

Youth Camps For Christ, Inc. | Camp Willow Springs & Camp Willow Run

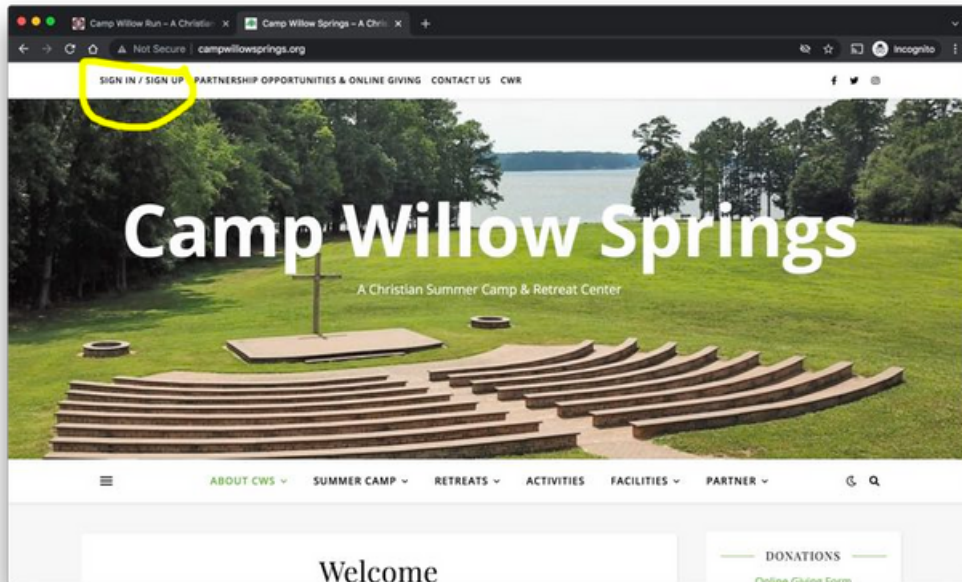
2023 Summer Registration Guide

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.

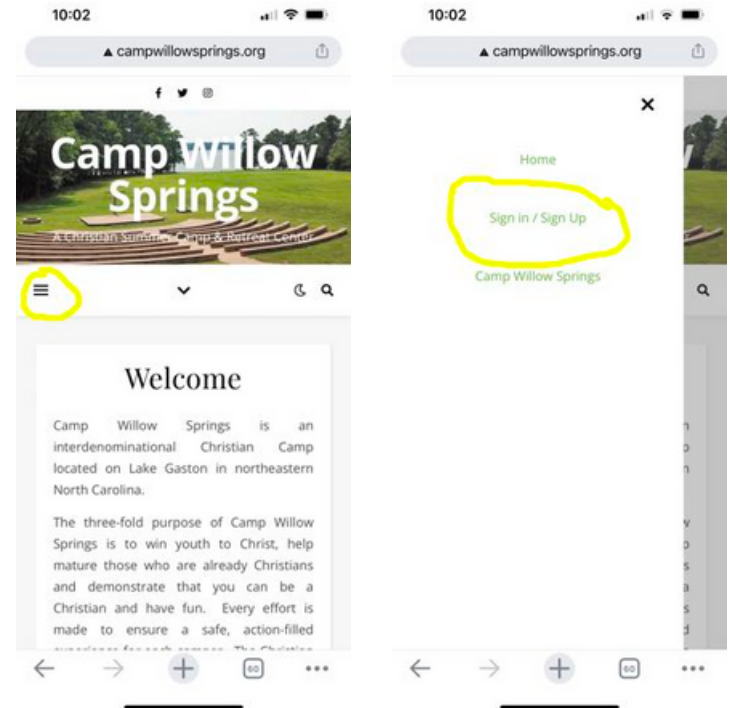
A few reminders and pointers as you plan ahead:

- Registration opens on Monday, January 30, 2023
- **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 begin 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 as long as they are in the same grade group of an open or previously opened time slot.
- 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.

