Youth Camps For Christ, Inc. | Camp Willow Springs & Camp Willow Run
2022 Summer Registration Guide

Beginning in 2022, Youth Camps For Christ | Camp Willow Springs & Camp Willow Run will use a new registration system. In this guide you will find a step by step overview of the registration process. This guide is written specifically for Camp Willow Springs (CWS), but describes a process that is nearly identical to the Camp Willow Run (CWR) registration process. If you would like the CWR-specific guide, please visit campwillowrun.org/registration.

A few reminders and pointers as you plan ahead:

- Registration opens January 31, 2022
    - CWS campers in rising grades 3-6 will be able to register beginning at 10am.
    - CWR campers in rising grades 10 through rising college freshman can access sessions and began to register at noon.
    - CWR campers in rising grades 7-9 can access sessions and begin to register at 2pm.
- Your child's space in a session is secured once the $50 non-refundable deposit has been processed.
- You can register multiple children in a family at the same time.
- You can sign in or sign up for your account now to familiarize yourself with the layout and pre-fill your camper's demographic information (see pages 2 and 12 of this guide).
- We recommend having a backup session as an option as many sessions typically fill quickly.

Please contact us at 252.586.0728, if you have any additional questions. Thank you!
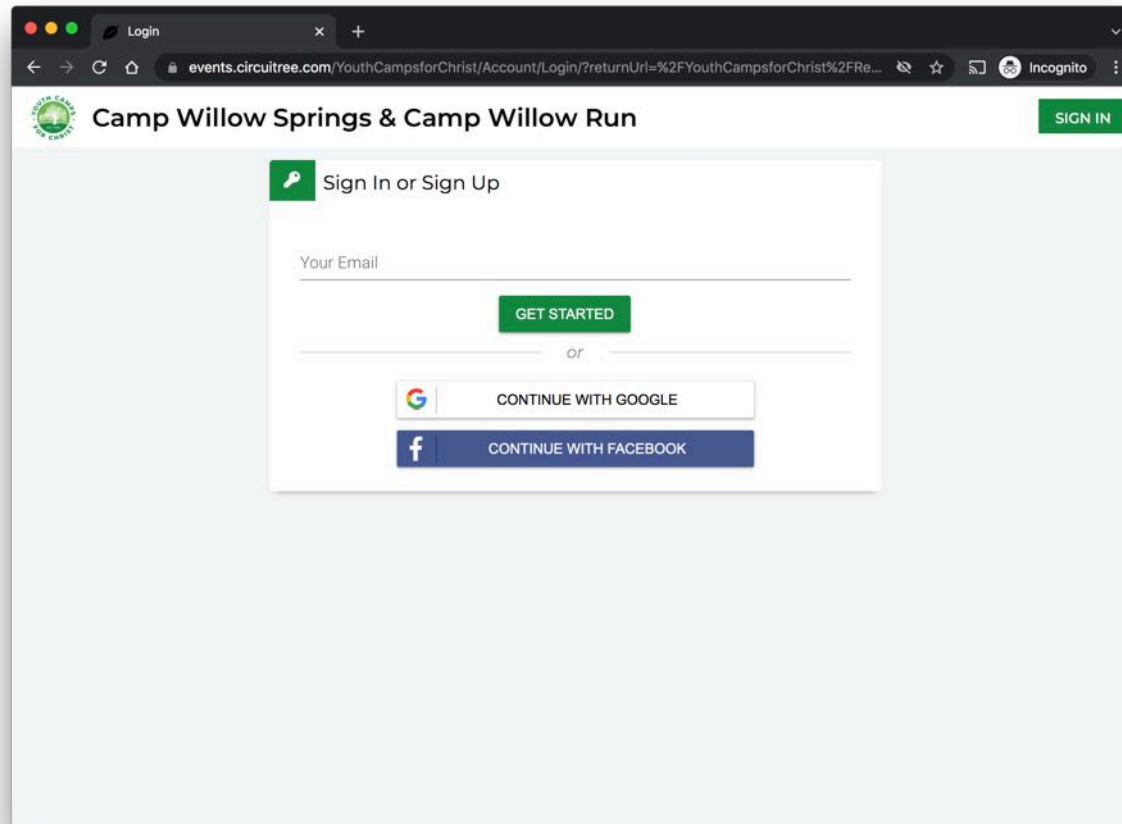
Desktop view:

