

# 2022 SPENCER LAKE SUMMER CAMP

## CABIN LEADER - REGISTRATION TIPS

THE PROCESS FOR APPLYING AS A CABIN LEADER IS VIRTUALLY THE SAME AS REGISTERING A CAMPER. BELOW ARE REGISTRATION TIPS—VERY SIMILAR TO THAT PROVIDED FOR PARENTS.

### **GATHER INFORMATION**

1. MUST HAVE AN ACTIVE EMAIL ADDRESS.
2. HAVE MEDICAL INFO HANDY—INSURANCE, DOCTOR NAME/PHONE, NAMES/DOSAGES OF PRESCRIPTIONS MEDICATIONS.
3. COMPLETE REQUIRED PASTORAL REFERENCE, FORM FOUND ON [WWW.CAMP.STUDENTMIN.COM](http://WWW.CAMP.STUDENTMIN.COM); MUST BE SUBMITTED TO OUR OFFICE DIRECTLY BY YOUR CAMP COORDINATOR OR THE PASTOR THAT COMPLETED THE REFERENCE. PLEASE SUBMIT PASTORAL REFERENCE TO OUR OFFICE **NO LATER** THAN ONE WEEK PRIOR TO THE START OF CAMP.

### **START THE PROCESS**

1. LINK TO REGISTRATION THROUGH THE WEBSITES ON THIS PAGE—BOTH LINKS COVER ALL CAMPS
2. SET UP A USERNAME AND PASSWORD—RECORD IT IMMEDIATELY. IT WILL BE GOOD FOR FUTURE YEARS.
3. 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.
4. THE \$50 FEE FOR CABIN LEADERS CONTINUES TO APPLY. YOU DO NOT HAVE TO PAY AT THE TIME OF APPLICATION. WHEN YOU ARE SURE ALL YOUR INFORMATION IS ENTERED, JUST CLOSE OUT. IF YOUR CHURCH IS PAYING THE FEE THEY CAN PAY AT ANY TIME OR YOU MAY RETURN TO PAY THE BALANCE.

### **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.

### **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 WEBSITE CAMP REG LINK. ENTER USERNAME/PASSWORD IN "ALREADY APPLIED?" 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.
3. IF YOU CREATED A USERNAME/PASSWORD PREVIOUSLY AND DON'T REMEMBER YOUR USERNAME OR IF YOU HAVE A NEW EMAIL, CONTACT ADAIR ([ADAIR@WNMDAG.ORG](mailto:ADAIR@WNMDAG.ORG)) OR LIZ ([ADMIN@STUDENTMIN.COM](mailto:ADMIN@STUDENTMIN.COM))

### **ARE PAPER FORMS AVAILABLE?**

NO PAPER FORMS ARE AVAILABLE.

## THANK YOU FOR SERVING!

### **CONTACT INFORMATION:**

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**YOUTH CAMPS**  
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