

NEW CAMPER REGISTRATION INSTRUCTIONS



THINGS TO KNOW BEFORE YOU REGISTER...

- In order to participate in Urban Camp, a child must be CURRENTLY enrolled in Kindergarten through 6th grade. All campers must have completed Kindergarten by the summer of 2020 (except VBS)
- Dotted red line under field indicates it is required.
- "Grade" is for current school year (19/20).
- There is the ability to "Save for Later" but this will NOT hold your camps until you pay the deposit. This will only allow you to save the demographic information you enter without having to reenter when you return.
- There is a 30 minute time limit to complete your registration. After 30 minutes, if you have not paid your deposit, the camps you are holding will be released automatically for others to register.
- If you need to go back in the registration process, use the "back" feature on the application. Do not use your browser "back" function, as this will delete any information you have entered.
- You will need to provide TWO emergency contact persons who are NOT parents & their phone numbers.

Registration will be easier on a computer browser and is not optimized for mobile registration

STEP BY STEP INSTRUCTIONS

WELCOME SCREEN

Enter your name and email on first screen and then basic camper information on next screen.

(From here, you can follow the steps that correspond with numbered boxes at the top of each registration page)

1 CAMP SELECTION

Select camps for this camper. If camps are full, please select waitlist and continue your registration. You will still be able to register for open camps if others are full.

2 HOUSEHOLD INFO

Enter your household information. This is where you will add information about parents. This is also where you will enter information about EMERGENCY CONTACTS.

3 ADDITIONAL OPTIONS

Select any "additional options" for this camper. This includes EARLY CARE, MERCHANDISE or OVERNIGHT OPTION (if your camper is eligible).

4 TRIBE BUDDIES

Please put the names of two campers which your camper would like to be in a tribe with. Please note that we try our best to put buddies together but it is NOT guaranteed. This is not a required field.

5

CAMPER PROFILE

Answering these questions will allow a better camp experience for your camper. We use this information when making tribe assignments, etc. Please note only the first field is required. This is also where you will add any information that you feel is important for us to know. Finally, you can tell us about any food or other important allergies.

6

AUTHORIZED PICK-UP CODE & CHURCH MEMBER

This is a 4-digit code which will authorize someone to pick up your camper. This will allow you to give someone a code to pick up your campers and not have to submit their name to us. Treat this like an ATM pin. The number should be the same for all campers in your family.

Knowing who is a church member allows us to better understand our camp families.

7

BILLING PREFERENCES & PAYMENT

You will see an overview of camps and additional options. Select your payment preference: If you wish to pay in full, please select the grey "pay in full" button below balance or you can select one of the three payment options. Click "add credit card" to open the credit card box and enter your credit card information. We accept Visa & Mastercard. By selecting "Next", this will charge your credit card.

8

RELEASES

Please read the releases and policies. Click the "agree" box and sign with your name.

9

CONFIRMATION

You will receive TWO confirmation emails - one showing your payment and one showing your registration information. Please notify us if you do not receive these emails.

PLEASE NOTE: This is where you can add additional campers by selecting the grey "ADD ANOTHER CAMPER" button. This will take you through the registration process again. Most of the family information will be filled in automatically. If you leave this screen and need to add another camper, you can use the same login credentials and select "Another Child" to add another camper.

PARENT PORTAL

You can access your registration information using the same credentials you entered when you began registering. From the parent portal you can make additional payments, add camps, add merchandise and update camper information.

If you need to drop a camp, please email urbancamp@fumcdallas.org