Mobile/tablet view:
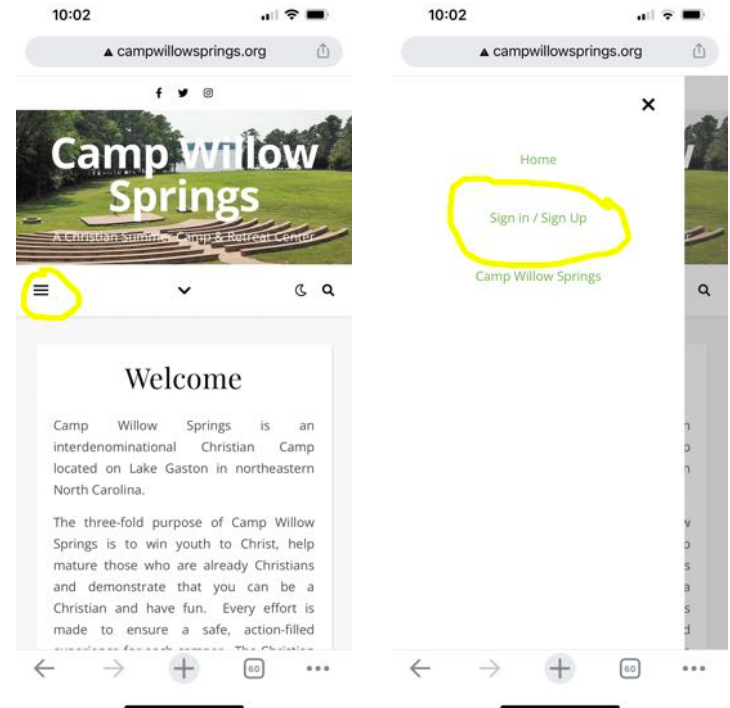
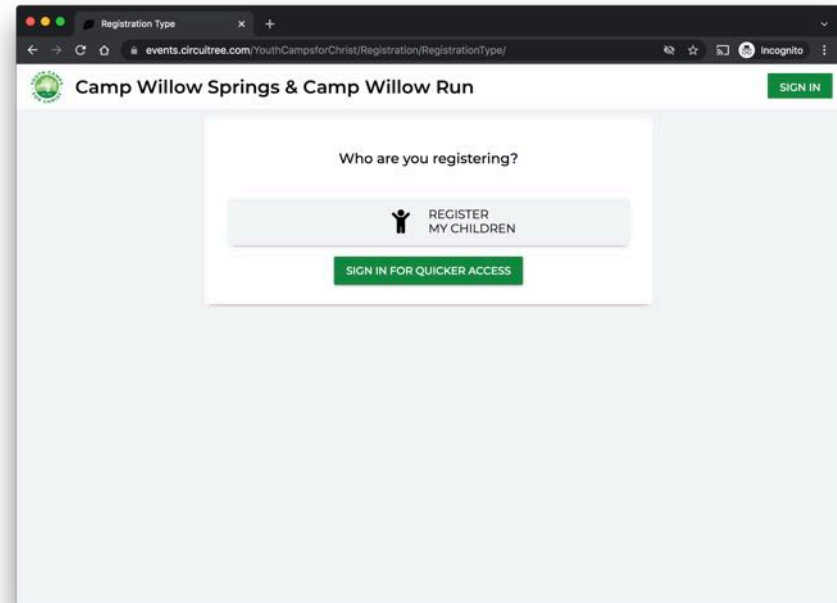To begin, click the link "Sign in / Sign up" in the top left corner of any page of campwillowsprings.org.

