

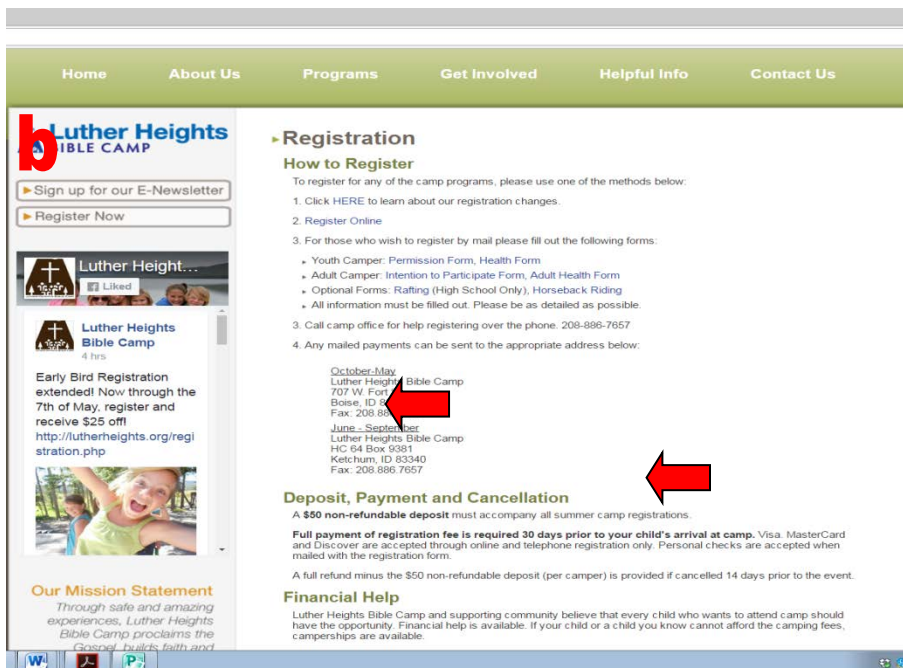
# SCREENSHOTS OF THE ONLINE REGISTRATION PROCESS

This document provides an easy walk through of how to create a new account and register for a program at Luther Heights Bible Camp.

- Pages 1-?? Show how to create a new account and add multiple campers/family members
- Pages ??-?? show how to log into an existing account and update information/register for programs currently available.

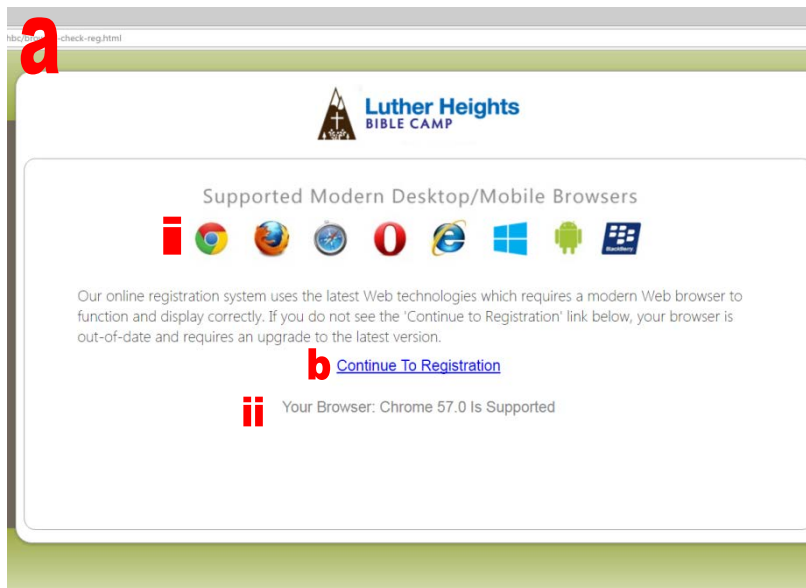
## 1. Getting to the registration website

- From the Luther Heights Homepage, select “Register Now” in the top right corner of the page.
- This will lead you to a second page with additional registration information. Read through this information, and when complete:
  - Click “Register Online”
  - OR Fill out the downloadable forms below to register by mail



