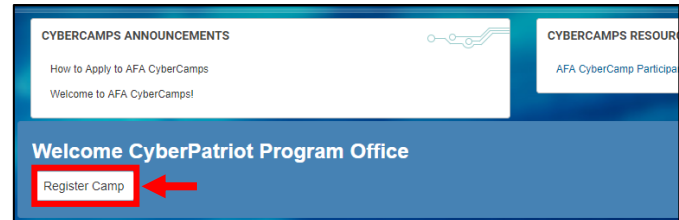# AFA CyberCamp Registration Instructions

The instructions below outline the registration process for becoming an AFA CyberCamp host organization. If you need assistance during this processes, call (877) 885-5716 or email afacybercamps@uscyberpatriot.org.

Registering a Camp / Becoming a Camp Host

1. Sign in to your AFA CyberCamp Dashboard from the [CyberPatriot website homepage](https://www.uscyberpatriot.org) (*CyberCamps Log In* button)
- If you are a returning volunteer, log in to your AFA CyberCamp Dashboard using your existing username and password.
- If you don't already have an account, first complete the [Volunteer Registration Form](https://www.uscyberpatriot.org)
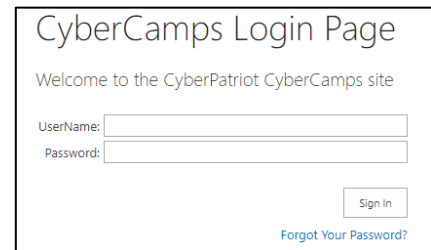
2. Scroll down to the "Welcome" section and select *Register Camp.* **The deadline to register a camp is May 1, 2024.**

3. Complete and submit the camp registration form (only click the *submit* button once). Be sure to:

- Select the correct camp type (standard or advanced curriculum)
- Select the correct week in which you plan to host the camp.
  - If you plan to host camps at several locations during the same week, you only need to complete this registration form once; however, if you plan to host camps during multiple weeks, you must complete a new registration for each week you plan to host a camp. You must also pay for each week you register a camp.

Your CyberCamp will appear on your dashboard in the *Camps Registration* section once submitted.

Camp Registrations

| Camp Number	Organization Name	Camp Registration Status	Camp Week	Number of Students	Payment Status	Options
21-0196	Air Force Association	Pending Paperwork	Standard Camp Week 1: June 7-11	21 – 35	Awaiting Payment	▼

4. Within 2-3 business days, you will receive an email with instructions on completing the Nondisclosure Agreement (NDA) and Memorandum of Understanding (MOU / Contract). You may also be contacted by our staff if there is an issue with your registration.

   Review the NDA and MOU and email signed copies to afacybercamps@uscyberpatriot.org. Copies of the NDA and MOU can be downloaded on the CyberCamps dashboard.
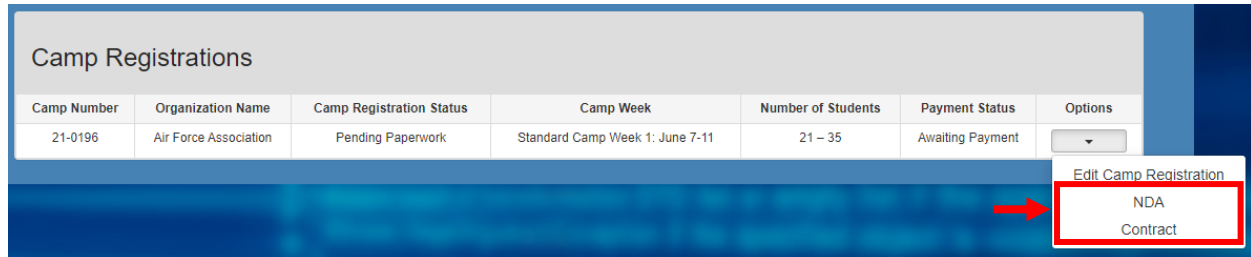
5. Within 1-2 business days of receipt of the signed copies, your camp will be officially approved, and you will receive a confirmation email.

   At this time, you will be able to complete the following tasks from your dashboard:
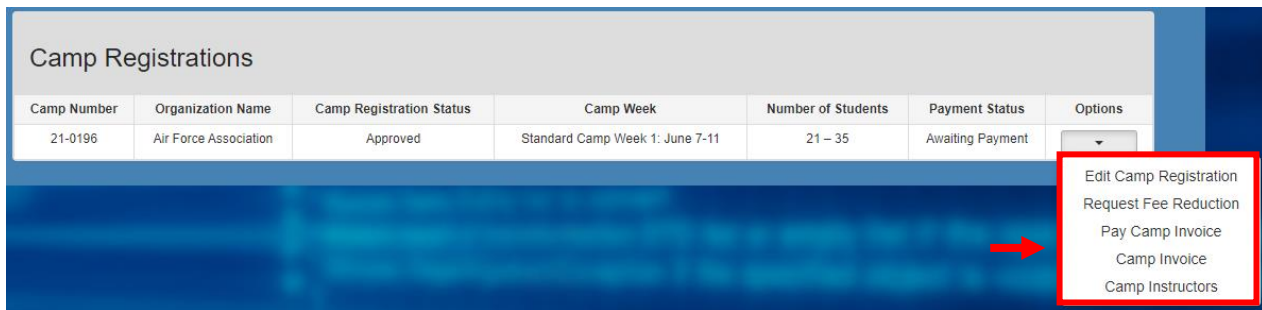
- **Edit Camp Registration:** Make changes to your registration information (address, number of students, number of camps). Grayed-out items can only be changed by request.
- **Request Fee Reduction:** A limited number of fee reductions are offered to organizations with minimal funding (must meet a strict set of criteria). Fee reductions are not guaranteed.
- **Pay Camp Invoice:** Submit payment by credit card for the registration fee.
  - Check payments are also accepted. Remit to address on invoice.
  - Send POs to AFACyberCamps@uscyberpatriot.org.
- **Camp Invoice:** Access a PDF copy of your CyberCamp invoice (available once approved)
- **Camp Receipt:** View a copy of your receipt (available once payment is received)
- **Camp Instructors:** Add contact information for instructor(s) (if somebody other than yourself will be instructing the camp). This helps ensure important camp information is shared with these individuals.