Note, if you are on mobile or a tablet, click the three line "hamburger menu" on the left side to access the "Sign in / Sign up" link.

If you have previously enrolled a camper at CWS/CWR, please click "SIGN IN" in the upper right corner. Please enter the email address you previously used in our old system to access your existing family information. You will need to create a new password by clicking the "Forgot Password" link and following the prompts.

If you cannot remember your previously used email address, or you are registering for the first time, please enter your email address and click "Get Started."

Click "REGISTER MY CHILDREN" to continue.
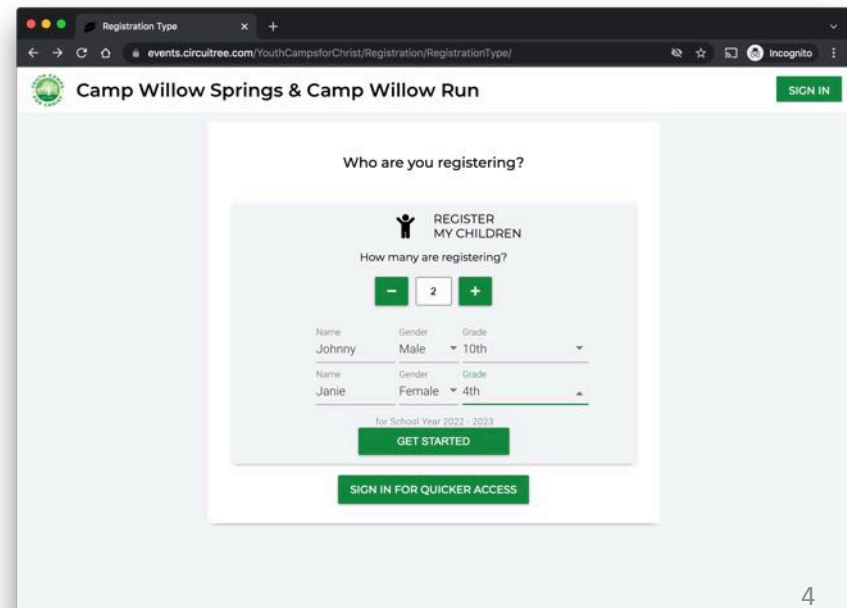
Specify how many children you would like to enroll.

You may enroll multiple children at once and can adjust these numbers later if needed.

Enter your camper's information. Note that the grade is your camper's **rising grade** (grade to be entered in fall 2022).

Click "GET STARTED" to continue.

This page will automatically display eligible camp sessions for your camper(s).

If desired, you can use the filters to narrow the list to specific sessions.

In this example, sessions for campers Janie (in rising 4th grade) and Johnny (in rising 10th grade) are displayed.
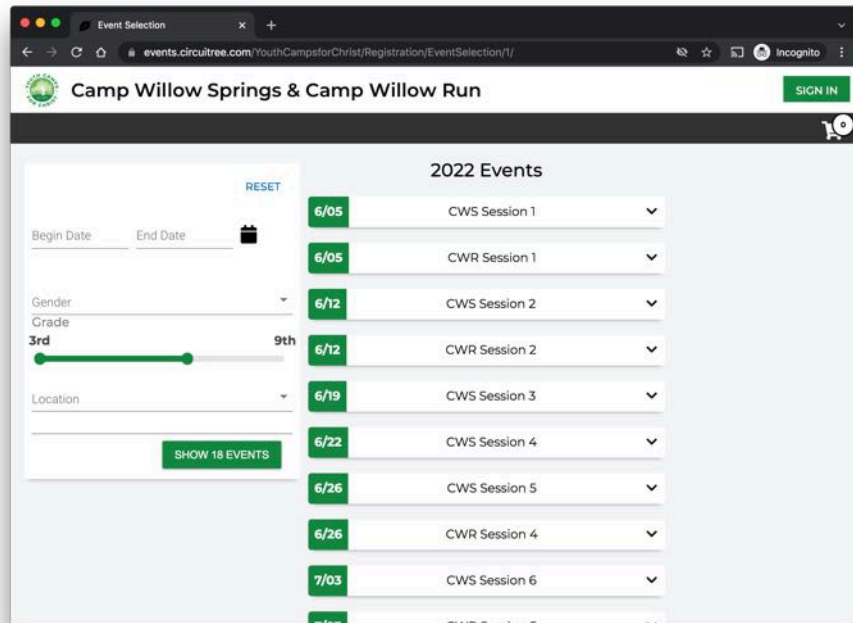
Once you click a session, the box will expand and allow you to designate which eligible camper you would like to enroll.