Desktop view:

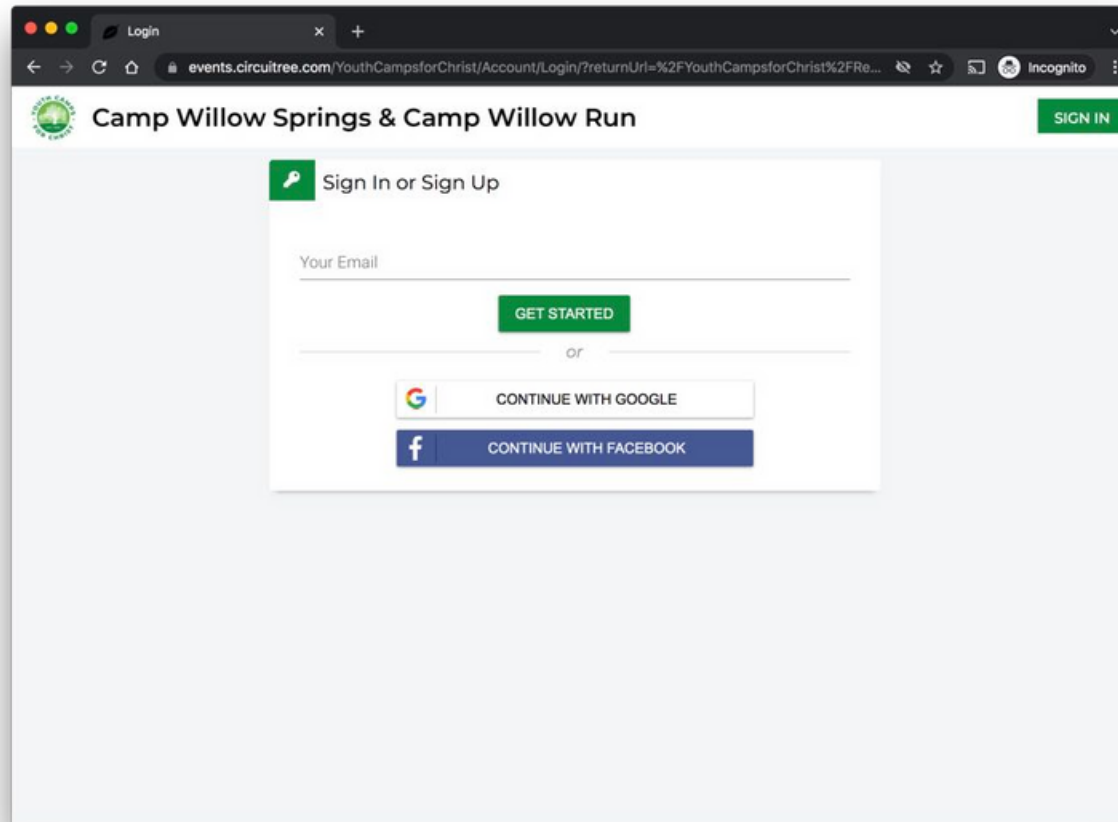


Mobile/tablet view:



To begin, click the link “Sign in / Sign up” in the top left corner of any page of campwillowsprings.org.

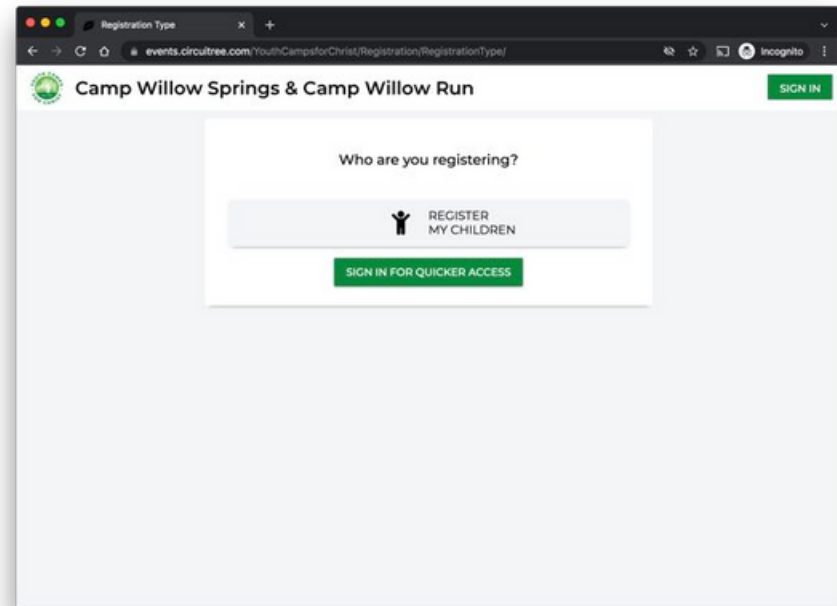
Note, if you are on mobile or a tablet, click the three line “hamburger menu” on the left side to access the “Sign in / Sign up” link.



