

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, then 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 and if not paying by credit card, click "Pay by other Method" (this applies to payments by check or if your church is paying part of the fee and you are seeking a scholarship)
14. Click "Accept Agreement" and click "Continue"

This completes the process and you should receive a confirmation email shortly 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, you will need to contact the office.