You can add another camper here by clicking "New Attendee."
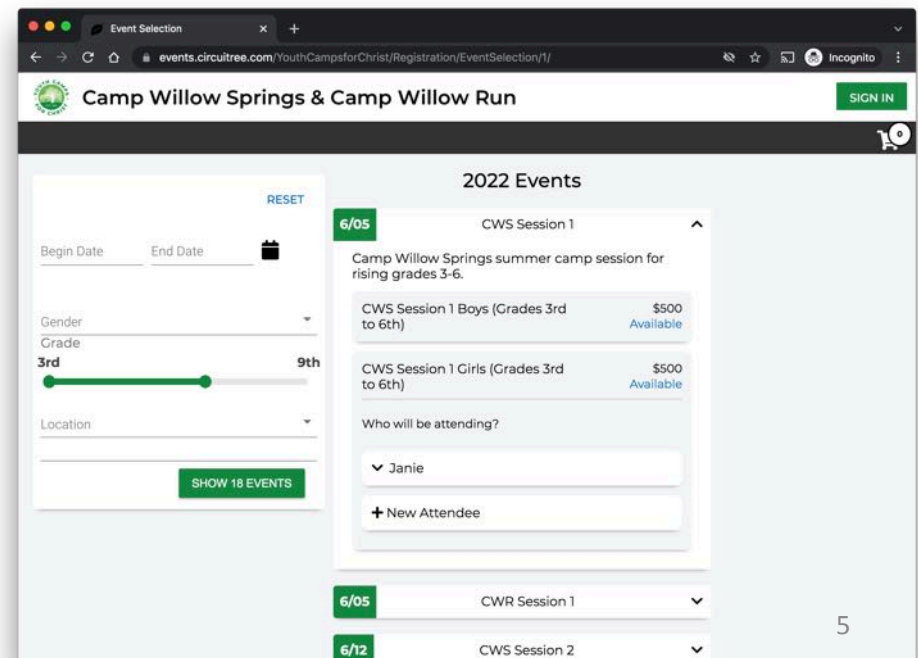
Please remember that each camper may only sign up for one session. Campers may sign up for multiple waiting lists if needed.

Once all campers' sessions have been selected, click "CONTINUE" to proceed.

In some cases, you may be asked to provide additional information.

Confirm the grade, specify your camper's gender, and click "SELECT" to continue.

Click "CONTINUE" to proceed.

This page provides a summary of the total charges due by the final payment date.

Only the non-refundable deposit is due at the time of registration. No deposit is required for enrollment on a waiting list.

CircuiTree, our third-party registration system, charges a one-time fee of $4.50 for each registration.

Select if you want to pay the amount "Due Now" or the "Full Amount" or some "Other Amount."

Please enter your payment method information.

Click the "Pay" button at the bottom of the page once you have confirmed reading the Youth Camps For Christ, Inc. Terms & Conditions.

