



Hooray! Your child(ren) are coming to confirmation camp in 2019! We can't wait!

Online registration for summer 2019 is open! This handout includes details you'll need in order to successfully register your child(ren) for confirmation camp. We can't wait to welcome your child(ren) to camp this upcoming summer!

IMPORTANT DETAILS ABOUT YOUR CAMP SESSION

You are registering under this congregation's group code: **Saint Andrews Lutheran Church, Wausau**

Your confirmation camp week & location: **June 9-14, 2019 at Waypost Camp, Hatley**

Your Group Hold Registration ID: **STANDREWW2019**

REGISTRATION ONLINE FOR CAMP

The following instructions will guide you through our online registration process.

1. Go to www.crosswayscamps.org/register
2. Scroll down to the "Register for CONFIRMATION CAMP" section and click the button that reads "REGISTER FOR CONFIRMATION CAMP". This will direct you to our online registration system. If at any time you have troubles with your username/password or cannot locate/recall your login information, please email Crossways (not your youth leader) at info@crosswayscamps.org for assistance.
 - **If you already have a login account with Crossways** (for families who have registered for past youth camps or retreats) **please login with your username/password. You were emailed login information in October as a reminder.**
 - **If you are NEW to Crossways/have not registered online for a program before**, create a new user account:
 - To create a new user account, click **Create New Account**.
 - Follow the instructions to create a new user account using **your own personal** main/primary email address.
3. If the online registration software pauses or does not advance forward or back to the screen you are trying to see, log out and back in to your account to give the system a few moments to catch up.
4. Once you're logged in (as a previous or new user, from the "Online Registration Dashboard" landing page):
 - Find the "Campers" section and select "Add Camper" (you can also do this under "Quick Access") to add a brand new camper to your account. If your child(ren) have not attended a Crossways camp in any capacity, you will select "Add" or "Create" **New Camper** to create a camper profile for the child(ren) you will be registering for confirmation camp.
 - **OR** select "Make Existing Person a Camper" to make an existing person in your account a camper.
 - **When you "Add" or "Create" New Camper** or when you "Make Existing Person a Camper" you will click through the following screens to add information: 1. Camper Personal Information 2. Camper Address Information 3. Camper Phone & Email Information. To continue the online registration process **skip to #7 for next steps**.
 - **OR** select the child you wish to enroll from the dropdown menu under "Campers".
5. Under "Enrollment" (to the right of Campers), click "Add New Program".
6. The next screen is the Group Hold Registration ID page. Enter your congregation's Group Hold Registration ID where it says "Enter GHR ID". Then select the "Save/Next" button at the bottom of the screen.
7. Select the box next to the session/program applicable to the camper you are registering. **You will only have one option** -make sure it matches the information above (session date, location). Select the "Save/Next" button.
 - Registering on or before March 15 will give you the maximum discounted rate for confirmation camp. **All payments are handled through your congregation.**
 - If you receive a message that reads: "This program is currently full for this session. If you elect to save this information, you will be placed on a waitlist. Please contact our office at 920-882-0023 to check if space will become available or if you need to register for a new session." **Please contact Crossways so that we can look into the reason you received this message.** Please do not contact your youth leader as they will not be able to assist you.
8. Please add/select or update the contact(s) for your camper. Two different contacts are required. You may add, or edit existing contacts by selecting "Edit Contact" or "Add New Contact". Complete all contact information (**especially accurate/primary emails for Crossways to provide you with further information in spring to prepare for your child's time at camp**) for Parent/Guardian 1 and Parent/Guardian 2.

9. **“List of forms required to be completed before registration is complete”** is the next screen. This section is notifying you of any online ‘forms’ that are incomplete. You will see a **red X** next to the online ‘form’ if you need to complete further information. A **green checkmark** indicates you’ve entered all the required information.
 - Click on any form noted in this section to open the form for modification. The registration system will return to this screen after completion of each form so you can complete the next required form. Once all forms are completed, use the “Save/Next” button to advance to the next screen to enter your camper’s cabin mate request. You can also access these **“Online Forms” in the “Forms” section of our “Online Registration Dashboard” registration software** to make sure you entered all the information needed in the online ‘form’. Forms needing completion:
 - **Camper Profile Sheet ‘form’**: asks if you have any dietary restrictions, allergies or special needs/requests. **It’s very important that you select the correct “Church/Chapter” from the dropdown menu so you are grouped with other individuals attending Confirmation Camp with your congregation.**
 - **Disclaimer ‘form’**: Provides a spot for your name to be typed in to acknowledge you’ve read our Registration Policies.
 - **Parent or Guardian Notice ‘form’**: Provides a space for your name to be typed to acknowledge you’ve read out notice.
10. A **“Cabin Mate”** may be entered on the next screen. Please note that your camper(s) will be housed with other campers from your congregation, so if the name of the person you’re requesting is not part of your congregation they may not be able to be housed with this person.
 - To view the request or change the **“Cabin Mate”** at a later time, you can view/edit the **“Cabin Mate”** from the **“Online Registration Dashboard”** by selecting the maximizer icon in the right hand corner of the **“Enrollment”** section. From here you can **“Manage Cabin Mate”** to edit the person’s name.
11. Once you’ve completed the online registration process your camper’s enrollment will appear in the **“Enrollment”** section as **“Registered”**. You will receive a confirmation email once your camper is registered.
12. **Notifications on the “Online Registration Dashboard” page** provide alerts to draw your attention to important registration areas that may need your attention. By selecting on the **“Options”** to the right of a notification alert, this will provide you with instructions on where to click in order to rectify the missing information the system is alerting you to fix. **If a Parent/Guardian 1 or 2 is missing, select “Add Contact” located under the “Contacts” section.**

PAYING FOR YOUR SESSION OF CONFIRMATION CAMP

All payments for your session of confirmation camp must be paid to your congregation, and not to Crossways, as they will be invoiced for all campers in their group. Your online account will show a balance of “\$0.00”, but this does not mean you have paid your congregation. Please work with your congregation regarding any payments you owe them for camp. Remember that all registrations processed on or before **March 15th** receive our **Early Bird Discount of \$30.00 off per camper!**

MAKING A DEPOSIT TO THE CAMP STORE ONLINE FOR CONFIRMATION CAMP

Parents can make deposits to their child’s account for the camp store/canteen online. From the **Online Registration Home Page**, select **“Make Payment”**. Click past the **“Registration”** tab to the **“Camp Store”** tab to apply a camp store deposit to your child’s account. After selecting the amount you want to deposit, select **“Payment Options”**. The registration balance and any discount will appear, however, only the camp store/canteen deposit you want to pay for will be charged to the card you enter online. You will receive an automatic emailed receipt once you complete the camp store/canteen deposit on your child’s account.

HEALTH AND DEPARTURE FORMS, PACKING LISTS, PARENT CAMP GUIDES, AND MORE!

All registered camper families will receive emailed information in the spring from Crossways with required health and departure forms, parent camp guides, packing lists and more. Health and departure forms are also accessible via the **“Download Forms”** tab in the **“Forms”** section of our **“Online Registration Dashboard”**. All of this information is also available on our website (after March 1st) by visiting www.crosswayscamps.org/parent-information.

More Questions? Let Us Know!

Please contact us if you have registration questions specific to our system or preparing for camp by emailing info@crosswayscamps.org or by calling **920-882-0023**.