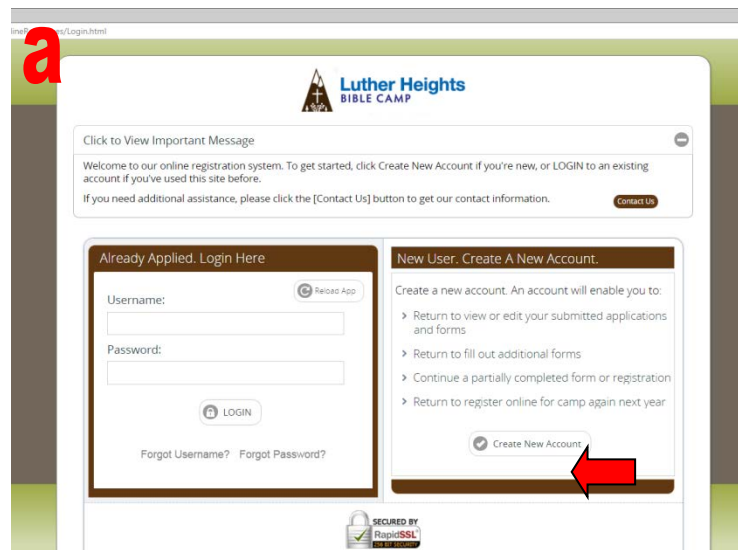
## 2. Supported Browser Check

- a. Here, you will want to be sure you are using a browser supported by the registration software.
  - i. Here is a list of supported browsers
  - ii. Here is where the software checks to be sure the browser you are currently using is supported. If it is “Your Browser:\_\_\_\_\_ is Supported” will show.
  - iii. If you are not using a supported browser, please call the Luther Heights office before proceeding. You will need to register by mail.
- b. If your browser is supported, click the “Continue to Registration” button.
- c. **Additional Important Information:**
  - i. Currently the software does not support registration from Apple devices that is not a laptop (ex. iPhone, iPad).
  - ii. Please use a laptop rather than these devices, OR call our office and register by mail following the instructions from page 1.



## 3. New Account Registration/Login page

- a. If you are registering a new account click “Create New Account”
- b. If you are logging into an existing account:
  - i. Go to page ?? of this document and follow the directions from there



#### 4. Create New Account

- Be sure that the “Click to View Important Message” is open if you are a new user. This will help to ease the process by providing specific information for each page
- If you need further assistance than what you can find in this box, you can click the “Contact Us” button to contact Campwise Support or Luther Heights Office
- Anything marked with ‘\*’ and boxes in yellow are required information that must be filled in before proceeding onto the next page. Anything else is additional helpful information that you can fill out if you wish to provide more than the required
- Fill out all required information and then click “Save/Next” to proceed. If you need to return to a previous page, click “Previous”
- Information on this page is to create the account, and not necessarily the camper’s information. If you are a parent creating the account to register a child or your family, fill in the information that you will login with in the future. If you are the camper creating the account, fill it out for yourself.

**Luther Heights BIBLE CAMP**

**Click to View Important Message** a

Welcome to our online registration system. To get started, create an account. The information you provide below is to create a LOGIN and is not the Camper information. You will be ask for Camper information once you click NEXT.

Two things to remember:

1. All required fields will have a red asterisk c
2. Data in other fields is optional but welcomed

If you need additional assistance, please click the [Contact Us] button to get our contact information. b [Contact Us](#)

**Create a New Account Here**

First Name: \*  Middle Name:  Last Name: \*

Create Your Username: \*  Create Your Password: \*  Confirm Password: \*

International Keyboard? ☐ No ☐ Yes Your Email Address: \*

Select a Security Question: \*  Answer to Security Question: \*

**SECURED BY RapidSSL 256 BIT SECURITY**

d [Prev](#) d [Save/Next](#)

Data will be transmitted in secure mode

## 5. Creating a Camper

- This next page you will now create the CAMPER you are registering, whoever this may be.
- Fill in all of the required information
  - In the “Grade” box, select the grade they will be entering in the fall, their ‘rising grade’
  - If the camper is an adult select ‘Graduate’
  - This is important to ensure they will be shown the programs available based on their grade.
- You can also add a photo of the camper if you wish.

Pages/LC/permissions/Mngt/camper.html

Manage Camper Information

Luther Heights  
BIBLE CAMP

Click to View Important Message

Enter the Camper's personal information here. Be sure to choose the correct grade based on the red text below the field. Once all fields have been filled in, click NEXT.

