

How to Renew Your CampSafe® Subscription

1. Go to www.bekidsafe.org. Login in the upper right corner of the page.
2. Save your CampSafe list of last summer's staff. Go to your Group Leader Dashboard, click on Users, choose Export CSV. This step must be done BEFORE you renew – as once you renew this information will be deleted.
3. For renewal, Do Not Remove Any Users until after you renew, so all user progress can be reset.
4. Go to “Camps” and click on Renew CampSafe



5. On the Renew Page Choose between Option 1 or Option 2 for your camp.
6. Use the Drop Down under Number of Users to select the option for the total number of users you will have. (1-49, 50-149, 150-299, 300-499, 500-1000)
7. Click the Add to Cart button.
8. Verify your choice in the cart is correct and proceed to check out.
9. On the check out page, your information will auto populate. You may update the number of staff and campers. Enter payment information and click on Place Order.
10. You will be brought to the My Courses page and will be able to see “Director CampSafe Certification and CampSafe courses if you chose Option 1. If you choose Option 2 you will also see CampSafe Level 2 Prevention in Action.
11. You will receive an email with your order from beKidSafe@centerforchildcounseling.org.
12. Go to your Group Leader Dashboard. Choose STAFF group. You will see that your list from last summer with all users having a status of Not Started. Here you have a choice. Either simply delete the entire list and start this new subscription with a clean slate. Or remove names of staff that you know are not returning. At a later date, when you are ready to invite these staff members to take CampSafe, you can send them an email through the system, instructing them to sign on to bekidsafe.org and take the CampSafe training.

For next steps please see “How to Manage your CampSafe® Group on your Group Leader Dashboard.” For further assistance please contact bekidsafe@centerforchildcounseling.org



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