



# youth

## 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 [fbca.org/registration](http://fbca.org/registration) which will look like this. (There is a video walk through of the registration process there if that's helpful!)

# PARENT DASHBOARD

## What is the Parent Dashboard?

- A single destination to register your family for FBCA events.
- Streamlined registration process - save your info for future use.
- Simplified payment and paperwork submission.

[New Users - Create an Account](#)[Existing Users - Login](#)

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 EVENT REGISTRATION

## New Family Enrollment for First Baptist Church Arlington

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.

By creating an account in the FBCA Event Registration Parent Dashboard, you will be able to save your family information to be used again in future event registrations.

\* are mandatory fields

### Parent 1 information

**First name \***

**Last name \***

**E-mail address \***

**Password \***

**Confirm password \***

**Relationship \***

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.

**Home address**

INTERNATIONAL ADDRESS

Address \* Apt, Suite, Bldg.

City \* Zip \*

State \*

Home phone \*

**Participant information**

First name \* Last name \*

Gender \*

Date of birth \*

Grade entering, Fall 2023 \*

Cell phone

+ ADD ANOTHER PARTICIPANT...

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

Good afternoon, Chelsea!

- Enrollment
- Forms
- Financial
- My account

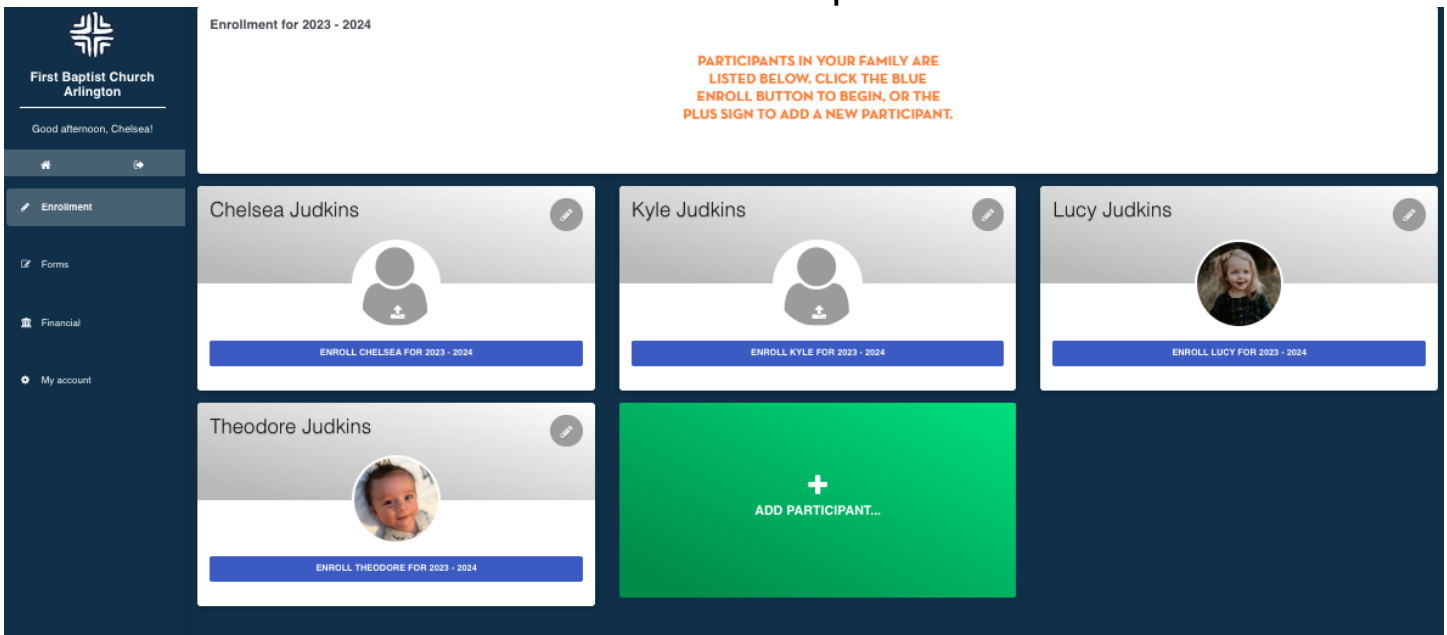
**WELCOME TO THE ENROLLMENT DASHBOARD**

CLICK AN EVENT TO BEGIN ENROLLMENT

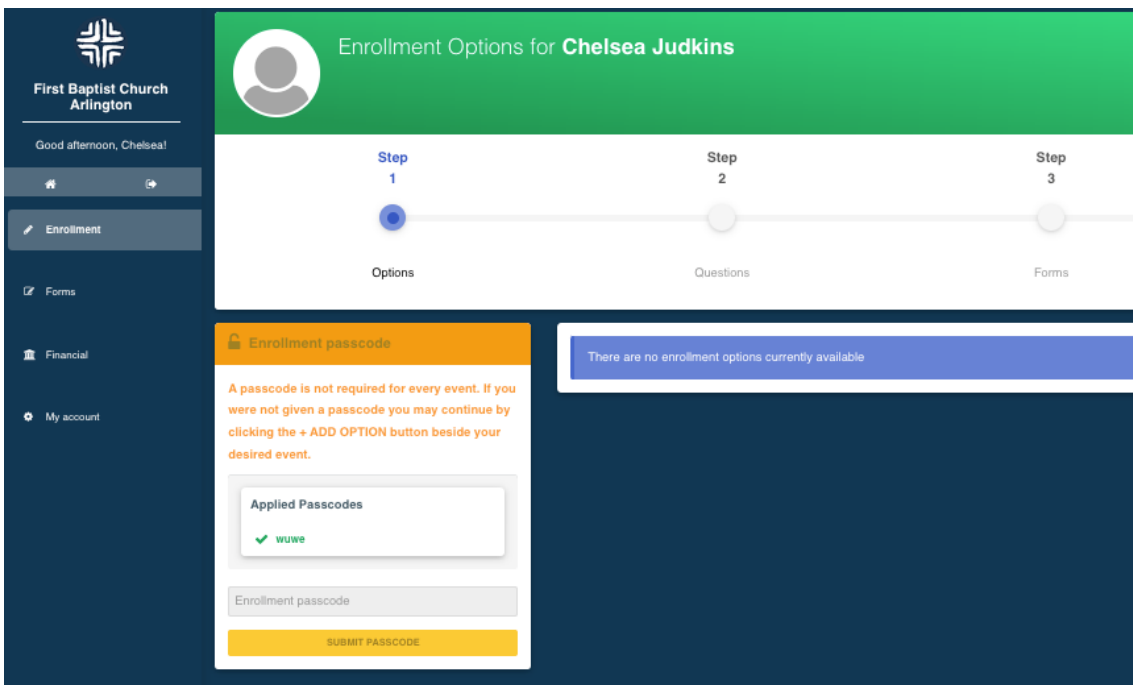
CHILDRENS CAMP 2023



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



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  
Options Questions Forms Checkout

**Enrollment passcode**  
A passcode is not required for every event. If you were not given a passcode you may continue by clicking the + ADD OPTION button beside your desired event.

Applied Passcodes  
✓ encounteradult  
✓ wuwe

Encounter Week Partner Adult  
June 5-9, 2023  
+ ADD OPTION  
SAVE & CONTINUE

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.