If you need additional assistance, please click the [Contact Us] button to get our contact information. [Contact Us](#)

**Camper Personal Information**

First Name: \* Middle Name: Last Name: \*

Preferred Name: Birth Date: (Click to display calendar) \*

Gender: \*  
Select...

Please enter your campers rising grade, the grade they will be entering in the Fall of the coming school year.

Grade: \*  
None

Camper Photo:  
(No Photo exists, click button below to add.) **C**  
[Choose File](#) No file chosen

## 6. Camper Address

- Here you will enter the address where the camper resides.
- If you wish this to be the primary address, select the box “Make this Primary Address”
- Any mailed information will go to this address.

Manage Camper Address Information

Luther Heights  
BIBLE CAMP

Click to View Important Message

Enter the Camper's address information, then click NEXT.

If you need additional assistance, please click the [Contact Us] button to get our contact information. [Contact Us](#)

Current Camper: Martin Luther

**Camper Address Information**

Address Type: \*  
Permanent Address ☒ **Make this a Primary Address**

Address 1: \* Address 2:

Note: Please select the country before typing the postal code. Enter Postal Code below and tab out. City & State will appear at the bottom.

Country: United States Postal Code: \*  
Enter ZipCode...

City: \* State:  
Enter City... Enter State...

State/Country: /US

## 7. Camper Contact Information

- a. You will now enter the phone number and email for the camper.
  - i. If your camper is an adult, please fill out the information for them.
  - ii. If the camper is a youth fill out phone numbers to the primary contact, such as parents/guardians.
  - iii. Phone Contact options:
    1. Home Phone- If there is no landline, put cell number in for each phone number section.
    2. Cell Phone
  - iv. Email:
    1. Put the main contact email for the camper here. If it is the parent/guardian, their email should go here. If it is the camper, camper email should go here.

ps/OnlineReg/Pages/CamperFiles/MngCamperPhones.html

Manage Camper Phones & Email

**Luther Heights BIBLE CAMP**

Click to View Important Message

Enter the Camper's phone and email information, then click NEXT.  
If you need additional assistance, please click the [Contact Us] button to get our contact information.

Contact Us

Current Camper: Martin Luther

**Camper Phone Information**

International? ☐ No **Home Phone: \*** Ext:

International? ☐ No **Cell Phone: \*** Ext:

International? ☐ No **Work Phone:** Ext:

**Camper Email Information**

International Keyboard? ☐ No **iv Your Email Address: \***

## 8. Program Classification

- a. Now you will be choosing the program you wish to register for. You have 3 options to choose from for Program Classification:
  - i. **Family Camps**-Camps designed for the whole family.
  - ii. **Youth Camps**-Age specific camps for youth 1<sup>st</sup>-12<sup>th</sup> grades
  - iii. **Retreats/Work Weekends**-Weekends for adults, Volunteer opportunities, and Youth Weekends
- b. Choose your Program Classification and click "Save/Next"

Pages/RegFiles/SelfPgmClf.html

Get Program Classifications

**Luther Heights BIBLE CAMP**

Current Camper: Martin Luther

**Program Classifications?**

Program Classifications help to filter the programs. If you are unsure about which classification to use, make no selection and select NEXT to move to the next screen and see all available programs for which the Camper qualifies.

Check all that are applicable:

☐ Family Camps

☐ Youth Camps


☐ Retreats/Work Weekends

## 9. Choosing a Program

- a. You will now choose your Program. It is very important to read through all of the information at the top before proceeding.
  - i. Tiered Pricing-For more information, see our website.
  - ii. Scholarship Form-For those who are unable to afford the lowest tier, or wish for some assistance. A link is available here to find the downloadable form.
- b. Choosing a Session
  - i. A Session is a period of time in which a Program(s) will occur. You can only sign up for one Program per Session, but you can sign up for more than one Program in separate Sessions.
- c. Program
  - i. Only the Programs available for your camper, based on their grade, will appear. It is important to choose the correct grade when creating your camper so the correct programs will appear.
  - ii. Find the Program you wish to register for.
  - iii. When you select a Program, a Tiered Pricing Window will pop up asking you to choose which Tier price you would like to pay. Please read the information at the top of the page before selecting a Tier.
  - iv. You can see details of each Program by clicking the "Details" button to the left of the Program you are interested in.
  - v. When you are through selecting your Program and Tier Price click "Save/Next"

iles/SelSessPgm.html

Registration Selections

**Luther Heights  
BIBLE CAMP**

Current Camper: Martin Luther

Select Programs From Available Sessions

You may select a Programs from one or more sessions. However, you may select only one Program per session.