Upon successful payment, your camper's space is secured. Additional registration steps will continue from your account dashboard.
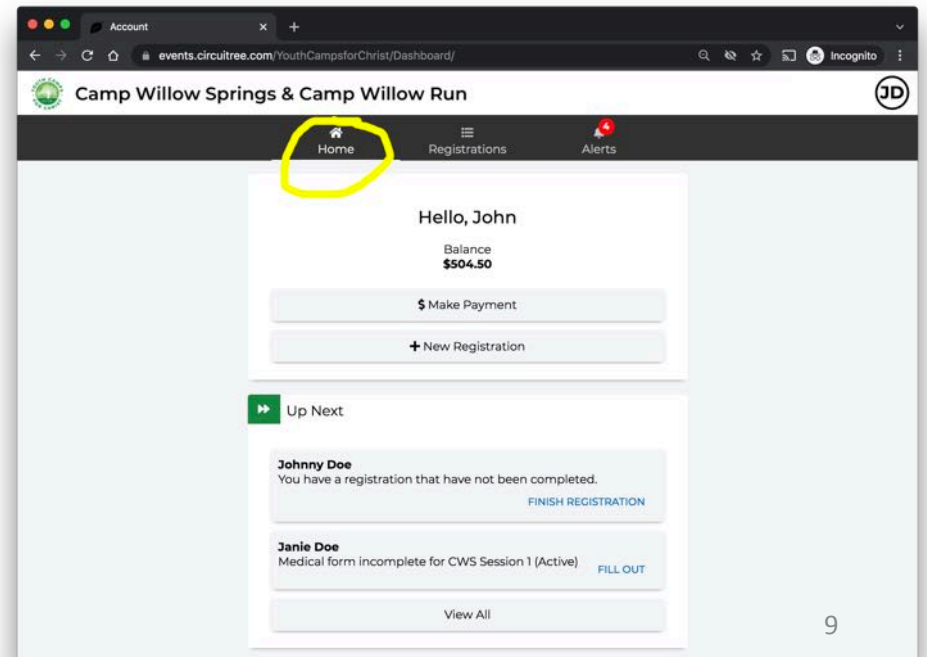
At any point, you can return to your account dashboard by clicking your initials in the upper right corner and clicking "MY DASHBOARD" on the dropdown menu.
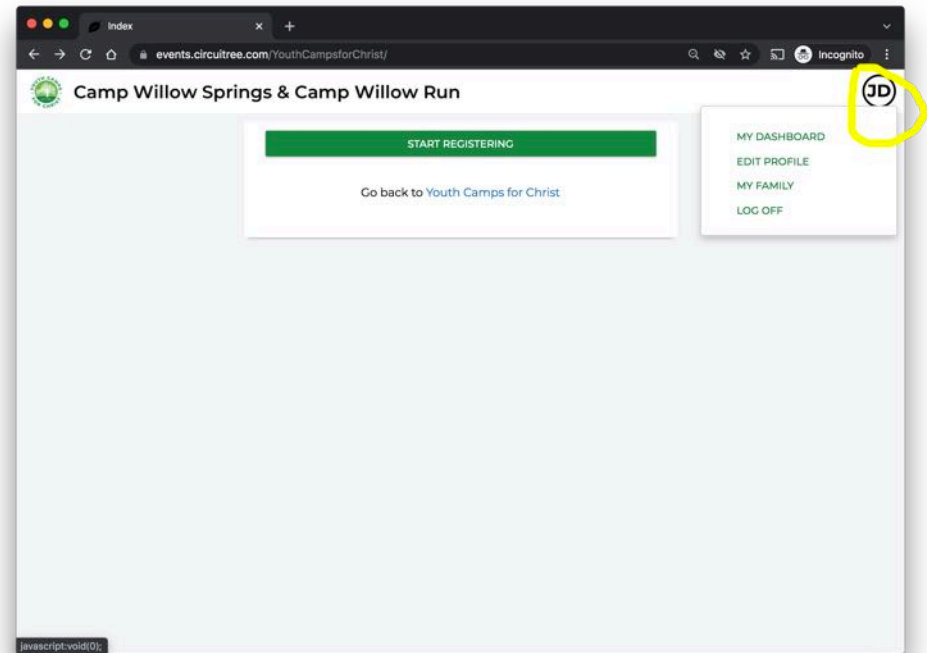
From the "Home" page you can resume a partial registration, start a new registration, make payments, and complete the next required steps for registered campers.

