

STEP-BY-STEP ONLINE CAMP REGISTRATION GUIDE FOR RETURNING USERS

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 returning user, login to begin registration. Please contact the office if you do not remember your login information. Do not create a new account.

STEP 3

Once you are logged in, select the correct camper from the dropdown box and then click "Add A New Week of Camp."

The screenshot displays the user's account dashboard. On the left, the 'Account' section shows 'Test Camper' with an 'Edit Account' button. Below it, the 'Camper' section features a dropdown menu with 'Brother Camper' selected, circled in red, and an 'Add Camper' button. The 'Personal' tab is active, showing birth date (03/22/2010), gender (Male), and grade (Grade 7). On the right, the 'Quick Access' section includes 'Add Camper' and 'Add Week of Camp' buttons. The 'Registration' section has a red message: 'You have no current Registrations at this time. Use [Add New Program] to register.' Below this, the 'Add New Week of Camp' button is circled in red. Other sections include 'Financial', 'Notifications', and 'Medical', all with red messages indicating no data is currently displayed.

STEP 4

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

The screenshot shows the Camp Crestwood registration interface. At the top, the logo "Camp CRESTWOOD" is displayed. Below it, the text "Current Camper: Test Camper" is visible. The main section is titled "Group Hold Registration?". It contains the following text: "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." Below this text is a text input field labeled "Enter GHR ID:". The field is currently empty.

STEP 5

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.

The screenshot shows the Camp Crestwood registration interface for selecting a camp week. At the top, the logo "Camp CRESTWOOD" is displayed. Below it, the text "Current Camper: Test Camper" is visible. The main section is titled "Select Week of Camps From Available Sessions". It contains the following text: "You may select a Week of Camp. Early and second sibling discounts that apply will be added prior to payment." Below this text is a gray box containing the text "2022 Teen Camp 1 Jun 6 2022--Jun 10 2022". Below the gray box is the text "Check one, from the available options:". There is a radio button next to the text "Teen Camp" and the price "\$235.00". To the right of the radio button is a button labeled "Available?".

STEP 6

Add or edit contacts for your camper. Check current contacts for correct information. You will need to click the Add New Contact if you are adding a new contact. Follow the prompts for each, then click Save/Next at the bottom of screen.

The screenshot shows the Camp Crestwood registration interface for adding or editing contacts. At the top, the logo "Camp CRESTWOOD" is displayed. Below it, the text "Current Camper: Test Person" is visible. The main section is titled "Please add/select or update your contact(s)". It contains the following text: "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." Below this text are three sections for adding contacts: "Parent/Guardian 1 Contact", "Parent/Guardian 2 Contact", and "Alternate Emergency Contact". Each section has a dropdown menu labeled "Select..." and a button labeled "Add New Contact". The "Add New Contact" button for the "Parent/Guardian 1 Contact" section is circled in red. At the bottom of the screen are two buttons: "Prev" and "Save/Next".

STEP 7

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.

Current Camper: Test Two

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

Form Name	Status	Message
Disclaimer and Acknowledgement	❌	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.

Current Camper: Test Two

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

Form Name	Status	Message
Disclaimer and Acknowledgement	✅	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 8

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.

Click to View Important Message

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.

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.

Please complete the medical information requested.

Is your child bringing any Medications to camp? If not, please select no and then Save/Next. *

No Enter Qty. NO PRES. MEDS. ADDED

Would you like to complete an Over the Counter (OTC) order?. *

Yes No OTC MEDS ADDED

Does your child have any Allergies?

Yes No ALLERGENS ADDED

STEP 9

View your dashboard. Once you have reached the end of registration, you will be asked what you would like to do next. ****If you only have one child to register, you are finished.** Click view dashboard.

You may **register an additional child** who is already on your account by selecting his/her name from the dropdown list and click “New Registration.” This will take you through the steps you just completed. If you are adding a sibling who has never been to camp, click “Add New Camper” and follow the prompts. **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.

