

## STEP BY STEP REGISTRATION PROCESS DETAILS

1. Click "Create a New Account"
2. Create user name and password, enter parents' info and click on "Register"
3. Re-enter login info above and click "Sign In"
4. Click on the "Family" link located across the top
5. Add any additional parent info, emergency contacts & any details and click "Update"
6. To add campers, click "Add New Camper" in table in middle of page
7. Add camper info and click "Save"
8. Add any additional campers in your family if needed (if parents will also be campers for an event such as Work Camp, Women's Retreat or Family Camp, they will need to be added as well)
9. After all campers are entered, click "Register Camper"
- 10 Check the box in the "Register Column" after the camp they are attending
- 11 Repeat for each camper you are registering
- 12 When all campers are registered, click "Pay"
- 13 Add your billing info to pay either the deposit or the full amount by credit card

**Note:** *if you are paying by check or your church is paying all of the fee (**no payment at this time**), you will have to contact the office (830-625-2212) to finalize those payment arrangements. Your camper will not be registered until those arrangements are confirmed in the office.*

- 14 Click "Accept Agreement" and click "Continue"

This completes the process and you should receive a confirmation email shortly. It will be sent to the email address you added in the billing section.

You can return later to your account to update any information that has changed since you originally set up the account. To return, click the appropriate link on our web site.

If you need to switch camps or cancel a registration, please contact the office.