**Tiered Pricing - Why 3 Prices?**  
Realizing that everyone has a different ability to pay, Luther Heights Bible Camp has instituted a voluntary three-tier fee program. You may choose the tier that is most suitable for your situation. It is really a free system; you tell us what is affordable for you and your family. All participants receive the same camp experience no matter what they pay!

**SCHOLARSHIP INFO:** For those who cannot afford Tier I, additional financial assistance is available to ensure that all children, youth and adults have the wonderful opportunity to attend camp. Click [HERE](#) to download the scholarship form. Continue registering by choosing the lowest Tier.

**OUR GOALS:**  
-- To provide the highest quality programs possible.  
-- To serve all community income levels.  
-- To preserve camp for generations to come.

Again, this program is voluntary and in no way influences the experience anyone will receive. It offers the opportunity for families/individuals to take an active roll in supporting the true cost of any camp experience at Luther Heights Bible Camp!

2017 Session 3 Jun 18 2017--Jun 23 2017

Check one, from the available options:

☐ Junior Camp: June 18-23

Tiered Pricing exists, select to pick from available tiers.

2017 Session 10 Jul 16 2017--Jul 21 2017

Check one, from the available options:

☐ Junior Camp: July 16-21

Tiered Pricing exists, select to pick from available tiers.

2017 Session 15 Aug 6 2017--Aug 11 2017

Check one, from the available options:

☐ Junior Camp: Aug. 6-11

Tiered Pricing exists, select to pick from available tiers.

Prev

Save/Next




## 10. Choosing a Subprogram

- The subprograms we offer are Horseback Rides for 4<sup>th</sup>-12 grades, and Rafting for Senior High camps
- On this page you can choose for the camper to be in a subprogram by selecting the box. This is an additional charge to the camp fee from the page before.
- BE SURE TO SIGN FORMS-** If your camper will be participating in one of the subprograms you will need to fill out the corresponding form for the activity. These you will find on the forms page later on in the registration process.

onlineReg/Pages/RegFiles/SelSubPgm.html

**Sub Program Selections**

 **Luther Heights**  
BIBLE CAMP

Current Camper: Martin Luther

Select Sub Program For Selected Program

Select one or more Sub Program(s) for the selected Session-Program and click NEXT. If you have chosen multiple Session-Programs, those Sub Program options will show up on subsequent pages.

**\*IMPORTANT\***

If you select either Horseback Riding or Rafting, be sure to fill out the forms located in your Dashboard at the end of the registration process. **Your child cannot ride if these forms are not signed.** You can find these forms in the ' Forms ' section of your Dashboard, under ' Online Forms '. They are marked as completed, however, you must sign them and double check them to be sure your camper is registered for either event. Form Names: Open Horseback Riding Form, and Open Rafting Form

2017 Session 10 Jul 16 2017–Jul 21 2017 - Junior Camp: July 16-21

<input type="checkbox"/>	Half-Day Horseback	\$45.00	Available	<input type="button" value="Details..."/>
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Prev Save/Next

## 11. Parent/Guardian and Emergency Contact

- a. Now you will be entering contacts for the camper. It is important to have two separate contacts in case of emergencies. These are required to continue on in the registration process.
  - i. Parent/Guardian 1 Contact:
    1. If your camper is a child, this will be the main contact.
    2. If you are an adult signing up for a camp, this person can be anybody you wish to be contacted first in the case of an emergency. (Spouse, brother, sister, friend neighbor).
  - ii. Alternate Emergency Contact
    1. The emergency contact needs to be different than the Parent/Guardian Contact.
    2. It can be a neighbor, a child's second parent, a neighbor, friend, etc.
    3. It is important to have this second contact in the event the first one cannot be reached during an emergency.

OnlineReg/Pages/ContactFiles/NewContactsMain.html

Current Camper: Martin Lutner

Please add/select or update your contact(s)

Please add the contact(s) requested below.

