Online Camper Registration Help Guide

Create New Account/Login

These are family accounts, so you can add more than one camper to each account. We suggest that the parent/guardian signing campers up creates the account under their own name then adds campers to the account. Campers can be added years after the original family account has been made.

• If you already have an account with Camp Rudolph (this includes accounts created to register campers, donate, volunteer, etc.), please do not create a new one, just login. You can login with your existing login information.

• If you forgot your login information, please contact Camp Rudolph and we can help you get into your account. Please do not create a new account!

• If you do not have an account, create a new one.

• Creating a new account will prompt you to fill out personal info and answer security questions.

Adding Campers to an Existing Account

• If logging into an existing account, and you need to add a camper whose name does not appear on your list, click the green "Add Camper" button.

• A popup will then appear, select "Add New Camper".

- You will then be given options as to how you want to create the camper in the system. New campers can be created using existing camper information (to save from reentering information), all new information, or you can turn someone on your account who is not a camper (parents/guardian/ emergency contacts) into campers.
- After making this selection, fill out all following information.

Adding a Camper to a Session
- Select "Register (New)" for the camper being registered to a NEW camp session.
- "Update Info" will allow you to change existing information for a camper.
- All the camp sessions that camper is eligible and are not full for will appear here for you to choose from. Select the camp your camper wants to attend.
  - A popup will appear. Select the price you will pay for camp. There is no pressure to pay for more than the typical rate. This is just a way for those who have asked and feel lead to give back to camp.
- Save/Next.
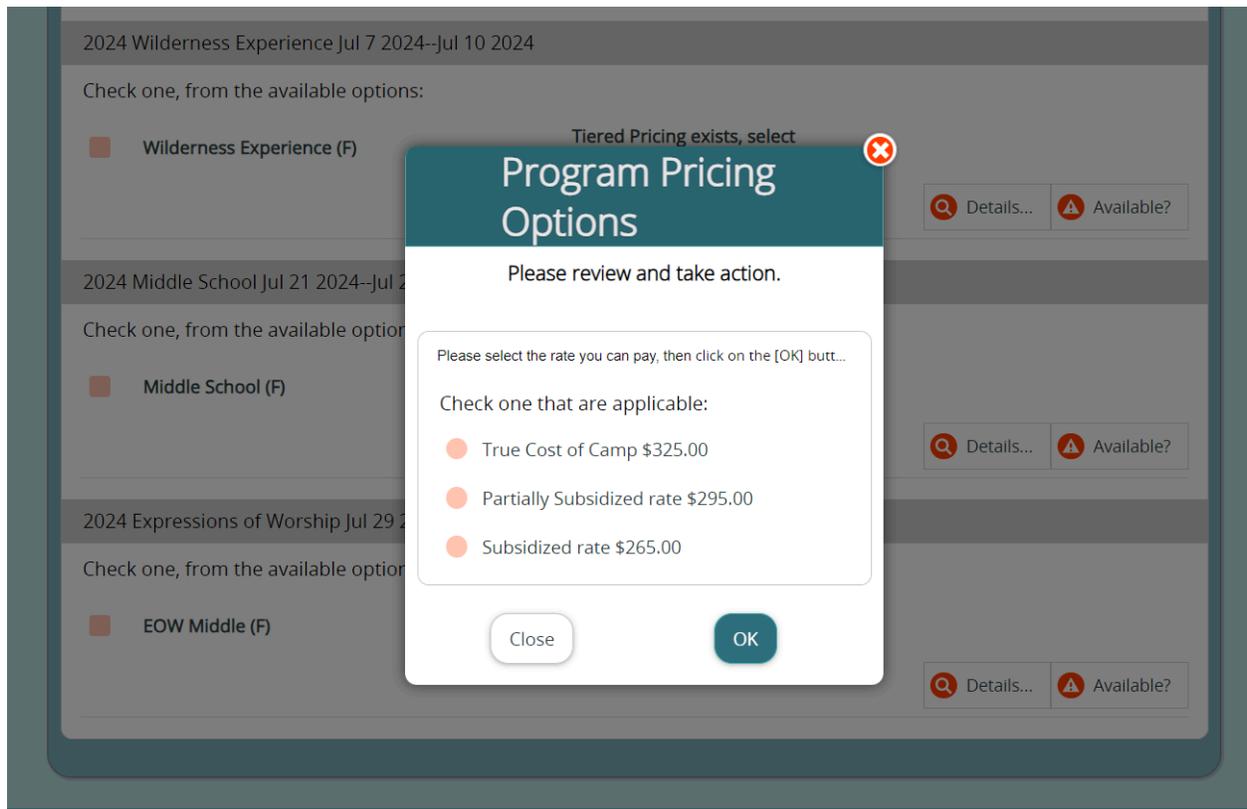
The next screen will ask if you would like to purchase a care package.

