

# 2024 Winter Retreat

## PARENT/GUARDIAN - REGISTRATION TIPS

ONLINE REGISTRATION ONLY - NO PAPER FORMS!

### EVENT DATES

Winter Retreat is available at 3 different locations!

Arrowhead Bible Camp - New Auburn, WI - February 2-3, 2024

Spencer Lake Christian Center - Waupaca, WI - February 16-17, 2024

Lake Geneva Christian Center - Lake Geneva, WI - March 1-2 2024

### REGISTRATION DEADLINES

The early bird registration rate for all registrations is \$100/person. This rate is available from January 4th to January 19 at 11:59PM (Arrowhead), February 2nd at 11:59pm (Spencer Lake) and February 16th at 11:59pm (Lake Geneva).

The regular registration rate is \$110 after the above listed dates for each location.

### REQUIRED FORMS FOR STUDENTS AND LEADERS

The majority of required forms for students and leaders will be completed through the online registration.

### RETURNING CAMPERS [REGISTERED ANYTIME AFTER 2017]:

- 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 2023.
- 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](http://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**

1. Pay in full
2. If you are eligible for a scholarship from your church, check with your group leader for further instructions
3. Balances must be paid in full one week prior to the 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 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 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](mailto:admin@studentmin.com) or 715.258.8643

**CONTACT INFORMATION**

**STUDENT MINISTRIES . PO BOX 309 . WAUPACA, WI 54981**

**[www.studentmin.com](http://www.studentmin.com)**

**715.258.8643**