Options that are marked (\*) required are mandatory before proceeding to the next step. You could either select from an existing contact in the contacts drop down or you could enter a new contact.

Each of the contacts requested below have to be uniquely different person.

Use the [Add New Contact] button to add a new contact. Use the [Edit Contact] button to add or change any information on an existing contact.

**Note:** Changing a contact using the drop down will require you to provide the relation to the selected contact. Click the [Edit Contact] option to open the edit popup and add requested information. Once all required information is given on this popup and changes saved clicking on the [Save] button at the bottom of the popup, only then the person will be associated with the contact type.

**Parent/Guardian 1 Contact**

Select Parent/Guardian 1 contact from available contacts: \*

Select... Add New Contact

**Parent/Guardian 2 Contact**

Select Parent/Guardian 2 contact from available contacts:

Select... Add New Contact

**Alternate Emergency Contact**

Select Alternate Emergency contact from available contacts: \*

Select... Add New Contact

Prev Save/Next



## 12. Choosing a billing contact.

- For each program you will need to choose a “Billing Contact”. Anytime you make a payment or anything changes with your account, this person will be contacted via email. This person must be under the account for your registration account.
- A drop down menu will show you people available on the account to be the “Billing Contact”. This person is usually the “Parent/Guardian” for youth campers, or the adult signing up for a program.
- You can also add a billing contact by clicking “Add new Contact”

Manage Billing Contact

**Luther Heights BIBLE CAMP**

Click to View Important Message

Please assign a billing contact to each of the selection. Use [Add Contact] button to add a new contact and assign the new contact as a billing contact.

If you need additional assistance, please click the [Contact Us] button to get our contact information.

Current Camper: Martin Luther

Please select billing contact(s)

Please select the billing contact for each Session-Program. If the billing contact has not been added yet, click on the Add new contact button.

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Select Billing contact from available contacts: \*

Jon Davidson

Add new Contact

Prev Save/Next

## 13. Required Forms

- Now you are on the Forms Page. Here you will see required forms for your camper to be able to participate.
  - Each form is marked with a red 'X' in the beginning. This means that the form has not been completed and that required information is not filled out.
  - Once you have filled out and completed all required parts of a form, the red 'X' will turn to a green check mark.
- Your camper will not be registered until these forms are filled out and you pay the minimum deposit for the program.**
- You can save your progress and come back later. To do this, click “Save/Go to Dashboard”. This will save your progress and take you to your accounts home page called the “Dashboard”.

Required Forms for Registration

**Luther Heights BIBLE CAMP**

Click to View Important Message

Please complete the forms that are marked required before proceeding to the next step.

Click on the Form to open the form for modification. System will cycle back to this screen after completion of each form. Once all forms are completed, use the [Next] button on this screen to goto the next step.

If you need additional assistance, please click the [Contact Us] button to get our contact information.

Current Camper: Martin Luther

List of forms required to be completed before registration is complete.

Camper Profile Sheet

Permission to Participate (Youth)

Camper Medical Information Form

Severe Allergies Form

Required Items Missing. Please complete form before next step.

Required Items Missing. Please complete form before next step.

Required Items Missing. Please complete form before next step.

Required Items Missing. Please complete form before next step.

## 14. Medications

- If the camper you are registering has medications, you will need to fill out the medication information in this next page.
- Filling out as much information as you can will help the Nurses at camp to better care for your child and their medication needs
- You can put in as many medications as needed by clicking “New Medication”
- These only need to be regular medications. The Nurse will check in again on Registration Day.
- \*It is still necessary to bring all medication in their original bottles.\***

lineReg/Pages/CamperFile/CamperPreMed.html

Manage Camper Medications

**Luther Heights BIBLE CAMP**

Click to View Important Message

Please specify any medication that the Camper is regularly taking. Please enter all the details requested for each medications that the Camper needs to be administered. Use [Add Another] to save the current entry and allow for another entry.

If you need additional assistance, please click the [Contact Us] button to get our contact information.