Select/Update Contact Information

- New contact information can be added by selecting "Add New Contact".
- If you already have contacts associated in you account, they will appear in the drop downs. You can also edit contact information from this page.
- Save/Next

Form fields shown in the image:

Salutation: (empty)
First Name: * Mom
Last Name: * Camp Rudolph

Gender: * Female

Marital Status: Married
Relation to Camper: * Mother

Occupation: (empty)
Employer: (empty)

Camper Lives with Contact? Yes
Release Camper to Contact? Yes

Parent/Guardian 1 Contact (Permanent Address)

Address Type: * Permanent Address
☑ Make this the Primary Address?:

Address 1: * 19320 Darling Dr
Address 2: (empty)

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

Country: United States
Postal Code: * 23897

City: * Yale
State: VA

State/Country:

Billing Contact
Please select a billing contact person.

Forms

All forms, waivers, and camper information need to be completed online and before arriving to camp. These forms are important, so please make sure all forms that appear are completed before moving on.

- Click the "Open" button to see form.
- Fill out all required information, click "Save/Next" to return to the forms page.
- When all forms are completed, they will say "Form completed or no items on form are required. Ok for next step." in green, click the Save/Next button.

All form spaces need to be filled to continue. If something does not apply to you please put N/A
Online form section will have green words when all is completed. If they are still red, go back to that form and edit what is highlighted in red.

Medical Information

Camper medical information is extremely important. Please make sure all information is up to date when arriving at camp. Information given now can be updated prior to check-in. If you have any questions, please contact camp.

Prescription/Daily Medication

While at camp, the First-Aid Person (FAP) will oversee administration of camper medication. ALL MEDICATION THAT A CAMPER BRINGS WITH THEM TO CAMP MUST BE CHECKED IN, PRESCRIPTION OR OTHERWISE. All information for the medication needs to be reported to us before check-in. (This includes allergy medications and as needed medications.)

• If a camper is bringing medication with them to camp, select "Yes" from the dropdown menu. If not, select "No".

• If "Yes", enter quantity, or number of medications camper will be checking in. If "No" you are now done with prescription meds, check out the OTC section of the help guide.

• Then select "Add/Edit Meds"

• Fill out the required information, then click "Select Sessions", this allows you to attach the medication to your camper's session. If they are signed up for more than one session, you can attach the medication to both at the same time.

• Once you select your camper's session, you click "Create Schedule"

• A timetable will appear.

• Checkmark the times your camper needs to take their medication(s) for each day they will be at camp.

• This will create a checklist for the First Aid Person to make certain all campers have received their medications.

• You will be asked to do this for each medication you are checking in with your camper.

• This information will be double-checked at the time of camp check-in where the FAP will have access to this information and parents and campers can confirm information with them.

• Click "Save/Next"

Medical Information

Click to View Important Message

Please select the medical options available below and fill in your information.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information.

Contact Us

Progress Indicator for Completing Registration

| ✓ Account | ✓ Camper | ✓ Registrations | ✓ Contacts | ✓ Billing | ✓ Forms | ⑦ Medication | ⑧ Optionals |

Please complete the medical information requested.

Is your child bringing any Medications to camp? *

No ⊗   Enter Qty.   Pres. Meds Added   Add/Edit Meds

Please complete an Over the Counter (OTC) order. *

Yes ⊗   No OTC. Meds Added   Add/Edit OTC

You must click **Add/Edit Allergy** to complete this requirement.

Yes ⊗   No Allergies Added   Add/Edit Allergy

Prev   Save/Next

Over the Counter Medication

•	Even if we cannot give your camper OTC medications at camp, the only option in the dropdown is "Yes", make sure it is selected.

•	This is hard written into the software; we cannot change it.

•	Click "Add/Edit OTC" to let us know what they can/cannot take.

•	A list of medications will appear, select the ones that are allowed to be given at camp, if none, select "None of them"

•	"Save/Next"

Allergies

•	Even if your camper does not have allergies, the only option in the dropdown is "Yes". Make sure it is selected

•	This is hard written into the software; we cannot change it.

•	Click "Add/Edit Allergy" to let us know about your camper's allergies.

•	This page is where you will enter any allergy information.

•	"Save/Next"

When all sections of red words are now green, hit "save/next" at the bottom.

