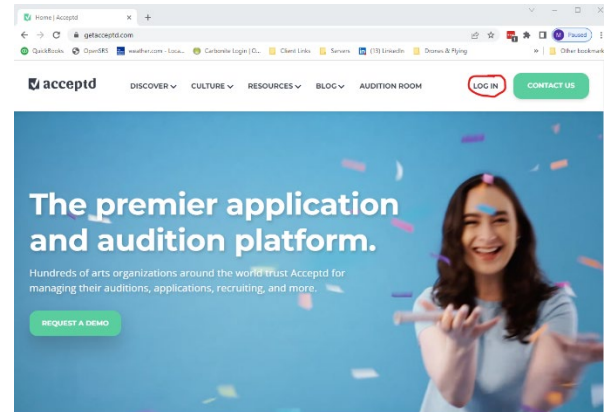# Snow Pond Center for the Arts (SPCA) Registration

We are now using a company called Acceptd for the application/registration into our various programs. Once you have an account with Acceptd you are able to apply for and/or register for many different programs at SPCA and other colleges or organizations. Because of this, the process is two step. First we'll create an Acceptd account and login, then we will find and access the SPCA registration.

IF YOU ARE AT CAMP WHEN CREATING THIS ACCOUNT AND YOU HAVE A COMCAST EMAIL ADDRESS, PLEASE WAIT UNTIL YOU ARE HOME TO CREATE YOUR ACCOUNT, FOR SOME REASON COMCAST WILL NOT LET YOU VERIFY YOUR EMAIL ADDRESS WHILE AT CAMP.
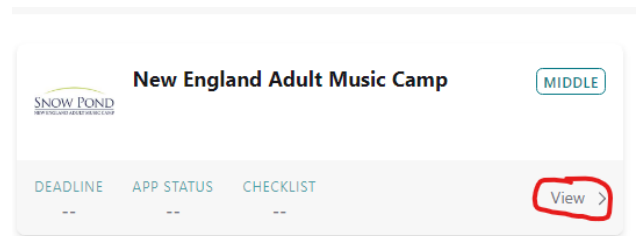
Creating an Account and First Log In

- Open a browser on your desktop or mobile device, such as Chrome, Safari, Edge, Firefox, etc. and go to https://getacceptd.com/

- Click on the "Log In" link in the upper right corner

- Scroll down, if necessary, until you see "Don't have an Acceptd account? Sign Up!", then click on the words "Sign Up!"

- At the next screen, choose one of the two options depending on if you are applying for yourself or for someone else.

- Enter your email address and a new password that you want to use to access this registration. The password must have a minimum of 8 characters, with both upper and lower letters and with at least one number or special character. Then click on "Next Step"

- Fill out the form with your information. IF YOU ARE AT CAMP WHEN COMPLETING THIS, WHEN YOU GET TO THE LOCATION PORTION, PLEAST CHOOSE THE ENTER MY COUNTRY OPTION AND TYPE IN YOUR HOME ZIP CODE.

- You must choose one or two Artistic Disciplines, Just by clicking on them.

- You DO NOT have to answer any of the questions that pop up such as your instrument type or other interests.

- You DO NOT have to select the option to Enable my Acceptd Profile.

- You must select the option to agree to Acceptd's Terms of Use

- Click on the "Create Account" button

- You will see a message stating "We've sent a verification email to: (Your Email Address)", so please go check your email account for that message

- When you find it, click on the highlighted text "Verify Email Address"

- Return to your browser and you should see an "Account Verified" message and a "Log In" button. Click on it.

- Log into your account with the email address and password you entered earlier.

- The first screen you'll see is an "Application Tracker". Since Acceptd is used by multiple organizations you may have multiple applications/registrations with them. They will be listed here. If this is your first time using Acceptd, you will need to search for your SPCA program. Please enter the appropriate program in the "Search Organizations…" search bar

  - New England Music Camp
  - New England Adult Music Camp
  - Snow Pond Community Arts
  - Snow Pond College Music Festival

- After selecting your program from the resulting list you will be presented with a rectangular panel. Click on the "View" link in the lower right.

- On the next screen you will see the name of your program, just click on it to enter the dashboard for your SPCA program.

- Please review the guidelines and list of materials needed for application on this page and when you are ready, click on "Select Program" drop down list and choose the appropriate program. Some SPCA programs may have multiple "sub programs" listed, others will not.

- Click one more time on the resulting "Apply to …." Button

- You will be given a series of pages/forms that need to be filled out as completely as possible.

- If you are presented with a screen for a "Returning Camper" with Yes/No answers, you may have been given a special code by camp staff that allows you to register early. Enter it after selecting Yes. This will allow you to submit your application.

- If you are working on a desktop, the buttons and links for navigating the system will be located on the left. If you are on a mobile device, then these buttons are located at the top of the page, so you'll have to scroll to the top after completing each page of questions.

Accessing Your Registration

If you've already created your Acceptd account and started your application, then all you'll need to do is go to the dashboard for your SPCA Program and Log In.

- New England Music Camp - https://app.getacceptd.com/nemc
- New England Adult Music Camp - https://app.getacceptd.com/neamc
- Snow Pond Community Arts - https://app.getacceptd.com/snowpondcommunityarts
- Snow Pond Music Festival - https://app.getacceptd.com/spmf

If you have problems or if you need information that this guide doesn't address, please contact your camp staff.