

2018 **Weekend Retreat**

CABIN LEADER - APPLICATION TIPS

ONLINE APPLICATION ONLY - NO PAPER FORMS!

The process for applying as a cabin leader is virtually the same as registering a camper. Below are application tips—very similar to that provided for parents.

CABIN LEADERS WHO SERVED IN 2017/2018 AND ARE RETURNING TO THE SYSTEM:

- Access application through either site listed below.
- Enter the username and password used in 2017/2018.
 - If you don't recall your username contact us—and we can provide information or reset for you.
 - If you don't recall your password click the online password request.
- Review your information fields and medical records.
- You will have a new set of liability/permissions forms to be signed for 2019.
- An annual pastor reference is required for all cabin leaders.
- Receive **GROUP HOLD CODE** from group leader

FIRST-TIME APPLICATIONS

Gather information

- 1 – Must have an active email address.
- 2 – Have medical info handy—insurance, doctor name/phone, names/dosages of prescriptions medications.
- 3 - Receive **GROUP HOLD CODE** from group leader

Start the process

- 1 – Link to registration through www.studentmin.com/weekend-retreat
- 2 – Set up a username and password—record it immediately. It will be good for future years.
- 3 – If you already have an identity in the system as a parent, the same identity may be used to apply as a staff member. To do that within this system you must choose to register yourself as a “camper”. The system will recognize your age and bring up only the choices that are identified as cabin leader programs.
- 4 – The website prompts for information—to advance from page to page click on SAVE/NEXT at the very bottom of the page. All information is saved even if you accidentally close the site or have not made a payment.
- 5 – To reserve your space as a leader, the registration fee must be paid in full

Dashboard

After you set up an account and complete initial information, your DASHBOARD summarizes all camp activity. Future log-in to your account always brings you to your Dashboard first. From there you can verify that all forms are complete, apply for another camp or update address and contact information. If you see any message in RED on the Dashboard that means required information is missing.

Pastor Reference

A positive pastoral reference is required for approval. The document will be provided to you through registration and to the camp contact at your church.

Confirmation

When you have been approved you will receive further information to help you prepare for camp

Returning to the record - forgotten username/password

- 1 – To return to your record, go back to camp reg link.
- 2 – If you have forgotten your password, click the online request link. A temporary password will be sent to the email address you provided when the identity was originally created.
- 2 - If you created a username/password previously and don't remember your username or if you have a new email, contact at Student Ministries at admin@studentmin.com or 715.258.8643

Thank you for serving!

CONTACT INFORMATION

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