If you have previously enrolled a camper at CWS/CWR, please click “SIGN IN” in the upper right corner. Then, enter your email address and password to access your existing family information. If you have forgotten your password, click the “Forgot Password” link and follow the prompts.

If you are registering for the first-time, please enter your email address and click “Get Started.”

Click “REGISTER MY CHILDREN” to continue.

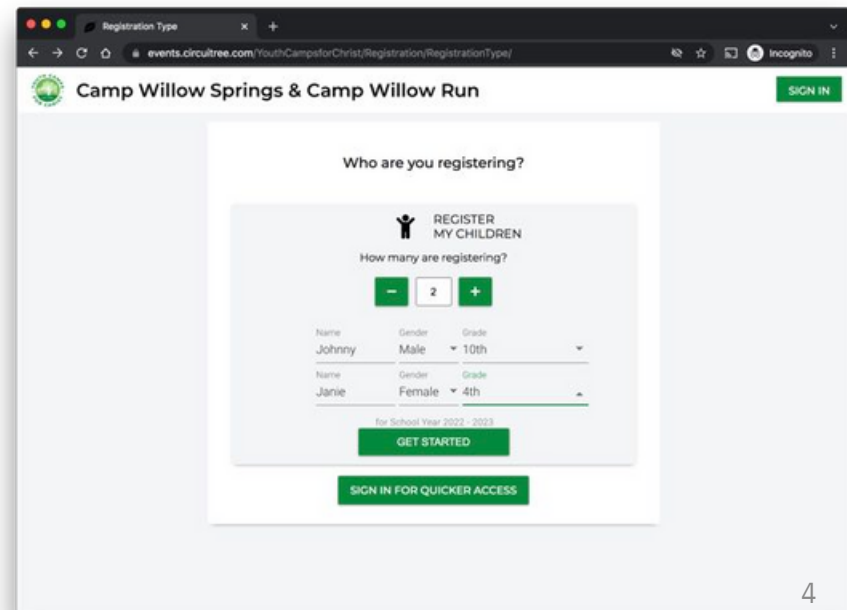


Specify how many children you would like to enroll.

You can register multiple children in a family at the same time as long as they are in the same grade group of an open or previously opened time slot.

Enter your camper's information. Note that the grade is your camper's **rising grade** (grade to be entered in fall 2023).

Click “GET STARTED” to continue.