Current Camper: Martin Luther

**Add New Medication:**

New Medication Previous Medication

Medication Name: Strength: Route: Quantity

Dosage: Reason: Comments:

Select a Session:

Select a Session... Create Schedule

Prev Save/Next

## 15. Over-The-Counter Medications

- Camp has a Health center that we stock with OTC medications that are in need during the summer.
- The next page in the registration process is a list of these OTC medications.
- You can go through all of these and mark which ones you are **ok with your camper having**. Any not marked will not be used on your camper during the week.
- You can click “Select All” at the top to select all medications and then only click the ones you wish for them not to have.

Click to View Important Message

Please select all over the counter (OTC) medications that can be administered to your Camper. Please enter any special instruction in the comments field provided.

If you need additional assistance, please click the [Contact Us] button to get our contact information.

Current Camper: Martin Luther

**Over the Counter Medications**

The following over-the-counter medications may be given to my camper:

☒ Select All

☐ Phenylephrine Decongestant (Sudafed PE)

☐ Anthistamine Allergy Medicine

☐ Diphenhydramine (Benadryl)

☐ Sore Throat Spray


☐ Lice Shampoo or Cream (Nix or Elimite)

## 16. Cabin Mates

- a. Now you can list cabin mates, which fall into a few categories
  - i. Your youth camper is bringing a friend and they wish to be in the same cabin
  - ii. You are a family and want to be in the same cabin
  - iii. Your family, friends, etc. want to be housed together
- b. Write in the first and last name of the cabin mate request. If you know their email, you can list it here so we can contact them and let them know you want to be in a cabin with them.
- c. For youth camps, you can list up to (2) cabin mates. For Family camps you can list as many as you wish, but please let us know if you are listing more than your immediate family.

OnlineReg/Pages/RegFiles/ReqRoommates.html

Cabin Mate Requests



Click to View Important Message



If your child would like to request a Cabin Mate you may enter it here. Enter the first and last name of the Cabin Mate. Once you have entered a Cabin Mate or if you do not want to enter a Cabin Mate and based on the buttons available, click on NEXT. We will do our best to honor Cabin Mate requests.

If you need additional assistance, please click the [Contact Us] button to get our contact information. [Contact Us](#)

Current Camper: Martin Luther

Please enter Cabin Mate information below.

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	First Name	Last Name	Cabin Mate Parent Email	
Cabin Mate 1:	<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Enter Cabin Mate Parent Email Here."/>	
Cabin Mate 2:	<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Last Name"/>	<input type="text" value="Enter Cabin Mate Parent Email Here."/>	

[Prev](#) [Save/Next](#)

## 17. Tie Dye and Memory CD

- a. Just like we have always done, we offer awesome opportunities for tie dye and photos of your campers week at camp.
- b. On this page you can choose if you would like the camper to do Tie Dye and if they would like a USB of the weeks slideshow!
- c. Using the list on the left labeled “Available Charges”, choose the T-shirt size your camper will want. You can make multiple selections. You can choose the USB slideshow as well. After you have selected them, click the “Add” button. This will add them to the right side labeled “Applied Charges”. They will then show up on your transactions page.

Available Charges:

[Add](#)

<input type="checkbox"/>	Item	Cost
2017 Session 10 Jul 16 2017-Jul 21 2017		
<input type="checkbox"/>	Tie Dye Adult Large	\$15.00
<input type="checkbox"/>	Tie Dye Adult Medium	\$15.00
<input type="checkbox"/>	Tie Dye Adult Small	\$15.00
<input type="checkbox"/>	Tie Dye Youth Large	\$15.00
<input type="checkbox"/>	Tie Dye Youth Medium	\$15.00
<input type="checkbox"/>	Tie-Dye Youth Small	\$15.00
<input type="checkbox"/>	Week Slideshow 4G USB	\$15.00

1 to 7 of 7 Records [Previous](#) [1](#) [Next](#)

Applied Charges:

[Remove](#)


<input type="checkbox"/>	Item	Amount
There are no additional charges applied to display!		
Showing 0 to 0 of 0 entries		
<a href="#">Previous</a> <a href="#">Next</a>		

[Prev](#) [Save/Next](#)

## 18. Available Discounts

- Luther Heights Bible Camp offers various Discounts for our programs. Maximum family discount, Early Bird registration, and Multiple Child discounts are the most common.
- Select which discounts you wish to be approved for. Only discounts that are available for your camper and their selected program will show.
- Your transaction page will reflect this discount, however, our staff must approve the discount first to be sure your camper falls in the eligibility requirements.
- We will send emails letting you know the status of your requested discounts. All emails regarding your account and registration changes will go to the “Billing Contact” you selected earlier.

