

2026 FALL BLAST

PARENT REGISTRATION INSTRUCTIONS

CHURCH GROUP: Oakwood Church

Hello Parents/Guardians!

To register your camper online with your church group, please visit the link below and follow the instructions to access the Lake Geneva Youth Camp's (LGYC) registration system.

If you're **NEW** to LGYC's registration system, you'll need to **create a new account**.

If you're a **RETURNER** to LGYC's registration system, simply **log in using your existing account**.

***** If you've forgotten your username or password, please contact the Registration Team.
Please do not create a new account if you already have one. *****

Your GHR ID: OCFB2026

[CLICK HERE](#) to access the LGYC online registration system: www.lgyc.org

WHAT IS HELPFUL TO KNOW?

- **NAVIGATING THE PORTAL**

Always click the 'Login', 'Submit', or 'Save/Next' button to move to the next screen. Pressing 'Enter' will not advance you. Using your browser's back button will not return you to the previous screen—please use the 'Previous' or 'Back button' within the registration system instead when needing to return to the previous screen.

- **PAYMENTS (REGISTRATION FEE)**

Your church will collect registration fee payments. No payment is required during the LGYC online registration. **If payment instructions change, your group leader will notify you.**

- **REGISTRATION FORMS**

Please complete all required registration forms **at least two weeks prior** to arrival. These forms include the:

- 2026 Fall Blast Camper Information
- 2026 Activity Waiver
- 2026 Camper Code of Conduct
- 2026 Fall / 2027 Winter Camper Health Form

- **MEDICATIONS**

All medications must be turned in to our Health Care Team on Friday at check in. Your group leader will collect and turn these in for you. Please be sure to enter all details of each medication under the “Medical” section of your registration.

If you need to update your camper's medication details later, please visit the “Medical” tab on your camper’s dashboard to make those changes.

- **DIETARY RESTRICTIONS**

We do our best to accommodate all dietary needs. Please list any restrictions on your camper’s online registration form **at least two weeks prior to the event’s start date**. This allows our Food Service Team time to plan, accommodate needs, and purchase any necessary items.

Alternative meals will be available at the Kitchen Window, with instructions provided during your group’s first meal. Our kitchen staff is available to assist and answer any questions throughout the weekend.

***Common LGYC accommodations include non-life-threatening allergies or sensitivities to peanuts/nuts, gluten, dairy, eggs, fish, shellfish, sesame, and vegetarian/vegan diets.*

If you have any questions or concerns, please contact the registration team.

✉ registrar@lgyc.org | ☎ (262)-248-5500

Office Hours: 8:30 AM – 5:00 PM

ENCOUNTER ISSUES WHILE REGISTERING?

If you encounter any issues or have questions regarding registration, please email our registration team at registrar@lgyc.org. To help us assist you as efficiently as possible, please include “Fall Blast” in the subject line of your email. In the body of the message, provide your camper’s first and last name, as well as your church name.

While registering, you will see a **Contact Us** button at the top of the screen that includes the technical support phone number and the camp phone number. If you are having issues with the system itself (i.e. not loading/spinning, not saving information, error messages, etc.), please contact the technical support phone number. For any questions regarding the registration itself, please contact the camp phone number. You may also email us at registrar@lgyc.org.

LOST YOUR PLACE DURING REGISTRATION?

If you lose your place during the registration process for any reason, *don’t worry!* Simply log back in, and you should be directed back to the page with your camper’s name listed (*see reference photo below*).

If you’ve already started the registration, click either **“Update Info”** or **“Complete Registration”** next to your camper’s name (depending on how far you got) to access their dashboard. Once you are on the camper’s dashboard, the **red notification bells** will alert you of any incomplete items.

Test Camper 1		Register (New)	Complete Registration
Test Camper 2		Register (New)	Update Info

If you don’t see that page with your camper’s name listed right after logging in, click the **“Home”** button to return to that page. If you run into any issues, please contact us (*see contact information below*).

If you have any questions or concerns, please contact the registration team.

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HOW TO REGISTER YOUR CAMPER:

CLICK HERE to access our online registration system: www.lgyc.org

EXISTING ACCOUNT: Please login using the [link](#) above and **SKIP TO STEP #4**. Please do not create a new account if you already have one.

