



How to register in our Database Hitobito

Inhalt

Sign up to Camp without existing user account	2
Access:	2
Choose how to login:.....	3
Register child for camp	5
Fill out Contact data and Registration	6
Fullfill the registration	8
Set up a new account outside the registration window	9
Get your password	10
Set up your Children's database:.....	11
Edit your child's database:	12
Sign up to Camp with existing user account	14
Forgot your E-Mail?.....	15
Forgot your Password?	15



Sign up to Camp without existing user account

You have to differentiate between user account and child account. The user account is created by the legal guardian of the child. The child account is created when you register your child for the first time at a camp with SJAS.

Access:

Step 1: Select your desired camp on our website sjas.ch

Camp Name

Accommodation:	Start date:	End date:
Place	XX.XX.XXX	XX.XX.XXX
Age group:	Registration deadline:	Free spots:
8 – 14 years	XX.XX.XXX	40 of 40 spots free

Fees:	Programme:
-	more information

[Go to registration](#)

Select “Go to registration”

You will be redirected to db.sjas.ch and need to select how to register for camp (Step 2).

- *Db.sjas.ch* is our registration tool. You need a user account to proceed with camp registrations (check Step 2 to set up user account).
- You can only set up user accounts while our registration windows are open for the according camps (usually registration windows start 2nd week of January and stay open until registration deadline is reached or camps are overbooked).
- If you wish to set up a user account outside of the registration window please go to “Set up a new account outside the registration window” or contact info@sjas.ch.



Choose how to login:

Step 2: Select how you want to register for the selected camp

Melchtal OW Check that you selected the right

Dates 27.12.2024 - 05.01.2025
Costs XXXX
Operated by Foundation for Young Swiss Abroad
Age group 8 - 14
Place/Address Ferienhaus Juhui Melchtal, 6067 Melchtal
Tags

Registration
Start of application period 15.03.2024
End of application period 30.09.2024
Registrations 0 registered for 40 places
External applications https://db.sjas.ch/en/groups/1/public_events/49
Application conditions See GTC: https://sjas.ch/wp-content/uploads/2023/11/GTC_camps_winter_V3.pdf
Signature required no
Second signature required no

Register
Login
Haupt-E-Mail
Password
Remember me
SIGN IN
Forgot your password? | Keine Bestätigungs-E-Mail bekommen?

Do not have a Login?
Please enter your email address so you can register for the event.
Main e-mail
FURTHER **MEIN KIND ANMELDEN**

regular Sign Option 1 Option 2

Either do a regular “**Sign In**” (if user account already exists).

or

Enter your e-mail (if NO user account exists) and continue by selecting your desired option.

- **Option 1** (Step 3.1): Set up user account first and do camp registration afterwards.
- **Option 2** (Step 3.2): Register for camp first and do user account afterwards.



Step 3.1: Fill out user account data and press SAVE, proceed to Step 4

Please fill out the form below before signing up for the event.

First name*

Last name*

Address

Postal Code

Place

Country

Main e-mail*

Other first language

AHV-Nummer

~~J+S-Nummer~~

Nationalität gemäss J+S

SAVE Cancel

Swiss families have to request AVS-number from Swiss compensation Office SCO <http://www.zas.admin.ch> + 41 (0)58 461 91 11

Select CH for Swiss
Select OTHER for NON Swiss

Complete all your data, choose language, add your phone number and select your nationality. If you don't have your AVS and J+S (Jugend+Sport) ready, you can fill those two out later.

Step 3.2: Fill out legal guardian data and press SAVE, proceed to Step 4

Kontaktdaten der erziehungsberechtigten Person

Please fill out the form below before signing up for the event.