Request Discount(s)

 **Luther Heights**  
BIBLE CAMP

Current Camper: Martin Luther

Please choose from available discounts.

Below are discounts which can be requested. Although the final payment amount will be reduced by the amount of the discounts requested, the camp will need to approve the request before the discounts will be reflected on your account.

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Check all that is applicable:

<input type="checkbox"/> <b>Early Bird (Registering Before May 1st)</b> Discount Available is flat amount of \$25.00 Eligibility Details:	Not Requested Available
<input type="checkbox"/> <b>Bring a Friend New Camper Discount</b> Discount Available is flat amount of \$50.00 Eligibility Details:	Not Requested Available

## 19. Adding additional Campers

- YOU DID IT! You have finished registering this camper for a one-of-a-kind experience at Luther Heights this summer.
- On this page you can select to continue to your account “Dashboard”, register a separate camper on your account for a program, or create a completely new camper.
  - “Dashboard” will take you to a page where you can see all of the information you have selected. Here is where you will find the transaction/payment section. **Remember, your camper is not “Registered” until you pay the minimum deposit for their program.**
  - “New Registration” will allow you to register another camper already on your account for a program. Using the dropdown menu, select the camper and click “New Registration”. This will direct you back to the beginning of the program selection section.
  - “Add New Camper” will let you create a whole new camper to be added to your account. For those who have created a new account and plan on registering another child or another member of the family, select this and complete the rest of the registration the same as you did with the previous camper.

What would you like to do?

To add a new Session-Program to a Camper already on your account, select the Camper and click [New Registration] option

Martin Luther

New Registration

To add a brand new Camper to your account and add Session-Program to the Camper, click [Add New Camper] option

Add New Camper

To review all your information including registration selections, click [View Dashboard] option. You will be able to make payment from the Dashboard.

View Dashboard

## 20. Navigating your Dashboard

- a. Whenever you login to your account you will come to what is known as your “Dashboard”. Here you will be able to navigate many important features of your account. Information will be saved year-to-year. It is up to you to be sure to update health and other important information each year to ensure we can care for your child and provide a great experience at camp.
- b. The message box in the top will help you navigate the dashboard.
- c. **“Account”**- Here you will see the username and email associated with your account.
- d. **“Quick Access”**-Here you can find buttons to add anew camper, register for a new program, make a payment on an existing registration, or logout of your account.
- e. **“Campers”**- Here you can select a camper from the dropdown menu and see all of their information such as address, email, and their medical form.
  - i. **Here is where you will update their health form each year.**
- f. **“Enrollment”**-Here you can see any current programs the selected camper is enrolled or registered for. The selected camper is the one showing in the “Campers” box.
  - i. You can add new programs, subprograms, and select a billing contact in this box.
- g. **“Financial”**-Here you can see the account balance for the selected camper.
  - i. Registration Balance will show current balance for the program. Canteen Balance will show a balance only if you added money to this account. This is for the camp store.
  - ii. You can request discounts, view transactions, add money to the Canteen, and make payments on the program balance from this box.

The dashboard allows you to access all your Campers information and manage their registrations.

1. The Enrollment section displays the currently selected Camper's registrations. It allows you to add a new Program and add or modify Sub Programs.
2. The Campers section displays all of the Campers in your account. Switch between Campers using the dropdown. Here, you can manage a selected Camper's information, as well as add a new Camper.
3. The Financial section displays the balance for the selected Camper's Session-Program. Use REQ DISCOUNT to request a discount. Use MAKE PAYMENT to make payment for one or more Camper(s) in your account.
4. The Contacts section displays the selected Camper's contacts in your account. Switch between contacts using the dropdown. Manage the selected contact's information as well as add a new contact.
5. The Forms section links to the various forms applicable to the selected Camper. Clicking on the form link will take you to the form.
6. The Notifications center displays alerts related to the selected Camper, such as missing required information.
7. **\*Important\*** Please **Sign your forms** for Horseback Riding and/or Rafting. They may show marked as finished, but if you plan to let your child ride or raft the form must be signed. Check and double check to be sure form is signed.

If you need additional assistance, please click the [Contact Us] button to get our contact information.