**** If you've forgotten your username or password, please contact the Registration Team.
Please do not create a new account if you already have one. ****

NEW ACCOUNT: If you are new and have never created an account with LGYC before, please continue to follow the steps below (Steps #1-7).

STEP 1 (NEW ACCOUNTS ONLY): Click on the [LINK](#) above to go to the LGYC online registration page. Click the button “Don’t have an account? Create one here.”

LAKE GENEVA
LG
MINISTRIES

INSTRUCTIONS CONTACT US

Welcome to our online registration system!
Existing camper or guest? Choose the [LOGIN HERE](#) box below.
New camper or guest? Please follow the steps below to create a **NEW ACCOUNT**.
If you have forgotten your username or password, please contact registrar@lgyc.org.

Already have an online account? Login here

Username

Password

LOGIN

[Forgot Username?](#) [Forgot Password?](#)

[Don't have an account? Create one here](#)

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STEP 2: On the first screen, you'll be asked to create a username and password as the **account holder**. Please use the ADULT'S name and information - *not the camper's information*. You will enter your camper's information later.

Be sure to save your username and password in a secure place, as you'll need them to log in again, update information, or register for future camp sessions.

Once you have entered and confirmed the account holder's (the adult) information, click **"SAVE/NEXT"**.

Create a New Account Here

First Name: * Middle Name: Last Name: *

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

International Keyboard? No

Your Email Address: *

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

Country Code: * United States

Cell Phone #: *

Previous Save/Next

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STEP 3: Next, you'll be asked to complete the **"Camper Personal Information"** section – this should be **the CAMPER'S information only**. Please enter the camper's **current grade**.

Click **"SAVE/NEXT"** when completed.

Progress Indicator for Completing Registration

Account ☒ Camper ☒ Registrations

Camper Personal Information

First Name: * Middle Name: Last Name: *

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

Sex: *

SUMMER CAMP: Please enter the grade your camper will be entering in the Fall of 2025. WINTER CAMP: Please enter the grade your camper is currently in.

Grade: * Camper Photo: (No Photo added, click button below to add) No file chosen

Camper Address Information

Address Type: * ☒ Make this the Primary Address?: ☐

Address 1: * Address 2:

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

Country: Postal Code: *

City: * State:

State/Country:

Camper Phone Information

International? ☐ No Home Phone: * Ext:

International? ☐ No Cell Phone: * Ext:

International? ☐ No Work Phone: Ext:

Camper Email Information

International Keyboard? ☐ No Your Email Address: *

If you have any questions or concerns, please contact the registration team.

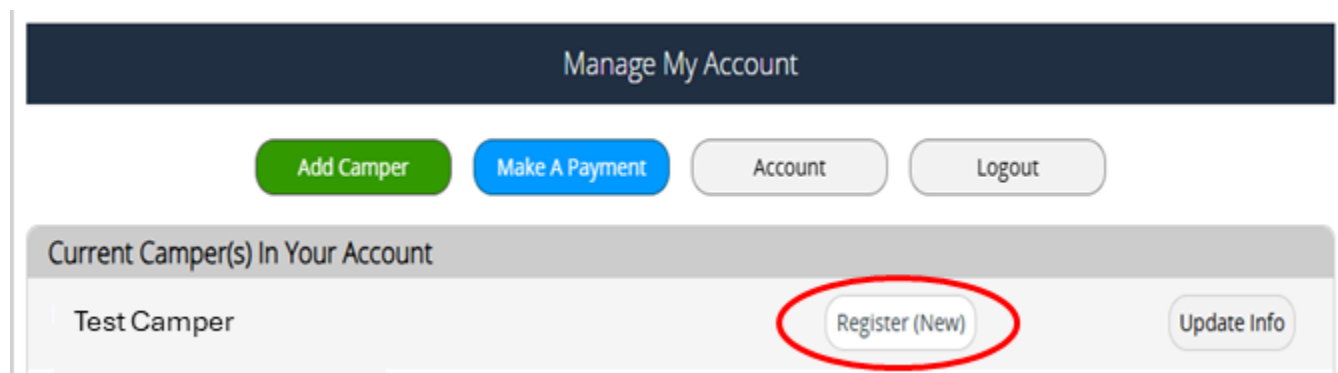
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STEP 4: After creating your camper profile (for new accounts) or logging in (for returning users), please click the “**Register (NEW)**” button next to your camper’s name to begin the registration.