Vorname erziehungsberechtigte Person*

Nachname erziehungsberechtigte Person*

Nickname

Company name

Main e-mail*

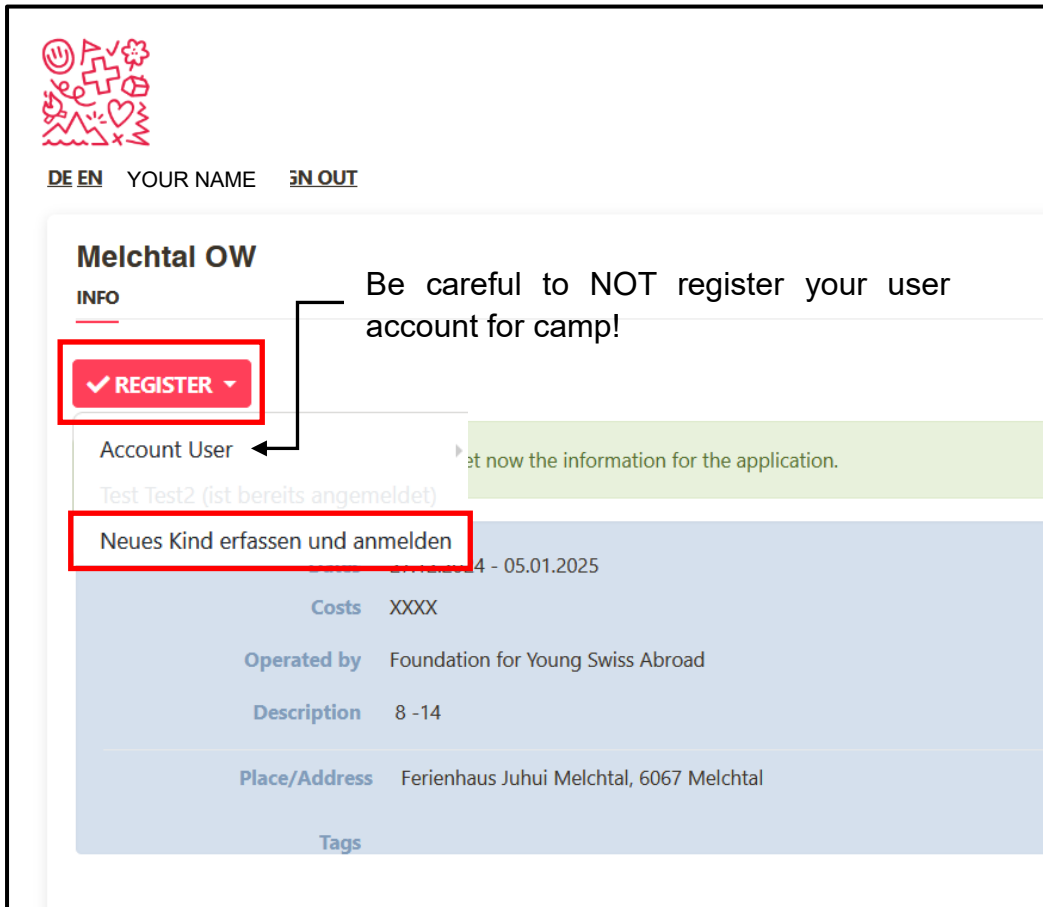
Is used as login

SAVE Cancel



Register child for camp

Step 4: Press REGISTER and select "Register new child"



After completing Step 3.1 or 3.2 you'll be redirected to the camp. You can now register your child for camp by entering the required data (see Step 5).

You can register multiple kids with the same user account. After your first successful registration (Step 6) just press on REGISTER again and repeat Step 4 and Step 5 for another child.

Once your user account is created you can check your child's data by clicking EDIT on your user account ("Your Name" next to "Sign Out" on top right corner on your display). This not immediately possible for Option 2, since you have to fill out the data of your user account first).

Sometimes it is necessary to click on "Forgot Password" first to set up a password for the newly created account.



Fill out Contact data and Registration

Step 5: Fill out registration “Contact data” for your child and press NEXT

The screenshot shows a registration form titled "1 Contact data". At the top right, there are buttons for "WEITER" (highlighted in red) and "Cancel". The form fields include:

- First name*
- Last name*
- Address
- Postal Code
- Place
- Country (dropdown menu)
- Main e-mail (highlighted with a green box) with a note "leave Main e-mail empty!" and "Is used as login"
- Other first language
- AHV-Nummer
- J+S-Nummer
- Nationalität gemäss J+S (dropdown menu)

At the bottom, there are buttons for "WEITER" (highlighted in red) and "Cancel".

