

Step-by-Step Directions to Making a One-Time Schedule Change in the BC Attendance App

1 Visit schedule.mybasecampkids.org

Enter Your 6 or 7 digit PIN that you also use at site to check in your child. If you don't know this number, you can ask your Site Director or call our office. Once entered, click "submit"

2

schedule.mybasecampkids.org

Account Login

Parent PIN

SUBMIT

Need Help with Parent PIN?

3

schedule.mybasecampkids.org

Account Login

Parent Last Name

SUBMIT

Enter a Different Parent PIN

Then enter YOUR (adult associated with the PIN) last name. Click Submit.

4

schedule.mybasecampkids.org

BASE Camp Kids

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
29	30	1	2	3	4	5

Emmaline's Schedule

Change Regular Schedule

Note: A red arrow points to the date 19 in the calendar grid.

Click on the day, you need to make a change to.

5

schedule.mybasecampkids.org

BASE Camp Kids

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	16	17	18	19	20	21
	23	24	25	26	27	28
29	30	1	2	3	4	5

Tuesday, September 17

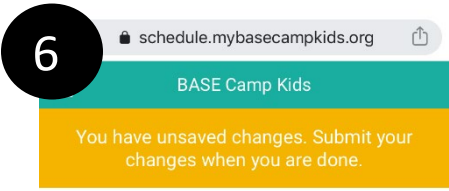
Emmaline

Attending Not Attending

CONTINUE

Note: The date selection area and the 'CONTINUE' button are circled in red.

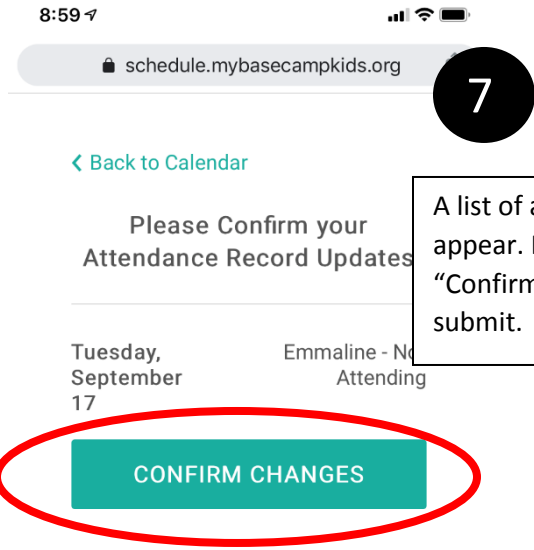
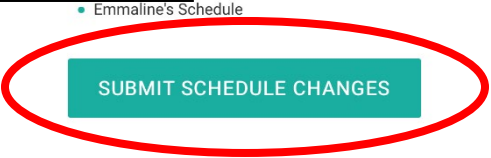
Select "Attending" or "Not Attending, depending on what is appropriate for your situation. If you have multiple children, you must make changes individually, by selecting their name in the bubble below the date.



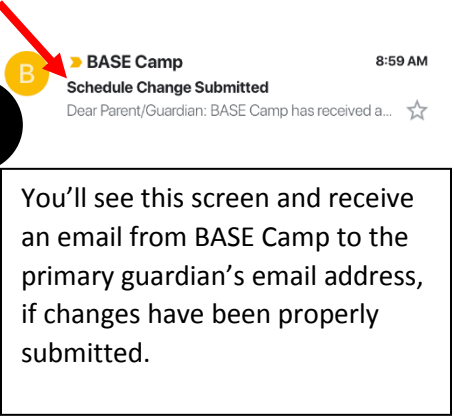
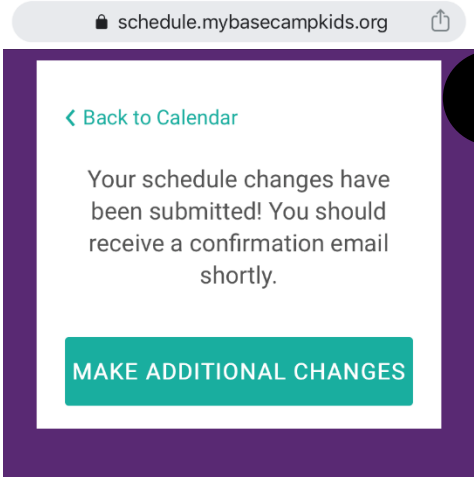
You may make additional changes by clicking on additional days, before submitting changes. If the yellow bar appears, you have not submitted your changes yet. Click the "Submit Schedule Changes" box to continue.

September 2019

W	T	F	S
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28
2	3	4	5



A list of all changes will appear. If correct, click "Confirm Changes" to submit.



You'll see this screen and receive an email from BASE Camp to the primary guardian's email address, if changes have been properly submitted.

Pro Tips:

- Be sure to call your child's school in addition to notifying BASE Camp. Especially with the youngest students, the teacher's direct them where to go based on the information they have.
- Set up a weekly or daily reminder to pop up in time to make your changes in the app so you don't forget or miss the window!
- If your child is attending a club or after school program, and then will go to BASE Camp, mark them as "attending" in the app, and then use the forms available at site ahead of time to let the Director know what time to expect them.
- **Remember: It is not necessary to submit a schedule for mornings – only afternoons.**