**Account**

User Name: Martin Luther  
Email: martinluther@yahoo.com

**Quick Access**

Add Camper Add Program Make A Payment Logout

**Campers**

Select from available Campers:

Martin Luther

Remove Camper

Personal Address Phones Emails + Medical

Date of Birth: 05/03/2008  
Gender: Male  
Grade: Grade 4

Add Camper Edit Personal

**Enrollment**

2017 Session 10 (07/16/2017-07/21/2017) - Junior Camp: July 16-21

Enrolled, NOT Registered

Billing Sub Programs Remove

Add New Program

**Financial**

Session Program	Reg Bal	Canteen Bal
2017 Session 10 (07/16/2017-07/21/2017) - Junior Camp: July 16-21	\$375.00	\$0.00

Req Discounts

View Transactions Make Payment

**Notifications**

Powered by CAMPWISE

## 21. Navigating your Dashboard (cont.)

- a. **"Notifications"**-Here you can see any notifications that require your attention. Resolving these are important to ensure your registration for the selected program.
  - i. If the notification is 'red', it is required before your camper can be enrolled. Enrolled means that they want to be a part of the program but does not hold their place.
  - ii. If the notification is 'green' you are enrolled in the program, but are missing some important information to be registered. Registered means you have paid the minimum deposit and filled out all the required information. Your child's spot is now held in the program.
  - iii. To resolve the issue, click "Resolve" to the right of the notification and follow the prompts.
- b. **"Forms"**-Here you will see forms specifically assigned to your program.
  - i. **"Online Forms"**-These are forms that are required or most important to the experience for the campers selected program. You will see the forms you have completed (Camper Profile, Medical Form) as well as any other forms that may need attention (Horseback, Rafting).
  - ii. **"Download Forms"**-Here you will find downloadable forms that provide more information about Luther Heights, Registration Day, What to Bring, and anything specific to the program, such as Canoe, backpack, and trails camps information. It is up to you to read these and inform yourself of your campers program.
  - iii. If the form font is in 'red' AND has a red 'x', this is a form that is required and has not been filled out.
  - iv. If the form font is in 'green' AND has a green check mark AND the font of the text after the mark is 'red', the form is not required for the program registration. However it is required if the camper plans to do the subprogram attached to it. Horseback Riding and Rafting forms will fall under this category. **Be sure to fill out the form if you plan to have your camper Horseback or Raft during their time at camp.**
  - v. If all the text and symbols are green, then the form is complete.
- c. **"Contacts"**-Here you can see the contacts that are associated to your selected campers profile. These may be other family members on the account or anybody added during the emergency contacts part of registration.
  - i. You can add contacts here, update information, delete contacts, and select any of them from the dropdown menu.
- d. **"Optional Items"**-Here you have two options:
  - i. **"Cabin Mates"**- Click "Manage Cabin Mate", here you will see any cabin mates requested. You can also add or delete them.
  - ii. **"Add Charge"**-Here you can add or delete extra charges to your account such as Tie Dye and Slideshow.
    1. Click "Manage All". This will return you to the screen seen before for adding Tie Dye and USB Slideshow. Follow the instructions in this screen to add or delete charges.

The screenshot displays a dashboard with four main sections:

- Top Section:** Includes buttons for "Add Camper" and "Edit Personal".
- Contacts Section:** Shows a list of contacts with a dropdown menu currently displaying "John Davidson". Below the list are tabs for "Personal", "Address", "Phones", and "Emails". The "Personal" tab is active, showing fields for Relation (Brother), Gender (Male), Marital Status, Release Camper, Lives With, Employer, and Occupation. Buttons for "Add Contact" and "Edit Personal" are at the bottom.
- Notifications Section:** Displays a notification about a minimum deposit requirement for the 2017 Session 10 Junior Camp. A "Resolve" button is present.
- Forms Section:** Divided into "Online Forms" and "Download Forms" tabs. The "Online Forms" tab is active, showing a list of forms with their completion status. All forms listed are marked as complete with green checkmarks.
- Optional Items Section:** Includes tabs for "Cabin Mate" and "Add. Chg.". The "Cabin Mate" tab is active, showing a list of cabin mates for the 2017 Session 10 Junior Camp. A "Manage Cabin Mate" button is present.