Callout boxes provide the following instructions:

- "Add more phone numbers and indicate to whom they belong. 2nd phone might be helpful, one is ok for us"
- "Select all languages realistically for child. Add different first language than above if applicable."
- "Swiss families have to request AVS-number from Swiss compensation Office SCO <http://www.zas.admin.ch> + 41 (0)58 461 91 11"
- "You don't need this number. Leave it empty."
- "Select CH for Swiss child. Select OTHER for NON Swiss"

Complete all data concerning your child and select your child's nationality. Enter your phone number (legal guardian) and NOT the phone number of your child. Don't fill out "Main e-mail" for your child. **You only enter your main e-mail in your user account.**

If you don't have your child's AHV (AVS) and J+S (Jugend+Sport) ready, you can fill those two out later.



Continue the registration process and press REGISTER.

2 Registration

1. Is your child Swiss citizen living abroad? * Yes No

2. Parents' language of correspondence * English German French

3. First name and last name of father and/or mother *

4. Which sport would your child like to do during the winter camp? (Only one sport possible) * Skiing Snowboarding

5. How good is he/she at this sport (please, answer realistically)? * Has never done skiing or snowboarding before Can ski

6. Our child would like to rent ski or snowboard equipment (multiple choices possible, but only one sport): * Yes Skis and ski poles Yes ski boots Yes snowboard

7. Has your child attended any of our camps in previous years? * Yes No

8. If so: when and where? (please indicate summer and winter camps) *

9. Does your child attend a Swiss School abroad? * Yes No

10. I will apply for financial support: https://sjas.ch/wp-content/uploads/2021/12/Form_Application_financial_support_Winter_E_2023.pdf Yes

11. I accept the general registration terms: https://sjas.ch/wp-content/uploads/2023/11/GTC_camps_winter_V3.pdf * Yes

12. I agree that my data and those of my child will be processed for the purpose of his/her registration in accordance with the privacy policy: https://sjas.ch/wp-content/uploads/2023/09/Privacy-policy_EN.pdf * Yes

Comments (general, health information, allergies, etc.)

* = Reply mandatory

These Questions can change from season to season.



Fullfill the registration

Step 6: Check your mailbox or/and register a 2nd child.

Melchtal OW

INFO

REGISTER

Press REGISTER to register a 2nd child for the same camp and repeat process

The participation of *Test Test2* in *Melchtal OW* wurde erfolgreich erstellt.

Test Test2 ist für diesen Anlass angemeldet.

Dates	27.12.2024 - 05.01.2025
Costs	XXXX
Operated by	Foundation for Young Swiss Abroad
Description	8 - 14
Place/Address	Ferienhaus Juhui Melchtal, 6067 Melchtal

indicates a successful registration

Right after registration, the following documents from your child must be sent to info@sjas.ch:

Copy of the Swiss passport (or other confirmation of Swiss citizenship), **copy of the front and back of the health insurance card** (for EU citizens, the blue EU health insurance card is mandatory). All further information can be found in the terms and conditions.

A few minutes after the camp registration you'll receive an automatic reply from noreply@db.sjas.ch (Hitobito) for a successful registration to one of our camps. You don't have to reply to this message since it's automatic and we will not see your reply. Once you receive the automatic reply, you can be sure that the registration of your child for the camp was successful.

Due to heavy traffic on our website **db.sjas.ch** on the first day of our registration window (usually 2nd Tuesday of January) it might be possible, that Hitobito doesn't give an automatic reply for a successful registration.

Upon receiving the registration and the documents described above, a confirmation from info@sjas.ch will be sent so that you can plan your trip to Switzerland. All additional information regarding the camp will be provided after the payment of the camp fees. We recommend that you print out the enclosed document containing all the registration information and keep it as confirmation of your registration.

If you have any troubles or questions, contact info@sjas.ch.



