.**