2020 Winter Retreat
PARENT/GUARDIAN - REGISTRATION TIPS

ONLINE REGISTRATION ONLY - NO PAPER FORMS!

RETURNING CAMPERS [REGISTERED IN 2017, 2018, or 2019]:

- *Access camp registration through either site listed below.*
- *Enter the username and password used in past.*
  - *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.*
- *Carefully review the camper's information fields and medical records.*
- *You will have a new set of liability/permissions forms to be signed for 2020.*
- *You will need your **GROUP HOLD CODE**-to register for this event.*

FIRST-TIME REGISTRATIONS

Gather information
1 – All users must have a current email address.
2 – If camper is attending with a church group, know which winter retreat the church/group will be attending. Be sure to acquire your church's **GROUP HOLD CODE-** you will not be able to register without this code.
3 – Camper medical information—insurance, doctor name/phone, names/dosages of prescriptions medications.
4 – Have your credit card information available—Full payment of registration is required to reserve your camper's space at the event.

Start the process
1 – Link to the camper online registration site through www.studentmin.com/events/winter-retreat
2 – Set up a username and password—record it immediately and keep it in a safe place.
3 – Your identity gives you access to camper registration this year and saves basic family info for future years, saving entry time.
3 – The website prompts for information—to advance from page to page click on SAVE/NEXT at the very bottom of the page.
4 – The same identity may be used to apply as a staff member.
5 – If you have been moving through a registration clicking SAVE/NEXT at the bottom of the page, all information is saved even if you accidentally close the site or have not made a payment; however, until payment is made space is not held for the camper. See ENROLLED or REGISTERED below.

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 for a camper, enter another camper, make a payment, or update information. If you see any message in RED on the Dashboard that means required information is missing for your camper.

Enrolled or registered
Important! The system makes a distinction between ENROLLED and REGISTERED.
ENROLLED: No Payment has been made. Information has been entered but your space at camp is not secured.
REGISTERED: Payment has been made and space is secured for your camper.

Payment options

- Pay in full
- If you are eligible for a scholarship from your church, check with your group leader for further instructions
- Balances must be paid in full by the time of check-in on Friday of Winter Retreat

Confirmation
When camper is REGISTERED (payment has been made) parent receives an email confirmation of the event for which student is registered and a receipt for the payment.

Returning to the camper record - forgotten username/password
1 – To return to camper record, go back to website camp reg link. Enter username/password in AlreadyApplied? Login Here square.
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
   Student Ministries at admin@studentmin.com or 715.258.8643

CONTACT INFORMATION
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