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

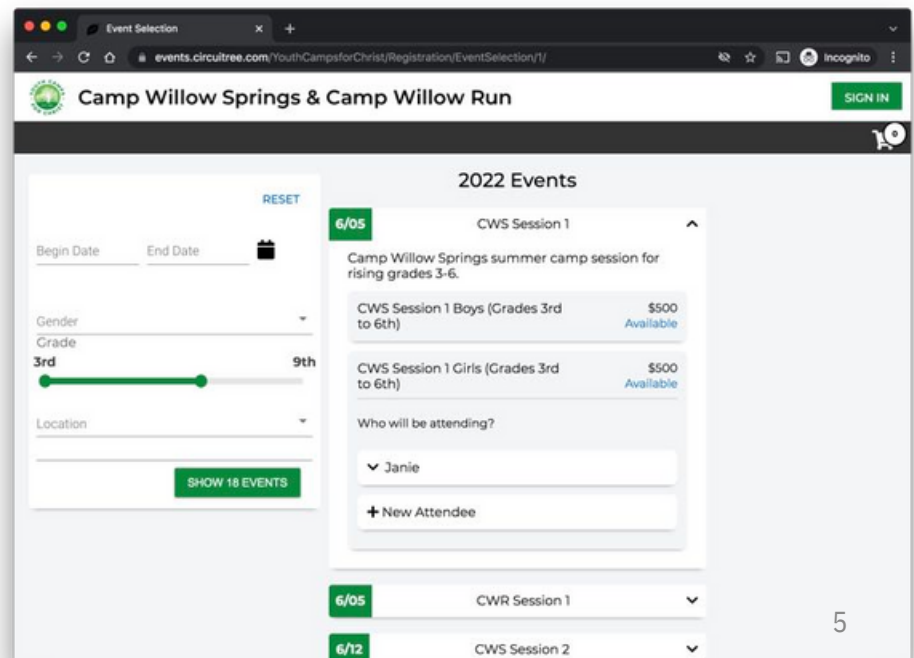
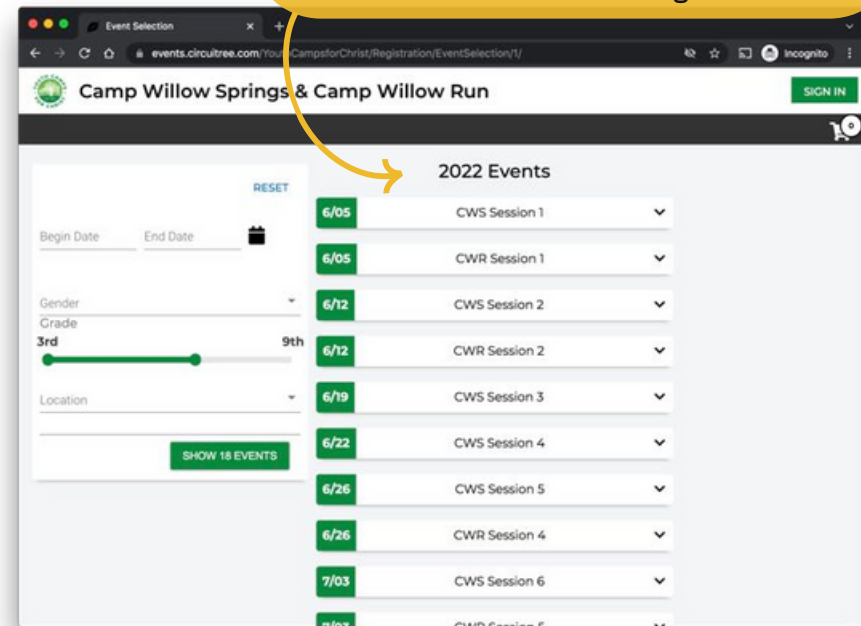
If desired, you can use the filters to narrow the list to specific sessions.

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 note, screenshots in this guide show 2022 sessions and pricing. 2023 changes are reflected at the time of registration.



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.

Event Selection

events.circultree.com/YouthCampsforChrist/Registration/EventSelection/1/

Camp Willow Springs & Camp Willow Run

SIGN IN

RESET

Begin Date End Date

Gender

Grade 3rd 9th

Location

SHOW 18 EVENTS

6/22 CWS Session 4

6/26 CWS Session 5

6/26 CWR Session 4

Camp Willow Run summer camp session for rising grades 7-9.

CWR Session 4 Boys (Grades 7th to 9th) \$500 Available

Who will be attending?

Johnny

+ New Attendee

CWR Session 4 Girls (Grades 7th to 9th) \$500 Available

CONTINUE

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

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

Camper Assignment

events.circultree.com/YouthCampsforChrist/Registration/CamperAssignment/Child/

Camp Willow Springs & Camp Willow Run

Event Selection

We need a little more information

CWS Session 1 - Girls

Who is coming to this event?

Janie Doe

First Name Janie

Last Name Doe

Grade 4th

for School Year 2021 - 2022

Male Female

CANCEL SELECT

CWR Session 4 - Boys

Click “CONTINUE” to proceed.

The screenshot shows a web browser window with the URL `events.circuitree.com/YouthCampsforChrist/Registration/CamperAssignment/Child/`. The page title is "Camp Willow Springs & Camp Willow Run". The main content area has a heading "We need a little more information" and lists two campers with their session assignments, each with a green checkmark icon:

- Janie Doe
CWS Session 1 - Girls
- Johnny Doe
CWR Session 4 - Boys

Below the list is a button labeled "+ Add Another Event". At the bottom of the page is a large green button labeled "CONTINUE".

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

No deposit or CircuiTree fee is required to be placed on a waiting list.

