

# 2022 SPENCER LAKE SUMMER CAMP PARENT/GUARDIAN - REGISTRATION TIPS

ONLINE REGISTRATION AVAILABLE AT: [CAMP.STUDENTMIN.COM](http://CAMP.STUDENTMIN.COM) -OR- [WNMDKIDS.ORG](http://WNMDKIDS.ORG)

## RETURNING CAMPERS [REGISTERED SINCE 2017]:

- ACCESS CAMP REGISTRATION THROUGH EITHER SITE LISTED BELOW.
- ENTER THE USERNAME AND PASSWORD USED IN PREVIOUS YEARS.
- 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 TO SIGN A NEW SET OF LIABILITY/PERMISSIONS FORMS FOR 2021.

## FIRST-TIME REGISTRATIONS:

### GATHER INFORMATION

1. EMAIL ADDRESS.
2. IF CAMPER IS ATTENDING WITH A CHURCH GROUP, KNOW WHICH WEEK OF CAMP THE CHURCH/GROUP IS ATTENDING.
3. CAMPER MEDICAL INFORMATION—INSURANCE, DOCTOR NAME/PHONE, NAMES/DOSAGES OF PRESCRIPTIONS MEDICATIONS.
4. HAVE YOUR CREDIT CARD AVAILABLE.

### START THE PROCESS

1. LINK TO ONLINE REGISTRATION THROUGH WEBSITES ON THIS PAGE—BOTH LINKS COVER ALL CAMPS FOR GRADES 3-12.
2. SET UP A USERNAME AND PASSWORD AND RECORD IT FOR FUTURE USE.
3. THE WEBSITE PROMPTS FOR INFORMATION—TO ADVANCE FROM PAGE TO PAGE CLICK ON SAVE/NEXT ON THE VERY BOTTOM BAR OF THE PAGE.
4. THE SAME IDENTITY MAY BE USED TO APPLY AS A STAFF MEMBER.
5. IF YOU HAVE BEEN CLICKING SAVE/NEXT AT THE BOTTOM OF THE PAGE, ALL INFO 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, 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.

### STATUS: 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

- FULL OR PARTIAL PAYMENT IN ANY AMOUNT IS ACCEPTED AS LONG AS IT MEETS THE \$40 NON-REFUNDABLE NON-TRANSFERABLE MINIMUM.
- YOU MAY RETURN TO MAKE FURTHER PAYMENTS AT ANY TIME.
- IF YOU ARE ELIGIBLE FOR A SCHOLARSHIP FROM YOUR CHURCH, CHECK WITH YOUR GROUP CAMP COORDINATOR FOR FURTHER INSTRUCTIONS.
- BALANCES MUST BE PAID IN FULL PRIOR TO THE MONDAY OF YOUR WEEK OF CAMP. **IN ORDER TO RECEIVE THE EARLY BIRD PRICE ON YOUR ACCOUNT, YOU ACCOUNT HAS TO BE PAID IN FULL 1 MONTH PRIOR TO YOUR CAMP WEEK.**

### CONFIRMATION

WHEN CAMPER IS REGISTERED (PAYMENT HAS BEEN MADE) PARENT RECEIVES AN EMAIL CONFIRMATION OF THE PAYMENT. FURTHER INFORMATION WILL BE EMAILED TO PARENTS ABOUT A MONTH BEFORE CAMP STARTS.

### 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 "ALREADY APPLIED? LOGIN HERE" SQUARE.
2. IF YOU HAVE FORGOTTEN YOUR PASSWORD, CLICK THE ONLINE REQUEST LINK. A TEMPORARY PASSWORD WILL BE SENT TO THE EMAIL YOU PROVIDED.
3. IF YOU DON'T REMEMBER YOUR USERNAME OR IF YOU HAVE A NEW EMAIL, CONTACT THE OFFICE—SEE INFO BELOW.

JR/SR HIGH	JULY 11-15	EARLY BIRD DEADLINE	JUNE 20
SR HIGH	JULY 18-22		JUNE 27
JR/SR HIGH 2	JULY 25-29		JULY 4
JR HIGH	AUG 1-5		JULY 11
KIDS CAMP 1	AUG 8-12		JULY 18
KIDS CAMP 2	AUG 15-19		JULY 25

<b>CONTACT INFORMATION:</b>	
SPENCER LAKE SUMMER CAMP PO BOX 309 WAUPACA, WI 54981	
<b>YOUTH CAMPS</b>	<b>KIDS CAMPS</b>
<a href="http://WWW.CAMP.STUDENTMIN.COM">WWW.CAMP.STUDENTMIN.COM</a>	<a href="http://WWW.WNMDKIDS.ORG">WWW.WNMDKIDS.ORG</a>
<a href="mailto:ADMIN@STUDENTMIN.COM">ADMIN@STUDENTMIN.COM</a>	<a href="mailto:ADAIR@WNMDAG.ORG">ADAIR@WNMDAG.ORG</a>
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