

## Camp Registration Walk Through

Now, let's talk registration! I'm going to do a very detailed, step by step walk through CampSite to hopefully avoid any confusion in the future.

Let's start with the family registration process.

## **Family Registration Process**

For anyone attending Encounter Week, we'll need a completed CampSite registration. They'll go to <u>fbca.org/registration</u> which will look like this. (There is a video walk through of the registration process there if that's helpful!)

	I'm New + Watch & Listen + Ministries + Events + Learn + Give + Blog 🔍
PAREN1	
What is the Parent Dashbo	
• A single destination to register your family for FBCA even	ts. Dashboard
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What is the Parent Dashboo • A single destination to register your family for FBCA even • Streamlined registration process - save your info for future • Simplified payment and paperwork submission. New Users - Create an Account	e use. • • • • • • • • • • • • • • • • • • •

Families who have used this system in the past will simply log into their existing accounts. They can request a new password if they've forgotten it.

On your first visit, you'll select New Users- Create an Account. That will bring you to this page for New Family Enrollment. New Users will complete the information for parents and then add each camper as a participant by selecting the Add Participant button at the bottom of the screen.

FBCA REGIST	EVENT RATION	
New Family Enrollment Arlin	for First Baptist Church gton	
Welcome to the First Baptist Church Arlington Event Registration Parent Dashboard!		
Please fill out the form below to create your account and start the process of registering your family for FBCA activities and events.		
111 666 6718 6 666 61187 18 78 6 1 11 1 1 1 1 1	on marent Dashboard, you will be able to save your	
family information to be used again in future event re	gistrations.	
<ul> <li>By creating an account in the FBCA Event Registration family information to be used again in future event re</li> <li>* are mandatory fields</li> <li>Parent 1 information</li> </ul>	gistrations.	
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By creating an account in the FBCA Event Registration family information to be used again in future event rest are mandatory fields  Parent 1 information  First name  First name  E-mail address *  E-mail address  Password *	gistrations. Last name Last name Confirm password *	
By creating an account in the FBCA Event Registration family information to be used again in future event rest are mandatory fields  Parent 1 information  First name  E-mail address  Password *  Password *	gistrations.  Last name * Last name  Confirm password *  Confirm password	
By creating an account in the FBCA Event Registration family information to be used again in future event reserves are mandatory fields Parent 1 information First name * First name E-mail address * E-mail address Password * Password *	gistrations. Last name * Last name Confirm password *  Confirm password * Confirm password *	
By creating an account in the FBCA Event Registration family information to be used again in future event resonance * are mandatory fields    Parent 1 information  First name  First name  E-mail address  Password *  Password *  Relationship *	gistrations. Last name * Last name Confirm password * Confirm password *	

For adults attending with your church (including you), they will complete the information as Parent 1 & 2, and then also add themselves as a participant by selecting the Add Participant button at the bottom.

INTERNATIONAL ADDRESS			
Address *		Apt, Suite, Bidg.	
Address		Apt, Sune, Bldg.	
City *	Zip *		
State *			
Select			
Home phone *			
+1 - Home phone			
+1 • Home phane			
Participant information			
Participant information First name	Last name *		
Prist name First name	Last name *		
Participant information First name Gender *	Last name * Last name		
Participant information  First name  Gender *  Select	Last name * Last name		
Participant information First name Gender Gender Date of birth	Last name * Last name		
Participant information  First name  Gender  Gender  Date of birth  Date of birth	Last name *		
Participant information  First name  First name  Gender *  Select  Date of birth  Grade entering, Fall 2023 *	Last name *		
	Last name *		
	Last name *		
	Last name *		

Once the Parent and Participant Profiles have been completed, users will come to the Enrollment Dashboard. Users can either click on the Encounter Week logo in the middle of the screen, or select Enrollment from the left hand task bar.

First Baptist Church Arlington	WELCOME TO THE ENROLLMENT DASHBOARD
Good afternoon, Chelsea!	
# 0+	TO BEGIN
🖋 Enrollment	ENROLLMENT
Ø∕ Forms	
🏛 Financial	CHILDRENS CAMP 2023
My account	
	ENCOUNTER

Then, they'll select the participant that they'd like to register by clicking the blue Enroll for 2023-2024 button below that person.

First Baptist Church Arlington Good afternoon, Chelseat	Enrollment for 2023 - 2024 PARTICIPANTS IN YOUR FAMILY ARE LISTED BELOW. CLICK THE BLUE ENROLL BUTTON TO BEGIN, OR THE PLUS SIGN TO ADD A NEW PARTICIPANT.			
Enrollment	Chelsea Judkins	Kyle Judkins	Lucy Judkins	
07 Forms				
🏛 Financial	<u>خ</u>	٤		
My account	ENROLL CHELSEA FOR 2023 - 2024	ENROLL KYLE FOR 2023 - 2024	ENROLL LUCY FOR 2023 - 2024	
	Theodore Judkins			
		+		
	New York	ADD PARTICIPANT		
	ENROLL THEODORE FOR 2023 - 2024			

On this page, there is a yellow box for an enrollment passcode. The passcode for your students is **camp** and for your adults is **campadult**.



Once they enter that passcode and hit Submit Passcode, it will bring the enrollment option up on the right (Encounter Week Partner Adult below). Click Add Option, then Save & Continue to begin enrollment.

Enrollment Options for Chelsea Judkins					
Step 1	Step 2	Step 3	Step 4		
۲					
Options	Questions	Forms	Checkout		
Enrollment passcode	Encounter Week Partner Adult		+ ADD OPTION		
A passcode is not required for every event. If you were not given a passcode you may continue by	June 5-9, 2023				
clicking the + ADD OPTION button beside your desired event.			SAVE & CONTINUE		
Applied Passcodes					
<ul> <li>✓ encounteradult</li> <li>✓ wuwe</li> </ul>					
Enrollment passcode					
SUBMIT PASSCODE					

It will then take you through your basic registration questions: medical, insurance, liability waivers, etc. The last page is a payment page. All of yours have been set to zero dollars, so families will be able to submit their enrollment request easily.

Once participants are enrolled, families can log back into their account at any time to change information for things like new prescription medication, a change in insurance, or to submit a new Time Away form.