

HOW TO REGISTER A NEW PARENT VIA THE GROUP LINK

Hello Parents,

When using the group registration link, please make sure you create the **parent/guardian account first**.

The first section of registration is for the adult creating the account. Please enter the parent or guardian's name, email, and information in this section.

You will be asked to add your camper's information later in the process. Please do not enter your camper's name or grade until you reach the camper information section.

A common mistake is entering the camper's grade too early. This can cause the system to register the camper as the parent or account holder.

To avoid this issue, please remember:

Parent information first. Camper information second.

Thank you for taking a moment to review each section carefully before moving forward.

PLEASE READ BEFORE YOU BEGIN

When you click the registration link, the first part of the form is for the **parent or guardian**, not the camper.

You will add your camper's information later in the registration process.

Please do not enter your child's name, grade, or camper details until the system asks you specifically for camper information.

Step 1: Click the Registration Link

Start by clicking the group, church, or camp registration link you were given.

This link will take you to the registration page.

Step 2: Create the Parent/Guardian Account First

If you are new to the system, you will be asked to enter information to create an account.

This first account should be for the **parent or guardian**.

Enter the parent/guardian's:

- First and last name
- Email address
- Phone number
- Address
- Other required account information

Do not enter your camper's name in this section.

Step 3: Be Careful When You See the Grade Question

During the first part of registration, you may see a question asking for a grade.

This is where many parents get confused.

If you are still in the parent/guardian account section, do **not** enter your camper's grade here.

The camper's grade should only be entered later, when you are adding your camper as a child or participant.

Step 4: Watch for the Camper Information Section

After the parent/guardian account is created, you will move to the camper section.

This is where you should enter your child's information.

Enter the camper's:

- First and last name
- Date of birth
- Grade
- Gender, if requested
- Medical or emergency information, if requested
- Any other camper details

This is the correct place to enter your camper's grade.

Step 5: Review Before Moving Forward

Before you continue, check that the information is in the correct place.

The parent/guardian should be listed as the adult on the account.

The camper should be listed as the child or participant.

If the camper's name appears as the parent or account holder, stop before continuing and contact the camp for help.

Important Reminder for Parents

Please remember:

Parent information comes first. Camper information comes later.

If you enter your camper's information too early, the system may think your camper is the parent or account holder. This can cause problems with the registration and may require the camp office to fix the account manually.

Quick Parent Checklist

Before submitting your registration, ask yourself:

- Did I enter my own name first as the parent or guardian?
- Did I use my own email address for the account?
- Did I wait until the camper section to enter my child's name?
- Did I enter my child's grade only in the camper section?
- Is my child listed as the camper, not the parent?

If the answer to all of these is yes, you are ready to continue.