The screenshot shows a web browser window with the URL `events.circuitree.com/YouthCampsforChrist/Registration/Payment/Child/?regID=cKxwYnQgeUQ%...`. The page title is "Camp Willow Springs & Camp Willow Run". The main content area has a heading "Summary" and displays the following information:

Camper	Session	Amount
Janie Doe	CWS Session 1 - Girls	\$504.50
Johnny Doe	CWR Session 4 - Boys	\$504.50
Subtotal		\$1,009.00
Taxes and Fees		\$9.00
Total		\$1,009.00
Balance due on 5/10/2022		\$1,009.00

Below the table is a "Promo Code" field and an "APPLY" button. At the bottom of the summary section is a green button labeled "PAY \$100.00".

The "Payment Amount" section shows two options:

- Due Now: \$100.00 (selected with a green checkmark)
- Full Amount: \$1,009.00

At the bottom of the page is a large green button labeled "PAY \$100.00".

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

Please enter your payment method information.

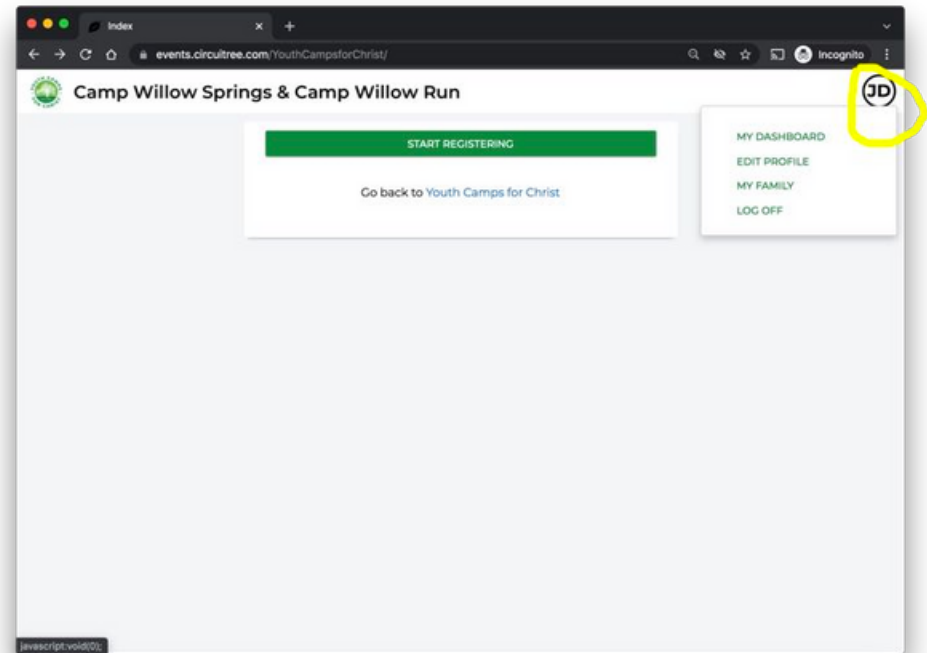
Click the “Pay” button at the bottom of the page once you have confirmed reading the Youth Camps For Christ, Inc. Terms & Conditions.

Upon successful payment, your camper’s space is secured.

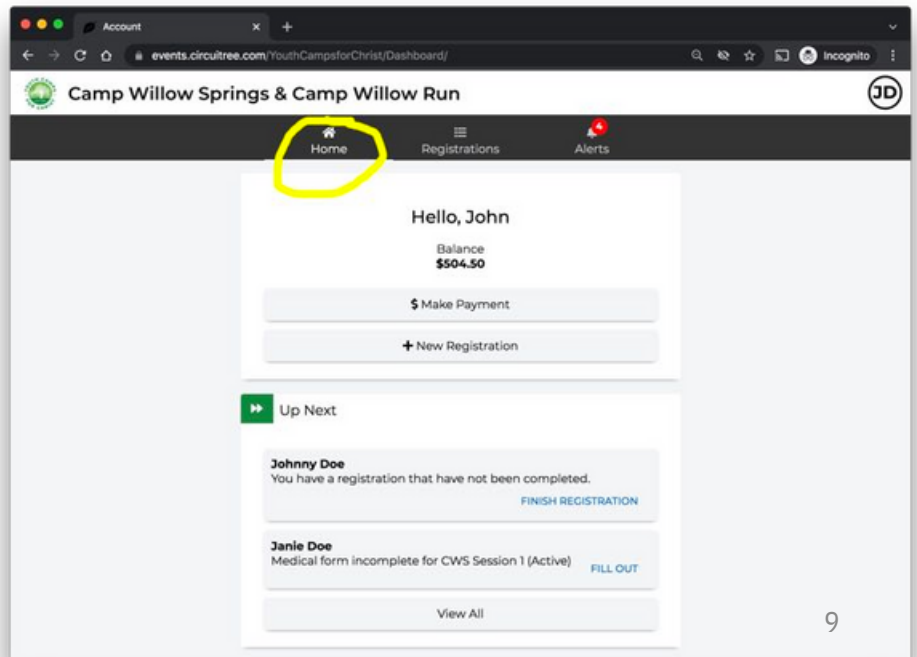
Additional registration steps will continue from your account dashboard.