Set up a new account outside the registration window

Step 1: Register for camp called “Registration Data Base”

Enter https://db.sjas.ch/de/groups/1/public_events/74 in your browser and you will be redirected to the following website:

Registration Data Base (Create New Account)

Dates: Wed 01.01.2025 - Wed 31.12.2025 23:59:00

Operated by: Foundation for young Swiss Abroad

Description: Register for this "camp" to create an account. S'inscrire à ce - camp - pour créer un compte. Registrati per questo "Camp" per creare un account. Registrieren Sie sich für dieses "Camp", um einen Account zu erstellen.

Place/Address: Alpenstrasse 24, 3006 Bern

Tags:

Contact Person: Julia Gurtl, Alpenstrasse 24, 3006 Bern, info@sjas.ch, +41 31 356 61 16 Private

Registration: Start of application period: 29.10.2024, End of application period: 31.12.2025, Registrations: 1 registered for 500 place, External applications: https://db.sjas.ch/en/groups/1/public_events/62

Signature required: no, Second signature required: no

Register Login

Main email:
Password:
Remember me:
SIGN IN
Forgot your password? | Didn't receive a confirmation email?

Do not have a Login?
Please enter your email address so you can register for the event.
Main e-mail:
FURTHER **REGISTER MY CHILD**

This is NOT a camp. It's only to set up a user Account outside of the official registration-date.

Step 2: Enter your e-mail on the right side at “do not have a Login?” and click on “Further”.

Step 3: Enter all your details and click save:

Please fill out the form below before signing up for the event.

First name*
Last name*
Address
Postal Code
Place
Country
Main e-mail*

Other first language

AHV-Nummer
~~J+S-Nummer~~
Nationalität gemäss J+S

SAVE Cancel

Swiss families have to request AVS-number from Swiss compensation Office SCO <http://www.zas.admin.ch>
+ 41 (0)58 461 91 11

Select CH for Swiss
Select OTHER for NON Swiss



Get your password

Step 4: Sign out

Step 5: Click on “Forgot your password?”

Sign in

You are now logged out.

Main email

Password

Remember me

[SIGN IN](#)

[Forgot your password?](#) | [Didn't receive a confirmation email?](#)

Step 6: Enter your email and press “Reset Password” (Don't forget to check you Spam)

Forgot your password?

Main e-mail

[RESET PASSWORD](#)

[Sign in](#)

Step 7: Follow the instructions per Mail and set your password.

Step 8: Save your email and password for future actions like the registration of your child.



Set up your Children's database:

Once you have your login, you can already set up your child / your children to be even faster on the actual event of registration.

Step 1: Login to your freshly made Account.

Step 2: Click on "+ CREATE CHILD"

Test Test

INFO SUBSCRIPTIONS INVOICES HISTORY LOG SECURITY

EDIT EXPORT LOGIN

Signed in successfully.

Test Test Children / supervisors + CREATE CHILD

Step 3: Enter the required details:

Children

First name

Last name

Gender male female unknown

Birthday
(dd.mm.yyy)

SAVE

Cancel



Edit your child's database:

Step 1: Click on your freshly created childrens Account:

Test Test

INFO SUBSCRIPTIONS INVOICES HISTORY LOG SECURITY

[EDIT](#) [EXPORT](#) [LOGIN](#)

Person Test Test was successfully updated.

Test Test
Street 111
0000 Test

Haushalt [+ CREATE](#)

Children [+ CREATE CHILD](#)

Test 2 Test 2

Step 2: Click on EDIT and fullfill your children's database.

Test 2 Test 2

INFO SUBSCRIPTIONS HISTORY LOG SECURITY

[SAVE](#) [Cancel](#)

First name

Last name

Nickname

~~Company name~~

~~Company~~

additional address line

Address

Postfach

Postal code/place

Country

~~Main e-mail~~
Is used as login

~~Further e-mails~~ [Add an entry](#)

Phone numbers [Add an entry](#)

~~Social Media~~ [Add an entry](#)

Family Members [Add an entry](#)

Please leave **EMPTY:**

- Main e-mail
- Further emails
- Social Media
- J+S Number

If you have several children, you can add them here as siblings. (They need an account first)



Gender male female unknown

Birthday
(dd.mm.yyy)

Language* ▾

Place of origin incl. canton

Only for Swiss abroad: their place of origin in Switzerland

German First language Good knowledge Basic knowledge No knowledge

French First language Good knowledge Basic knowledge No knowledge

Italian First language Good knowledge Basic knowledge No knowledge

English First language Good knowledge Basic knowledge No knowledge

Spanish First language Good knowledge Basic knowledge No knowledge

Other first language

Select all languages realistically for your child
Add a different first language than above if applicable.

