

RETURNING CAMPER REGISTRATION INSTRUCTIONS

THINGS TO KNOW BEFORE YOU REGISTER...

- 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 wipe out the information you have entered.
- Registration will be easier on a computer browser and is not optimized for mobile registration.
- You will need a password to use the information from last year. If you do not remember it, you can use the "forgot password" tool at login. If you get locked out of your account, please email urbancamp@fumcdallas.org and let us know.

STEP BY STEP INSTRUCTIONS

WELCOME/LOGIN SCREEN

- 1) Enter your name and e-mail. A pop-up window will ask for your password.
- 2) Select the 2020 season from the drop-down menu.
- 3) Select which camper you want to register. (Registering additional campers will come later)
- 4) Review all information about the camper. If there are corrections, please email us.

(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

Review your household information from last year. Make any changes to information and update any emergency contact information.

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 this 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. 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. 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 and connect with camp families.

7 BILLING PREFERENCES & PAYMENT

- 1) You will see an overview of camps and additional options that you ordered.
- 2) Select your payment preference: If you wish to pay in full, please select grey "pay in full" button below "balance" or you can select one of the three payment options.
- 3) Make sure credit card on file is up to date or click "add credit card" to open the credit card box and enter your credit card information. Clicking "Continue" will NOT charge your card.

8 RELEASES

Please read the releases and policies. Click the "agree" box and sign with your name. Once you hit submit, your credit card will be charged.

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