

STEP-BY-STEP ONLINE CAMP REGISTRATION GUIDE FOR FIRST TIME USER

Important Tips:

- The parent/guardian of each camper must complete the online registration process to register their student(s) for Summer Camp. You **may not** register your child's friend under your account.
- Contact the pastor/group leader BEFORE REGISTERING to find out what your church **Group Hold code** is. You cannot register without the code.
- The registration form will time out after being open for 30 minutes and any unsaved information will be lost. Be sure to click Save/Next at the bottom of each form/section.

STEP 1

Visit the KYM Summer Camp webpage and click on the Camper Registration button.

<http://www.kyagyouth.org/camps>

STEP 2

You are a new user, click “Create New Account” to set up your account. You will use this login information for every year thereafter. Please write this information down and save it.

The screenshot shows the Camp Crestwood registration page. At the top is the logo and a search bar. Below is a message box with instructions. The main area has two columns: 'Already Applied. Login Here' with login fields and a 'LOGIN' button, and 'New User. Create A New Account' with a list of benefits and a 'Create New Account' button. A red arrow points to the 'Create New Account' button, and a red circle highlights the list of benefits.

STEP 3

When completing the information under the “Create a New Account Here” tab, use your (the parent) information, not the student.

Click to View Important Message

Welcome to our online registration system. To get started, create an account. The information you provide below should be the parent information to create a USER LOGIN account. Do not enter the Camper information here. You will be asked for Camper information once you click NEXT.

Things to remember:

1. Required fields will have a red asterisk.
2. All other fields is optional but welcomed.

Click the [Screen to Display or Hide the Save/Next] button.

If you need personal assistance, please click the [Contact Us] button to get our contact information.

Create a New Account Here

First Name: * Middle Name: Last Name: *

Create Your Username: * Create Your Password: * Confirm Password: *

International Keyboard? (Email Address: *)

Select a Security Question: * Answer to Security Question: *

Country Code: * Cell Phone #: *

United States

Prev Save/Next

STEP 4

Add your student(s) information under the Camper Personal Information tab. If you have more than onestudent(s) to register, you will be able to add the second student later.

Camper Personal Information

First Name: * Middle Name: Last Name: *

Preferred Name: Birth Date: (Click to display calendar) *

Gender: * Select...

Camper Photo: (No Photo exists, click button below to add.) Browse...

Prev Save/Next

STEP 5

Complete address information for your student.

Current Camper: Whittington Shannon

Camper Address Information

Address Type: * Permanent Address Make this the Primary Address?

Address 1: * Address 2:

Note: Please select the country before typing the postal code. Enter Postal Code below and tab out. City & State will appear at the bottom.

Country: * Postal Code: * Enter ZipCode

City: * State: Enter City... Enter State...

State/Country: US

Prev Save/Next

STEP 6

Complete phone and email information for your camper (you may use your own contact information).

Current Camper: Whittington Shannon

Camper Phone Information

International? **Home Phone: *** Ext:

No

International? **Cell Phone: *** Ext:

No

International? **Work Phone:** Ext:

No

Camper Email Information

International Keyboard? **Your Email Address: ***

No

Prev Save/Next

STEP 7

Enter Group Hold ID that you received from Youth Pastor/Leader, (**Case sensitive: ALL CAPS**). Then Save/Next at the bottom of screen.

Camp CRESTWOOD

Current Camper: Test Camper

Group Hold Registration?

If you are part of a group and have been given a Group Hold Registration ID (the group password), enter it here and click NEXT. It is CAP SENSITIVE. If you do not have a Group Hold Registration ID, contact your Group Leader for the ID.

Enter GHR ID:

STEP 8

Select Camp. The camp week that your church is attending will be the only selection available. Click the gray box. Then click Save/Next at the bottom of screen.

Camp CRESTWOOD

Current Camper: Test Camper

Select Week of Camps From Available Sessions

You may select a Week of Camp. Early and second sibling discounts that apply will be added prior to payment.

2022 Teen Camp 1 Jun 6 2022-Jun 10 2022

Check one, from the available options:

Teen Camp \$235.00

Available?

STEP 9

Add contacts for your camper. You will need to click the Add New Contact for each of the three contacts: Parent/Guardian 1, Parent/Guardian 2, & Emergency Contact. Follow the prompts for each, then click Save/Next at the bottom of screen.

Current Camper: Test Person

Please add/select or update your contact(s)

Please add the contact(s) requested below.

Ones that are marked (*) required are mandatory before proceeding to the next step. You could either select from an existing contact in the contacts drop down or you could enter a new contact.

Each of the contacts requested below have to be uniquely different person.

Use the [Add New Contact] button to add a new contact. Use the [Edit Contact] button to add or change any information on an existing contact.

Note: Changing a contact using the drop down will require you to provide the relation to the selected contact. Click the [Edit Contact] option to open the edit popup and add requested information. Once all required information is given on this popup and changes saved clicking on the [Save] button at the bottom of the popup, only then the person will be associated with the contact type.

