

2012 WOMEN'S RETREAT

REGISTRATION INSTRUCTIONS

This year you will be using the camp's online registration system to register for the Women's Retreat. This system is designed primarily for summer campers and so there are some extra steps for the Women's Retreat.

Please follow these steps to register: (note- buttons to click are bolded below)

Step 1. When you click the **Register for our 2012 Camps** link on the camp's main, you will be taken to a page where you will find info on how to set up an account and proceed toward registration. When you are ready, click the Green Button which says "**Create a New Account.**" This will take you to an account setup page where you will enter basic information including a username and password. **If you have set up an account in the past, please do not create a new account.** Click the link under the button to access your account. If you do not remember your User Id or Password, please call the camp office (830-625-2212) and we can get you that info.

Please remember the Username and Password since it will allow you to log back into your account to add additional info and to update your account info in the future. (In case you forget your username and password, you can contact the office for help)

When you are finished with this page, click **REGISTER** at the bottom of the page.

Step 2. You will be taken to a Log-in Page where you will re-enter your Username and Password from Step 1. At this point you will be directed to an instruction page. You will note there are links across the top for USER PROFILE and FAMILY . Click the **FAMILY** link and add additional information to your Family profile like emergency contacts etc. Please note under Parent 1, you will choose Self as the relationship to Parent 1. When you are finished filling in the required fields (red asterisk), you can click UPDATE at the bottom of the page.

Step 3. Here you will be taken to a page where you can add Camper Information. In the case of the Women's Retreat, you will most likely also be the Camper and so there is some duplication here. You can add a camper by clicking the brown link which says "**Add New Camper.**" After the camper is added you will return to the same page as the beginning of Step 3 and you should see the name of the camper added. If you have more than one person in your family who will be attending, you can continue to add more campers at this step.

Please note that if you have a cabin or bunk request, please enter it in the NOTES field under this Camper section.

When you have completed all the Camper info, click **SAVE** at the bottom of the page. You will be returned to the same page as the beginning of Step 3 where you will see the camper listed by name.

Step 4. Click **REGISTER CAMPERS**. You will see a list of our 2012 Camps below the instructions and will select Women's Retreat by checking the box at the right side of the event. Now scroll to the bottom of the page and click **PAY>>**.

Step 5. You will now be directed to the Payment Page for any camps or events for which you have registered. This is a completely secure site and you will be able to make a payment by credit card. If you want to mail a check, just exit out of the online database and call the office to make financial arrangements (please note you will not be registered until payment is made).

(Please note that you can choose to pay only the deposit amount of \$50.00 or the entire registration fee as follows:

Step 6. Finally accept the Agreement at the bottom of the page and click **CONTINUE**. You will be directed to a confirmation page for your registration. You will also receive an automatic email sent to the email address provided on the payment page in Step 5. That email will have some attachments which you can disregard since they are for our youth campers.

If you have any difficulty, please contact the office for help.

office@slumberfalls.org

830-625-2212