

To register for Summer Experience programming, DHSP is using an online registration system called Trax Solutions. Each family will need a Trax Online Account in order to register for Summer Experience programs. Please see the steps below to help guide you through the online registration process. If you prefer not to submit your registration online, please email Summer2020@cambridgema.gov or call 617-349-9790.

Activities are organized by grade band. Please use the URL that is for your child's grade during the 2019-2020 school year. Please note that children must have completed one year of Kindergarten to participate in Summer Experience programming.

- Kindergarten – 2nd Grade: <https://online.traxsolutions.com/dhspcc/summerexperience-k-2>
- 3rd Grade – 5th Grade: <https://online.traxsolutions.com/dhspcc/summerexperience-3-5>
- 6th Grade – 8th Grade: <https://online.traxsolutions.com/dhspcc/summerexperience-6-8>

Please note that all activities are set to a wait list to help DHSP staff manage enrollment. We hope to accommodate as many families as we can and having a wait list will help us do that. You will receive an email within ten days with enrollment information.

To Register for a New Account

1. Click "REGISTER." You will be asked to create a new account. The account holder should be the Primary Guardian or Head of Household for the child you're looking to register. Follow the instructions and then click "NEXT".
2. You will be notified that your submission was successful. Click "OK" and check your email for a confirmation message from noreply@nfocus.com with the subject "Welcome to Trax Online." Please note that depending on your email server, you may need to monitor your spam folder.
3. Click on "Click here to confirm your email address and activate your account." This will open in a new tab and take you back to the Trax online website. Create a password for your account and then click submit. Passwords must have at least: six characters, one digit, one uppercase character and one non-letter or digit character.
4. You will then be asked to fill out your Account Information. Add the information for the adults in your household. Once you are finished click "COMPLETE." Questions with an asterisk (*) next to them are required and must be filled in to submit the form.
5. You will get a message saying "Success" and then click "OK."

To Add Children to Your Household

1. Click on the three white bars in the top left corner of your screen and select "MY ACCOUNT."
2. In the "Account Members" section, click on the box that says "ADD NEW PERSON."
3. Fill out the information for your child and click "ADD NEW MEMBER." Repeat this step for each child in your household.

To Select Programs for Your Child

1. Click on the three white bars in the top left corner of your screen and select "ACTIVITIES." This page will list all the activities for your child's grade band. There is one activity for each week and session (morning or afternoon.)

2. Click "ADD TO WAITING LIST" for the first session you would like to sign your child up for. You will be prompted to select which family member you want to sign up for that specific activity. Select the child you would like to enroll and hit the circle that reads "DHSP Summer" and click "NEXT."

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3. This will take you to a Cart Summary page. If you would like to sign up for additional weeks, select "ADD ADDITIONAL ACTIVITIES" at the bottom of the screen. For additional sessions, you will only need to check the box next to "SELECT" to add your child to the session.
4. Once you have selected all the sessions you would like for your child, click "NEXT." You will be prompted to complete one form for each of the children you want to register. Questions with an asterisk (*) next to them are required and must be filled in to submit the form.
5. Once you are finished, either fill out the information for your other child(ren) or hit "NEXT". This will take you to the Check Out page and click "COMPLETE." You will see a screen that says "Completed", click "OK."
6. Check your email for a confirmation email from noreply@nfocus.com with the subject "Receipt." If you want to register other children for Summer Experience programming in another grade band, you can click on the link for the appropriate grade band in the email.