Parent/Guardian 1 Contact

Select Parent/Guardian 1 contact from available contacts: *

Select...

Add New Contact

Parent/Guardian 2 Contact

Select Parent/Guardian 2 contact from available contacts:

Select...

Add New Contact

Alternate Emergency Contact

Select Alternate Emergency contact from available contacts: *

Select...

Add New Contact

Prev Save/Next

STEP 10

Complete the Camper forms. Click on the blue name of each form and follow the prompts through the next few screens. When forms are complete they will show a green check beside them.

Click to View Important Message

Please complete the forms that are marked required before proceeding to the next step.

Click on the name of the form to open the form for modification. System will cycle back to this screen after completion of each form. Once all forms are completed, use the [Next] button on this screen to go to the next step. Forms with a red X next to the name are not yet complete. You will see a green check next to each form that is complete.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information.

Contact Us

Current Camper: Test Two

List of forms required to be completed before registration is complete.

Disclaimer and Acknowledgment	✗	Form is required. Registration incomplete unless required items are completed. Please complete form before next step.
Camper Profile and Acknowledgements	✗	Form is required. Registration incomplete unless required items are completed. Please complete form before next step.
Medical and Insurance Information Form	✗	Form is required. Registration incomplete unless required items are completed. Please complete form before next step.
Required Coronavirus Release Minor	✗	Form is required. Registration incomplete unless required items are completed. Please complete form before next step.

Prev Save/Next

Click to View Important Message

Please complete the forms that are marked required before proceeding to the next step.

Click on the name of the form to open the form for modification. System will cycle back to this screen after completion of each form. Once all forms are completed, use the [Next] button on this screen to go to the next step. Forms with a red X next to the name are not yet complete. You will see a green check next to each form that is complete.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information.

Contact Us

Current Camper: Test Two

List of forms required to be completed before registration is complete.

Disclaimer and Acknowledgment	✓	Form completed or no items on form are required. Ok for next step.
Camper Profile and Acknowledgements	✓	Form completed or no items on form are required. Ok for next step.
Medical and Insurance Information Form	✓	Form completed or no items on form are required. Ok for next step.
Required Coronavirus Release Minor	✓	Form completed or no items on form are required. Ok for next step.

STEP 11

Complete Medical Information Required. If your child has prescription meds, make selection, and follow prompts to complete forms in next few screens regarding prescription meds.

Select the required Add/Edit OTC tab and follow prompts to complete form in the following screens regarding medications you give permission for your child to be given if needed.

Select the required Add/Edit Allergy Tab to add allergies or to select No Known Allergies.

This screenshot shows a mobile app interface for medical information. At the top, there is a notification bar that says "Click to View Important Message". Below that, instructions state: "Please select the medical options available below and fill in your information. Everyone should click on Add Medications, Allergies, and OTC to either select No/None or to add your selected choices." A "Contact Us" button is visible. The main section is titled "Please complete the medical information requested." It contains three questions with dropdown menus and buttons:

- Question: "Is your child bringing any Medications to camp? If not, please select no and then Save/Next. *". The "No" option is circled in red. Buttons for "Enter Qty.", "Add/Edit Meds", and "Add/Edit OTC" are visible.
- Question: "Would you like to complete an Over the Counter (OTC) order?.". The "Add/Edit OTC" button is circled in red.
- Question: "Does your child have any Allergies?". The "Add/Edit Allergy" button is circled in red.

STEP 12

View your dashboard. Once you have reached the end of registration you will be asked what you would like to do next. You may register an additional child, and follow the same registration process you just completed. Click add new camper to do so. ****If you only have one child to register, you are finished.** Click view dashboard. **Reminder, payment is due to your church if you register using a group ID.** Individual online registration payment is not available for groups. However, Kids Campers may pay for Manna Bucks under payment tab.

This screenshot shows a mobile app screen titled "What would you like to do?". It provides instructions for adding a new session-week of camp or a new camper. At the bottom, there are three buttons: "New Registration", "Add New Camper", and "View Dashboard". A red arrow points to the "View Dashboard" button, which is also circled in red.

This screenshot shows a web dashboard for a user named "Test Camper". The dashboard is organized into several sections:

- Account:** Shows user name, email, and an "Edit Account" button.
- Camper:** Shows "Brother Camper" selected, with options for "Personal", "Address", "Phones", and "Emails". Buttons for "Remove Camper", "Add Camper", and "Edit Person" are present.
- Registration:** Shows "You have no current Registrations at this time. Use [Add New Program] to register." and an "Add New Week of Camp" button.
- Financial:** Shows "You have no Financial information to display at this time."
- Notifications:** Shows "Camper has no active notifications at this time."
- Medical:** Shows "Select A Session" and an "Add Medication" button. Below it, it says "No medications are currently assigned." and "Over the Counter" with an "Allergies" button.
- Forms:** Shows "Online Forms", "Download Forms", "Upload Forms", and "Upload History". It also says "You have no Forms to display at this time."