From the "Registrations" page you can make payments, schedule automatic payments, view your statement, and complete the required steps to prepare for your camper's summer camp session.

The optional activity of Waterskiing/Wakeboarding/Kneeboarding has limited spaces and is available on a first-come, first-serve basis.

This activity has an additional fee and is optional.

If you would like to make specific roommate requests, be sure to complete the "Dorm Friend Requests" step.

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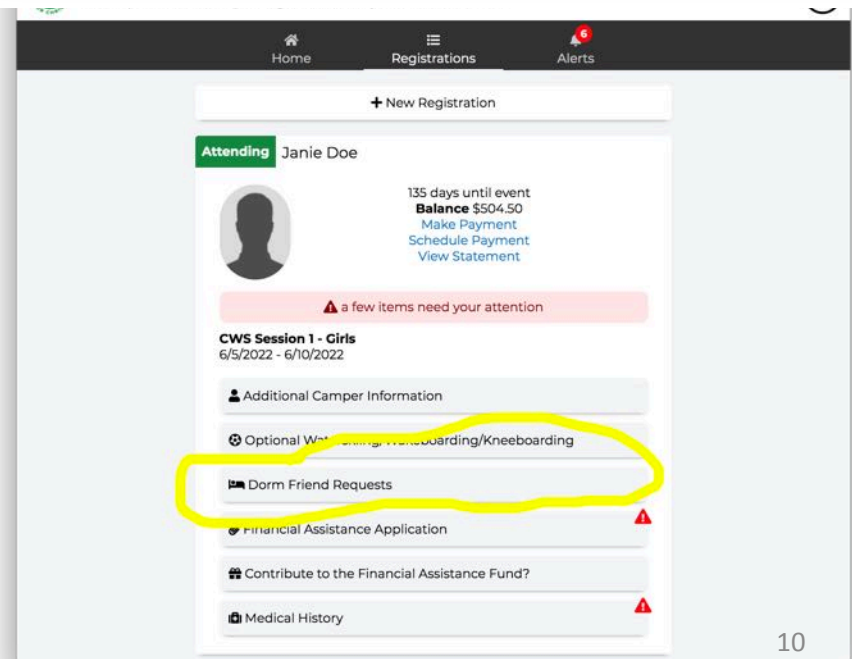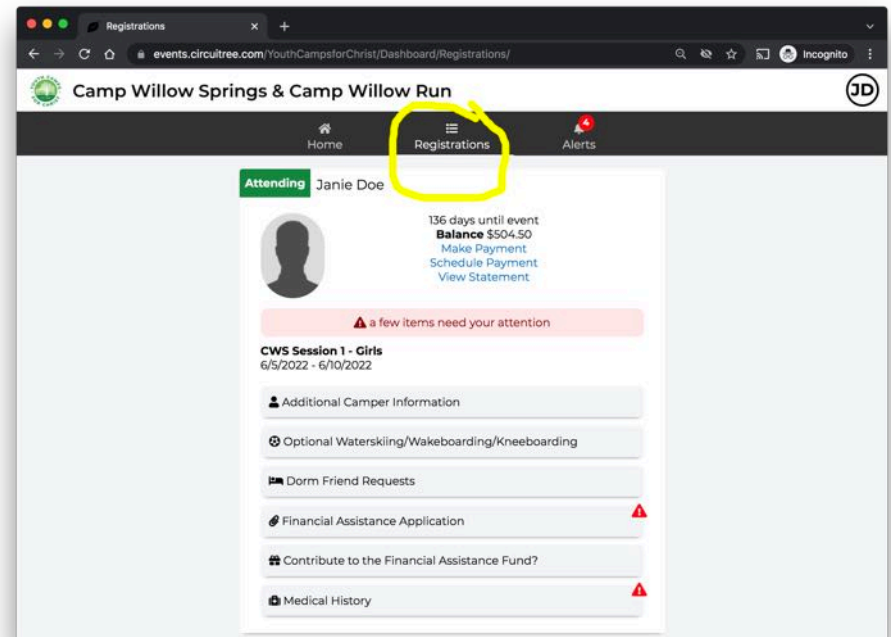
The "Dorm Friend Requests" step is an optional step that allows you to coordinate with friends to submit roommate confirmed requests.
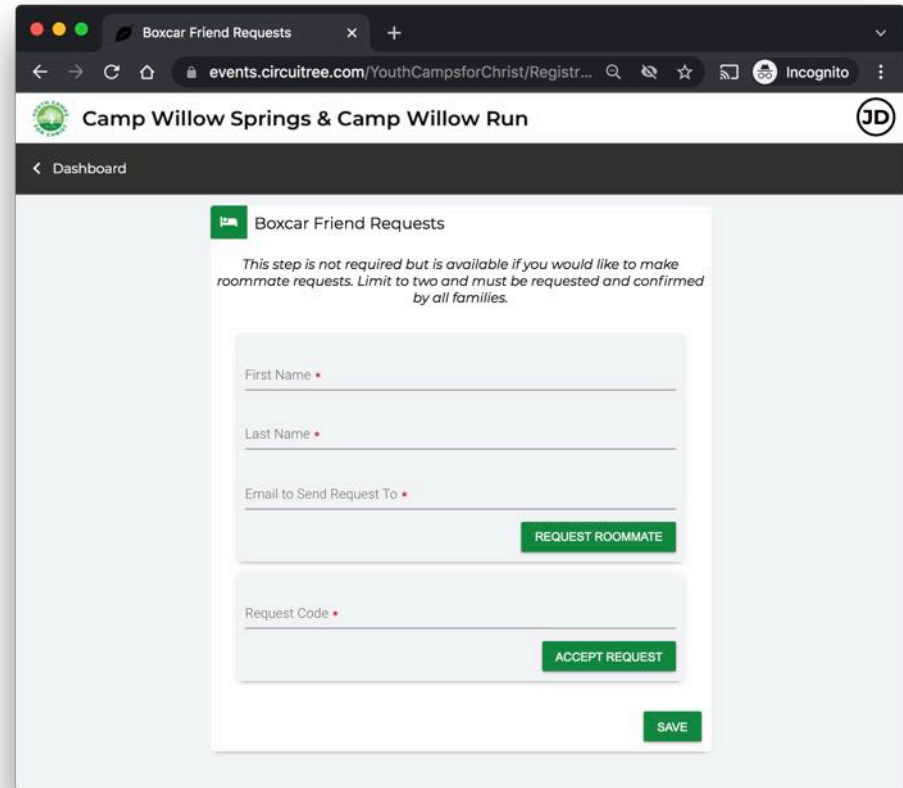
It is not necessary to complete this step if your camper is coming by themselves. Many campers come unpaired and make new friends.

All roommate requests must be two-sided and each camper is limited to two requests.

You can send a request to a friend by submitting the camper's name and their parent's email.

If another camper's family sends you a request, you can confirm the request by entering the emailed request and clicking "Accept Request."

The opportunity to make requests typically closes 1 week prior to your camper's session.

You can set up the members of your family beforehand to streamline the registration process.

Click your initials in your account in the upper-right corner and select "My Family" in the menu.

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In addition to adding parents and children, you can add other family members or friends that you want to have access to your account.

You can grant them permission to enroll your child by selecting "Family Admin." This may be helpful if you are unavailable to register your camper on registration day.