

Steps To Online Registration

Step 1 REGISTER ONLINE. You have two choices

First Time Users

Select this option if you have not registered for a Camp Li-Wa event since October 2006.

Then **Click** either one of the **continue** buttons on the right side of the screen.

Returning Users

Select this option if you have register for a Camp Li-Wa event and setup an account since October 2006.

Enter the **E-mail** address you used

Enter your **password**.

Then **click** either one of the **continue** buttons on the right side of the screen

If you have forgotten your password, click on the link "don't know your password" and we will e-mail you a link to reset your password.

Step 2 Choose Gender

Select the **gender** of the person going to camp.

Then **click** on a **continue** button.

Step 3 Choose A Camp

You have five choices

Alpine Camp-this will give you a list of all alpine camps

Frontier Camp-this will give you a list of all Frontier Camps

Ranch Camp-this will give you a list of all Ranch Camps

Winter Retreats-if there are winter retreats available, this will give you a list.

Select a **camp** you want to attend.

Then **click** on a **continue** button.

Step 4 Make Your Selection

Select one camp week that you want to attend.

Day camp week one has two choices, choice B campers can spend one night at camp.

Then **click** on a **continue** button.

Step 5

Participant Info

This is where you enter information for the person coming to camp.
If there is a red * by an entry, this is required, and you will not be able to proceed to the next step if left blank.

- * **Camper First Name**
- Camper Middle Initial**
- * **Camper Last Name**
- Birthdate** Date must be entered in this form. MM/DD/YYYY
Example 02/06/2007
- * **Grade** This is the grade that they will be entering next fall.
- * **Gender**
- * **Email Address**
- * **Mailing address**
- * **City**
- * **State**
- * **Zip**
- Home Phone Number** Number must be entered in this form XXX-XXX-XXXX
Example 907-745-4203
- Cabin Mate 1**
- Cabin Mate 2** If you know that a friend is possibly attending the same camp and week you can put their first and last name here and we will try to get them in the same cabin.
- Church Affiliation**
- School**
- Transportation** For Day Camps and Ranch Workshops.

Parent/Guardian Information

In case we need to get hold of a parent or guardian while the camper is at camp.

- * **First Name**
- * **Last Name**
- * **Relationship** to camper
- * **Home Phone** Number must be entered in this form. XXX-XXX-XXXX
Example 907-745-4203
- * **Cell Phone** Number must be entered in this form. XXX-XXX-XXXX
Example 907-745-4203
- * **Email**

Step 5 Continued Emergency Contact Information

We need the names of two adults we can contact in the event of an emergency while the camper is at camp and we are not able to get a hold of the parent or guardian.

- * **Name** This need to be first and last name.
- * **Phone 1** Number must be entered in this form. XXX-XXX-XXXX
Example 907-745-4203
- Phone 2** Number must be entered in this form. XXX-XXX-XXXX
Example 907-745-4203
- Name** This needs to be first and last name.
- Phone 1** Number must be entered in this form. XXX-XXX-XXXX
Example 907-745-4203
- Phone 2** Number must be entered in this form. XXX-XXX-XXXX
Example 907-745-4203

Then **click** on a **continue** button.

If you did not enter something correctly the program will bring you back to this step and list the items incorrectly entered in **red**. It will also mark each incorrect entry with a **red circle**.

Step 6 Medical Information

Our health center needs the following information to assist the camper in medical needs

- Insurance Company** name
- Policy Number**
- Group Policy Number** IF you are a part of a group policy.
- Family Physician Name** First and last name best.
- Physician Phone** Number must be entered in this form XXX-XXX-XXXX
Example 907-745-4203

Immunization History

When your camper last received the following shots.

- DTP Series**
- Tetanus**
- MMR**
- TB**
- Measles**

Recommendations or restrictions List anything that you think the health center needs to know about. Any medications that the camper is taking, Name and use special diet needs restrictions from some types of activities.

Step 6 continued Allergies or Reactions

Hay Fever

Plants

Insect bites

Penicillin

Foods

Please list any specific allergies that the camper has.

Then **click** on a **continue** button.

Step 7 Program Options

This screen shows you options that you can sign up for ahead of time.

Each of these options has a cost that will be added to your total camp fee.

Transportation If you selected to ride the bus put a 1 in the box, cost \$15.00.

Snackshop You can put money in the campers snackshop account ahead of time. Money that the camper does not spend will be returned to them at the end of the week.

Horse Rides Campers can choose to go on a half hour horse ride, the cost is \$10.00 per ride. Day Campers 15 minutes cost \$5.00

Then **click** on a **continue** button.

Step 8 Online Account Signup

Here is where you set up your account information so that you can login in later if you want to make changes or pay the rest of your camp fee.

Email This will be the Email adress that you will use when you want to login to your account later.

Password Choose a password that you can remember. If you do forget your passwod there is a link on the login page . When you choose that link they will Email you a link to reset your passsword.

Confirm Password

Step 9 Billing/Account Information

First Name

Last Name

Email

Billing Address

City

State

Zip

Contact Phone so that our credit processing can contact you in case of a problem processing the payment

Payment Information

Pay in Full If you want to pay the total camp fee (this includes any extra options you choose on Step 7 Program Options).

Pay Registration Deposit You will need to pay the rest of your camp fee two weeks prior to coming to camp.

Choose how you are going to pay

eCheck You can pay by eCheck by getting the routing # and account number off of one of your checks. There is a link for getting instructions on how to do this at that point in the registration process.

Credit Card Type Visa and Visa Debit
Master Card and Master Card Debit
Discover Card

Credit Card #

Credit Card Expiration Date Choose month and year

Name on Card

Waiver

This is for the company that runs our registration program.

Parent Authorization

Then **click** on a **continue** button.