

## Instructions for Online Registration for Groups

- Click on **Group**.
  - This will take you to a screen where you will choose the camp which you will be attending by entering the number of adult males, adult females, boys, girls, etc. You may narrow your choices by choosing the type of camp, gender, and/or age at the top of the page.
  - Click **Continue**. Click **Create New Account** or **Sign Into Your Existing Account**.
- **Create New Group Account**
  - When creating an account for a church group...under **Group Name** please put your **church's full name (NO Abbreviations)**. If you are a First Baptist Church, **please put the city name before the First Baptist Church** (i.e. Dry Creek First Baptist Church). For the address, click on **Alternate** from the drop-down box if you will be entering the **church's or organization's address**. The address given here will appear as the billing address. For phone number, please give us your best contact number.
  - If you are bringing a group but are not associated with a church, under **Group Name**, type in NONE and a dash followed by your first and last name (i.e. NONE – John Smith). Make sure under the **Group Type** drop down tab, **Group** is selected.
  - Fill in all required fields. Click **Create**.
  - **Existing Accounts** click on your church group or name a new type of group. Click **Continue**.
- **Pending Registrations**
  - Verify your registrations and click **Check Out**.
- **General Info & terms**
  - Please read, check the box, and type your name at the bottom. This will already be completed on **Existing Accounts**.
  - Click **Continue**.
- **Payment Selection**
  - **All payments will be done by electronic check**. Complete all fields. **Description** would be the name for your checking account—for example, Calvary Baptist Checks or Jim's checks. **Account type** will be checking or savings, using the drop-down box. Fill in your bank's name, the routing number (found at the bottom of your check), and your account number. Click **Save Account**.
  - The next screen will verify your information. Click **Continue**.
  - Click **Finish** to complete your transaction.
- **Confirmation**
  - Here, you will click on **View Itineraries**. This takes you to a screen showing your church name, the dates of the camp you are attending, and whom you have registered **anonymously**. **You must attach a name to each registration within a reasonable amount of time or the camp will delete the registrations**.
  - On this page, you will be able to make a payment, view your statement, manage your roster, and view your contract.

- To name your campers and counselors, click on **Manage Your Roster**. You will see a list of those that are attending. On the right-hand side, under **Actions**, click **Invite**.
- To accomplish registration for your adult counselors (other than yourself) and your students, click on **Send Request Code**. This will take you to a screen where, **for students**, you will enter the parent's email, the camper's name, and then the parent's name. Click on **Send Request**. **For adult counselors**, enter the adult's email, their name, and then click on **Adult**. Click **Send Request Code**. An email will be sent to the camper's parent or the adult counselor that will contain a request code. They will use this request code to complete their registration.
- After you have clicked **Send Request**, the screen will go back to your group roster and you will complete the same process for all other attendees.
- If you are registering yourself as an adult counselor, you will click on **Invite** and then **Name Attendee**. The next screen will say to **Select Attendee**. You will use the drop-down box to find your name and click on it. Click **Continue**. You will verify your information on the next page, adding your birthdate and contact info, and then click **Continue**. The next screen will begin the process of completing your **Medical History**.
- **Medical History**
  - Click **Continue**. Click Yes or No to complete the medical history and medical concerns, clicking **Continue** on each page.
  - The next screen requires 2 contacts and their information. Click **Save** for each one and then **Continue**.
  - The next screen is for medications you will be bringing to camp. If you have medications fill in info under **Add Medication** and then click **Continue**. The next screen requires your doctor's information and an answer to whether you are allergic to Benadryl. Click **Continue**. The next screen will show the **Medical Release** to be signed by you. Type in your name and click **Continue**.
  - The next screen will show **Terms & Conditions**. Registrations for GA Camp, Boys' Mission Camp, and Preteen campers under 11 years old will only have a **Photography Waiver** as **Terms and Conditions**. Registrations for Journey Camp, Adventure Youth Camp, Back to School Camp, and Preteen campers 11 years and up will need to sign off on the **Assumption of Risk Form** and **Photography Waiver**. The Assumption of Risk form is required to participate on the Ropes Challenge Course. This does not mean you are required to participate on the Ropes Course, but we must have a signed release in order for you to participate. Read the form, check the box, and type your name. Click **Continue**. The next screen verifies that you have completed the **Terms and Conditions** and **Medical History**. Click **Continue**.
- This returns you to the Roster and you are registered and enrolled.
  - Under **Actions** on the right-hand side, you can click on **Details** to see if the attendees have completed their required camp forms. You can also resend the request code or remove the attendee.
- To register additional campers at a later date, click on **Group**. Add your campers on the appropriate camp and click **Continue**. Then, you may log into your existing account. Choose your group and follow the instructions above.