AVS number

~~J+S number~~

Nationality according to J+S

 ▾

Swiss families have to request AVS-number from Swiss compensation Office SCO
<http://www.zas.admin.ch>
+ 41 (0)58 461 91 11

Select CH for Swiss
Select OTHER for NON Swiss

Further information

Upload new picture

SAVE

Cancel



Sign up to Camp with existing user account

Once you have an account you can register for camp on **db.sjas.ch** and YOUR NAME appears in the top right corner of the browser window you can register over **db.sjas.ch**. If YOUR NAME doesn't appear in the top right corner, you need to activate your account before you continue (see p. 10).

Step 1: Login to your user account on **db.sjas.ch** and select CAMPS on the left side:

The screenshot shows the website interface. On the left, a navigation menu has 'CAMPS' highlighted with a red box. The main content area shows a search bar at the top right with 'TEST TEST SIGN OUT' next to it. Below the search bar, there's a section for 'Next events' with a description: 'Events of your groups and their top groups are shown here. Other events you'll find in the organizing group.' The events are listed by month: January 2024, December 2024, January 2025, and March 2025. Each event entry includes the name, dates, and a 'REGISTER' button. In the January 2025 section, the 'REGISTER' button for 'Registration Data Base (Create New Account)' is highlighted with a red box.

Step 2: If the registration window for a camp is open, you can select REGISTER at this specific camp. Continue by selecting which child should register and select REGISTER AS PARTICIPANT.

The screenshot shows the 'Foundation for Young Swiss Abroad' website. At the top, there's a navigation bar with 'CAMPS' selected. Below the navigation bar, there's a search bar and a 'Check to display the correct year' section with a year selector showing '2024' highlighted in green. The main content area is a table of camps. The table has columns for Name, Dates, Description, Registrations, State, and Groups. The 'Meiringen & Diemtigen' camp entry has a 'REGISTER' button highlighted in red. A dropdown menu is open next to the 'REGISTER' button, showing the user 'David Reichmuth' and a 'Test Test2' option, which is also highlighted in red.



Check **Step 5** of first chapter (p. 5-8) to register new child or complete child data.

Step 3: Check your mailbox

Right after registration, the following documents from your child must be sent to info@sjas.ch:

Copy of the Swiss passport (or other confirmation of Swiss citizenship), **copy of the front and back of the health insurance card** (for EU citizens, the blue EU health insurance card is mandatory). All further information can be found in the terms and conditions.

A few minutes after the camp registration you'll receive an automatic reply from noreply@db.sjas.ch (Hitobito) for a successful registration to one of our camps. You don't have to reply to this message since it's automatic and we will not see your reply. Once you receive the automatic reply, you can be sure that the registration of your child for the camp was successful.

Due to the heavy traffic on our website on the first day of our registration window (usually 2nd Tuesday of January) it might be possible, that Hitobito doesn't give an automatic reply for a successful registration.

Upon receiving the registration and the documents described above, a confirmation from info@sjas.ch will be sent so that you can plan your trip to Switzerland. All additional information regarding the camp will be provided after the payment of the camp fees. We recommend that you print out the enclosed document containing all the registration information and keep it as confirmation of your registration.

If you have any troubles or questions, contact info@sjas.ch.

Forgot your E-Mail?

If you already have an account but forgot your e-mail address please contact info@sjas.ch. We can check your e-mail address in your account.

Forgot your Password?

No worries, you can always click on forgot your password. Hitobito sends you an automatic mail to reset your password. In this case you need to know your e-mail address. If you've for both, please write info@sjas.ch.