If you just finished completing a camper profile, you may be automatically taken to the next step (Step #5).

*** If you don’t see this option and only see tab buttons like Camper, Registration, Contacts, etc. (A.K.A. Your Camper’s Dashboard), simply click “**Home**” on the top to return to the main screen shown below. ***



STEP 5: When asked “**Are you registering as part of a group and received a GHR ID from your group leader?**”, click “**YES**”.

You’ll then be prompted to enter the GHR ID (see below), which links your camper’s registration to your church group. After entering the GHR ID, click “**SAVE/NEXT**” to continue.

YOUR GHR ID: OCFB2026

A screenshot of a registration progress screen. At the top left is a button with a plus icon and the text "INSTRUCTIONS". At the top right is a button with a phone icon and the text "CONTACT US". In the center, there is a "Progress Indicator for Completing Registration" showing a green circle with the number "1" and the text "Registrations" below it. Below the indicator, it says "Current Camper: Test Camper". There is a dark blue header bar with the text "GHR ID?". Below this, the question "Are you registering as part of a group and received a GHR ID from your group leader?" is displayed. At the bottom of the question area, there are two buttons: "Yes" and "No". The "Yes" button is circled in red. At the bottom left of the screen, there is a button with a left arrow icon and the text "Previous".

If you have any questions or concerns, please contact the registration team.

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STEP 6: After entering the GHR ID, you will **select the correct camper session** (*2026 Fall Blast # – Camper*). Once selected, click **“SAVE/NEXT”**.

You will then continue the registration process, required registration forms, medical information, and payments (if applicable).

The screenshot shows a registration progress indicator at the top with a green circle containing the number '1' and the word 'Registrations' below it. To the right is a 'CONTACT US' button with a phone icon. Below the progress indicator, it says 'Current Camper: Test Camper'. The main section is titled 'Select Programs From Available Sessions' and contains a note: 'You may select a Programs from one or more sessions. However, you may select only one Program per session.' Below this is a 'NOTE' in blue text: 'If you have already chosen all session(s) you'd like to attend and are brought back this this screen, hit 'SAVE/NEXT' at the bottom to advance to the billing and payment screen.' Underneath is a section titled '2026 Fall Blast # - Dates' with the instruction 'Check one, from the available options:'. There is a red circle around a small square icon next to the text '2026 Fall Blast # - Camper'. At the bottom right of this section are two buttons: 'Details...' with a magnifying glass icon and 'Available?' with a warning triangle icon. At the very bottom of the screen are two large buttons: 'Previous' with a left arrow icon and 'Save/Next' with a right arrow icon. The 'Save/Next' button is circled in red.

CONTACT US

Progress Indicator for Completing Registration

1
Registrations

Current Camper: Test Camper

Select Programs From Available Sessions

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

NOTE: If you have already chosen all session(s) you'd like to attend and are brought back this this screen, hit 'SAVE/NEXT' at the bottom to advance to the billing and payment screen.

2026 Fall Blast # - Dates

Check one, from the available options:

☒ 2026 Fall Blast # - Camper

Details... Available?

Previous Save/Next

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STEP 7: When you reach the end of registration, a pop-up screen will appear asking whether you'd like to return to the dashboard or make a payment. Select **"Return to Dashboard"** to confirm that all required registration items have been completed. The **red notification bells on your dashboard** will alert you of any incomplete items.

Your church will collect registration fee payments. No payment is required during the LGYC online registration. **If payment instructions change, your group leader will notify you.**

What would you like to do?

Return to Dashboard
System will take you to the [Home] page where you can use [Add Camper] to register additional Campers or update your account.

Make Payment.
System will take you to the [Make Payment] page where system will validate and prepare Campers for making payment.

If you have any questions or concerns, please contact the registration team.

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2026 FALL BLAST



We look forward to seeing your camper at Fall Blast this upcoming fall!

Your director/head group leader will communicate and share the packing list, travel arrangements, and any other additional information with you prior to the weekend of the event.

If any items are incomplete on your registration, we will email/call the email address/phone number listed on your account to remind you to complete those items.

Please be sure to complete all required registration forms and medical information, including entering any medications that will be brought to camp, and any other information needed by the deadlines.

If you have any questions or concerns, please let us know – we'd be happy to assist!

- LGYC Registration Team



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