

ONLINE REGISTRATION TIPS FOR STUDENT MINISTRIES WINTER RETREAT

Needed: Group Code for your church

Link to event registration from website: <http://studentmin.com/winter-retreat/>

1. Registrations are completed by adults—either leaders (adults) registering themselves or parents registering their child/children.
2. At the link above go to the event information page and click on the words REGISTER NOW.
3. Create an identity—username and password—and **write it down or record it**. You will be able to use this same identity to register Spencer Lake Summer Camp and other camp-related district events.
4. After completing identity information, you will be re-routed to your DASHBOARD, a one-page summary of your information.
5. **LEADERS:** Create your identity (#3), then register yourself as a camper (#6). Choose ADULT in the grade dropdown. Continue through the camper process described in #6 for parents.
6. **PARENTS:** To enter your child, look for the Camper section on the left side of the Dashboard, then click on ADD CAMPER at the bottom of the Camper section. Proceed through the screens by entering requested information and clicking on SAVE/NEXT at the bottom of each screen. **After basic information is entered you will be prompted to enter the group code for your church**. Enter the code you have been given, click on SAVE/NEXT at the bottom.
7. The next screen shows camps that are open for registration—the only camps shown are those that the individual qualifies for by grade. Check the camp of your choice, click on SAVE/NEXT and continue through following screens. If you enter information but do not make payment, the camper status is “Enrolled”, *but registration is not final*. After all required information is entered and you pay in full the camper status changes to “Registered”.
8. If the processing logo is spinning and spinning or if you are confused at any point, close the window, then link to registration again and log back in to your identity. Any information you have entered is retained and you can continue entry. *Hint: The dropdown in the Camper square lists each camper associated with you as parent. If you are making payment or completing information, be sure that the correct camper is selected in the Camper square.* The software company also sponsors a registration help line: 866-433-4548.
9. Check that all forms are complete. At the Dashboard screen, choose each camper in the dropdown of the Camper section. Look for anything that appears in RED when each name comes up—this indicates that required information has not been completed for that camper.
 - a. Under the **Notices** section a link to incomplete forms may appear.
—OR—
Under the **Forms** section segments may appear in red—click on the title of any “forms” (in blue) that are incomplete and you will be linked to areas missing required information.
 - b. **IMPORTANT! Until campers are paid in full, they will be listed as ENROLLED. In this registration system “Enrolled” is a temporary status—the camper is NOT registered.**
 - i. Being enrolled is NOT the same as being registered.
 - ii. No camper is registered until payment has been made.
 - iii. Look on the Dashboard for the payment area and click on the Make Payment button.
 - iv. When payment is complete you will see on the Dashboard that the camper status changes from Enrolled to Registered.