The screenshot shows a web browser window with the title "Payment". The address bar shows the URL "events.circuitree.com/Y...". The page header includes the logo for "Camp Willow Springs & Camp Willow Run" and a user icon labeled "JD". Below the header is a navigation bar with a link to "Back to Event Selection". The main content area is divided into two sections. The top section, titled "Payment Method", contains three options: "Due Now" (highlighted in green with a price of \$50.00), "Full Amount" (with a price of \$504.50), and "Other Amount". The bottom section, titled "Payment Method", contains a form for adding a payment method. It has a green button labeled "+ Add Payment Method" and two tabs: "Credit Card" (selected) and "E-Check". The form fields include: "Card Number" (with a dropdown arrow), "Security Code" (with a dropdown arrow), "Expiration Date (mm/yy)" (with a dropdown arrow), "Account Holder Name" (with a dropdown arrow, showing "John Doe"), "Country" (with a dropdown arrow, showing "United States"), "Address Line 1" (with a dropdown arrow), "Address Line 2", "City" (with a dropdown arrow), "State" (with a dropdown arrow), and "Zip Code" (with a dropdown arrow). At the bottom of the form is a green button labeled "PAY \$50.00".

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.



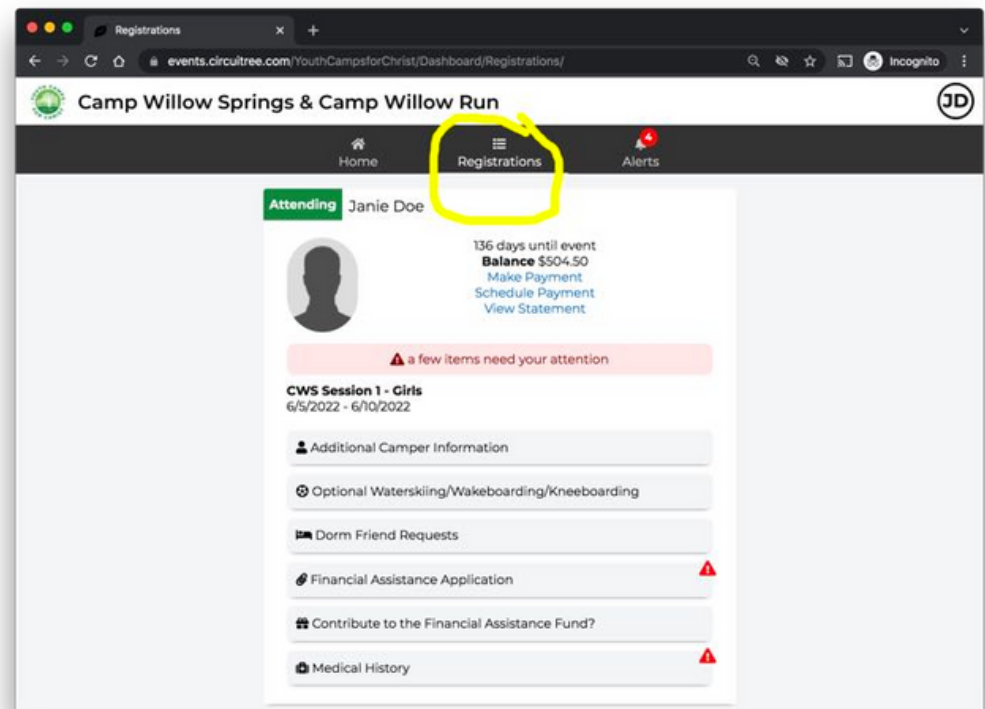
From the “Home” page you can resume a partial registration, start a new registration, make payments, and complete the next required steps for registered campers.



