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.

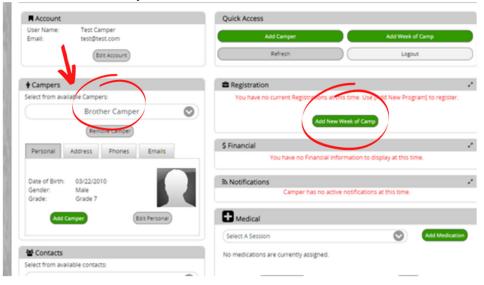
http://www.kyagyouth.org/camps

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."



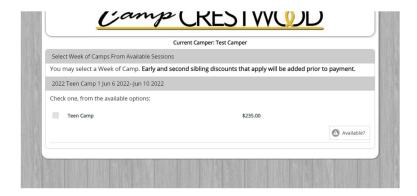
STEP 4

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



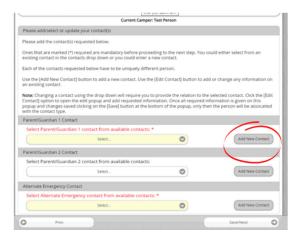
STEP 5

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.



STEP 6

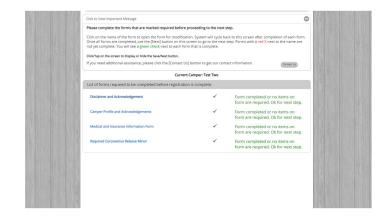
Add or edit contacts for your camper. Check current contacts for correct information. You will need to click the Add New Contact if you are adding a new contact. Follow the prompts for each, then click Save/Next at the bottom of screen.



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.



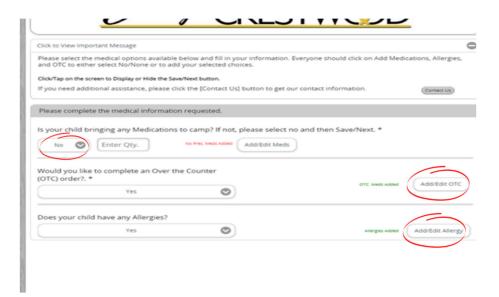


STEP 8

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.



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.