Additional items

In the next section you can request a campmate for your camper or purchase additional items such as tshirts, hoodies, baseball caps and/or make a donation to missions.

Optional Items Process

Click to View Important Message

Use the Optional page to process

1. If you need to add Cabin Mate
2. If you need to add additional c

Click [Next] if you do not have an

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information.

Optional Process Question

Do you need to add any of the following optional items?
1. Add Cabin Mate requests.
2. Add Additional Charges. (Mission donation or t-shirt)
.

No, I don't. Take me to the next step.

Yes, I do.

Contact Us

Progress Indicator for Completing Registration

✓ Account   ✓ Camper   ✓ Registrations   ✓ Contacts   ✓ Billing   ✓ Forms   ✓ Medication   (8) Optionals

Optional Processes

Now you can register an additional camper or continue to payments.

Payments

Transfer/Discount Codes

• Transfer codes: if you have one, it will be given to you by your church. Churches are responsible for getting a code setup with camp and giving it to families.

• Once you enter your code, the corresponding amount will be deducted from your camper's balance dues.

• "Save/Next"

Make Payment

Click to View Important Message ⛔

System will automatically select Campers to be included for making payment. Click **[Process Selected Campers]** to continue to the next step. User can click on [Deselect] to exclude Campers. System will validate and analyze if the selected Campers are eligible for payments. When selecting Campers, the Campers that are successfully validated and added will have the text 'Selected', the once that failed validation will have the text 'Missing Req. Data' and will not be included for making payment, the once that do not have any enrollments or balance due will have the text 'No Balance Due', the once that were not selected will have the text **'Not Selected'**. A validation error message will be displayed on the top, if any Campers failed validation. Click on [Details] to view details on missing data for the Camper. Click on **[Select]** to inlude Campers. Click on [Select All Campers] to include all Campers. Click on [Deselect All Campers] to exclude all Campers.

Select Campers and click [Process Selected Campers] button: [Deselect All Campers] [Process Selected Campers]

View Options: ☰ List ⊞ Tile

Name	Reg Bal	Str Bal	Status	Action
Anna Camp Rudolph	$325.00	$0.00	Selected	Deselect

If you do not have any balance due or do not want to make a payment at this time, click on the [Dashboard] button. This will take you to the application Dashboard. [Dashboard]

When you are ready to finalize your registration, click on Process Selected Campers to continue.

Make Payment Page

There are several things you can do from this page. Make a registration payment, make a donation and put money on your camper's store account for them to spend while at camp. If you have any questions, please contact camp.

• Select campers you are making payments for. If you have more than one camper registered under our account, you can select the campers you would like to make payments for at one time.

Make Payment

Dashboard

Your Progress Indicator For Completing Registration Payment

✓ ② ③ ④ ⑤ ⑥

| Select | Registration | Store | Donation | Pmt. Options | Confirmation |

Please enter registration payment amount for each of Campers Program. Enter 0.00 to skip payment for a Campers Program. Amount(s) entered below this section are for registration payment of the Campers Program.

Note: Only Sessions with Balance Due will be displayed.

Total Registration Payment: $35.00

Anna Camp Rudolph 2024 Middle School (07/21/2024-07/26/2024)   Reg Bal: $325.00

[Min Pmt. Amt. is $35.00 Enter Pmt. Amt. of $35.00 to $325.00]   35.00

Prev   Save/Next

Registration tab

From the registration tab you can donate to Camp Rudolph if desired and make registration payments.

•   Donation payments are NOT the same as a registration payment. Please make sure you do not put in an amount here thinking it is for registration.

•   Your donation will be added to your total at the end. You will receive a specific donation receipt at the end of the month for your donation.

•   If you do not want to make a donation, leave the amount as $0.00.

•   You can make the minimum deposit, full payment, or other payment. Select the amount you would like to pay at this time.

•   Save/Next

Camp Store tab

From this tab, you can add money to your camper's store account. This will allow them to buy things while at camp without leaving any cash with them. We will be able to track how much money each camper has to spend throughout the week.

•   Enter the amount you would like to leave for the camper. Amount will be added to your total at checkout.

•   If none, leave as $0.00

•   Save/Next

Payment Option tab

This is where you will check out and make payments for your camper's session.

- Your total for registration, donation, and camp store will appear here.
- You can pay with credit card, echeck or mail in a check.
- Enter payment information.
- Save/Next
- After payment is made, you should have a completed camper registration!

You can log back into your account to make payments, update medical information, camper information, emergency contact information, or add a new camp session.

Once again, if you have any questions or concerns, please contact camp, we are more than happy to help!

(434)535-8147

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