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.

CWS campers participate in recreation activities on a rotation basis. If you would like to enroll in the optional activity of water-sports it has limited spaces and is available on a first-come, first-serve basis. This activity has an additional fee and is optional.

If you click on the optional water-sports option and it does not let you enroll in a class, all spots are filled.



If you would like to make specific roommate requests, be sure to complete the “Dorm Friend Requests” steps below:

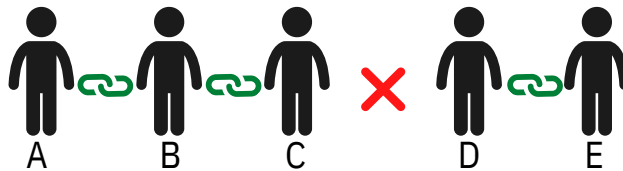
The “Dorm Friend Requests” is optional and allows you to coordinate with friends to submit roommate confirmed requests.

It is not necessary to complete this step if your camper is coming by themselves. Many campers come unpaired and make new friends.

Note this change for 2023

All roommate requests must be two-sided and each camper is limited to 3 requests, for a maximum of 4 linked friends.

Some friend requests will not be permitted due to previous links. For Example:



If friend C is linked with friend A and friend B. Then if, friend D is linked with friend E. Friend C and D could not be linked, because this will exceed the maximum of 4 linked friends.

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.”

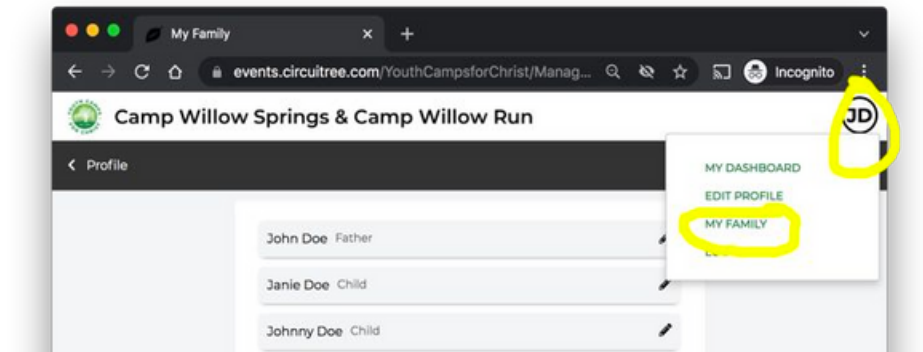
The opportunity to make requests will close 1 week prior to the camp session in order to allow dorm configurations to be created.

A screenshot of a web browser showing the registration dashboard for "Camp Willow Springs & Camp Willow Run". The user is logged in as "Johnny Doe". The dashboard includes sections for "Attending", "Balance", "Activities", "Boxcar Friend Requests", "Financial Assistance Application", "Contribute to the Financial Assistance Fund?", and "Medical History". The "Boxcar Friend Requests" section is highlighted with a yellow oval.

A screenshot of the "Boxcar Friend Requests" form. The form includes fields for "First Name", "Last Name", "Email to Send Request To", and "Request Code". There are buttons for "REQUEST ROOMMATE", "ACCEPT REQUEST", and "SAVE". A note states: "This step is not required but is available if you would like to make roommate requests. Limit to 3 and must be requested and confirmed by all families."

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.

A screenshot of the 'My Family' form in the web application. The form is for 'John Doe' (Father). It includes fields for 'First Name' (John), 'Last Name' (Doe), 'Grade' (for School Year 2021 - 2022), and 'Attendee Email' (john.doe@campwillowrun.org). There are radio buttons for 'Male' (selected) and 'Female'. A checkbox for 'Family Admin (can edit members, register, make payments)' is checked and highlighted with a yellow circle. Below the form, there are buttons for 'CANCEL' and 'SAVE'. The form also lists other family members: 'Janie Doe' (Child) and 'Johnny Doe' (Child).

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.

A screenshot of a dropdown menu for selecting a relationship. The menu is titled 'Father' and lists various relationships: Mother, Step Father, Step Mother, Grandfather, Grandmother, Uncle, Aunt, Husband, Wife, Legal Guardian, Friend of Family, Single, and Foster Parent. The 'Father' option is selected and highlighted with a checkmark.