

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

2024 Summer Registration Guide

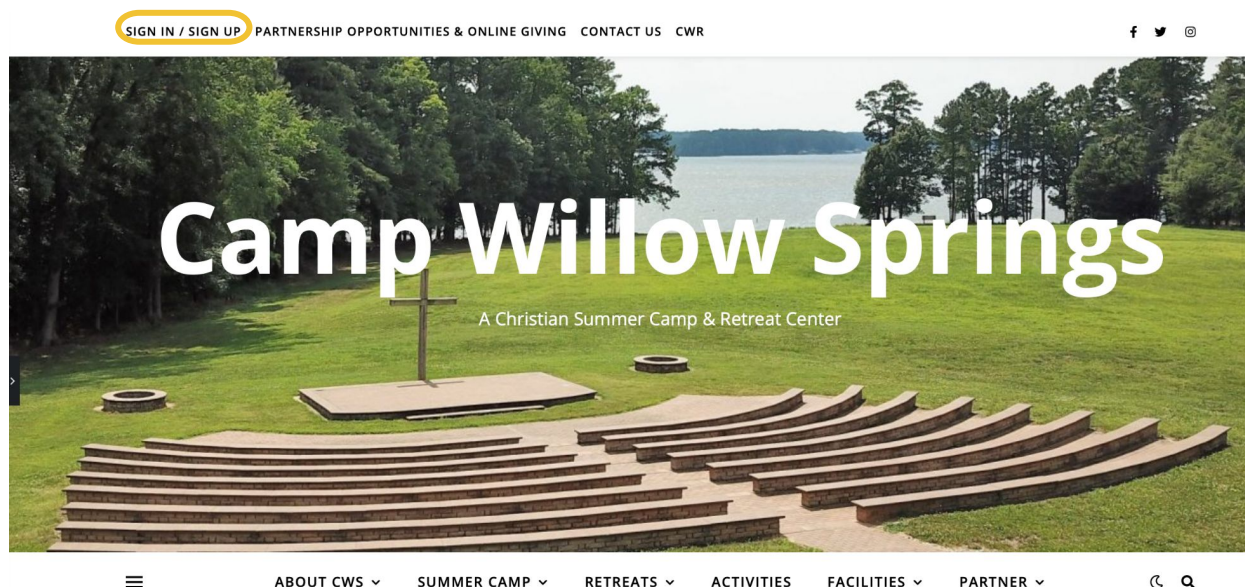
In this guide you will find a step by step overview of the registration process. This guide is written specifically for **Camp Willow Springs (CWS)**, but describes a process that is nearly identical to the Camp Willow Run (CWR) registration process. If you would like the CWR specific guide, please visit campwillowrun.org/registration.

A few reminders and pointers as you plan ahead:

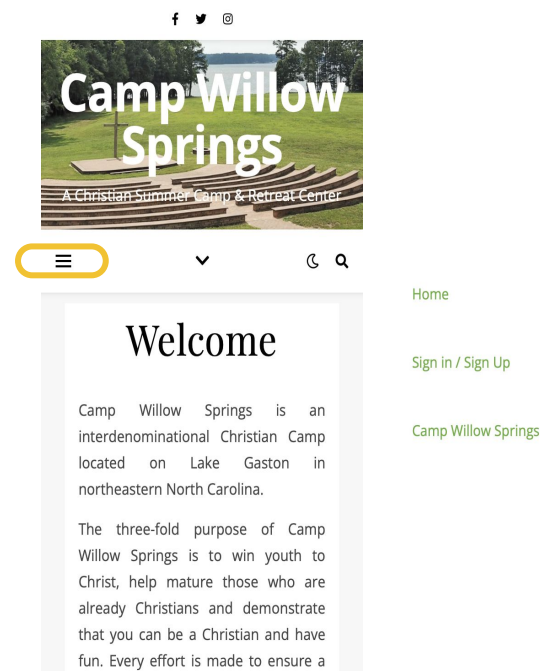
- Registration will be Monday, February 5 and Tuesday, February 6, 2024
 - **CWS campers in rising grades 3-6 will be able to register beginning at 10am on Monday, February 5.**
 - CWR campers in rising grades 10 through rising college freshman can access sessions and begin to register at 12pm on Monday, February 5.
 - CWR campers in rising grades 7-9 can access sessions and begin to register at 10am Tuesday, February 6.
 - 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.
 - We encourage everyone to login to your account prior to registration to make sure you remember your password and to update contact and payment information.

Please contact us at 252.586.0728 if you have any additional questions. Thank you!

Desktop view:

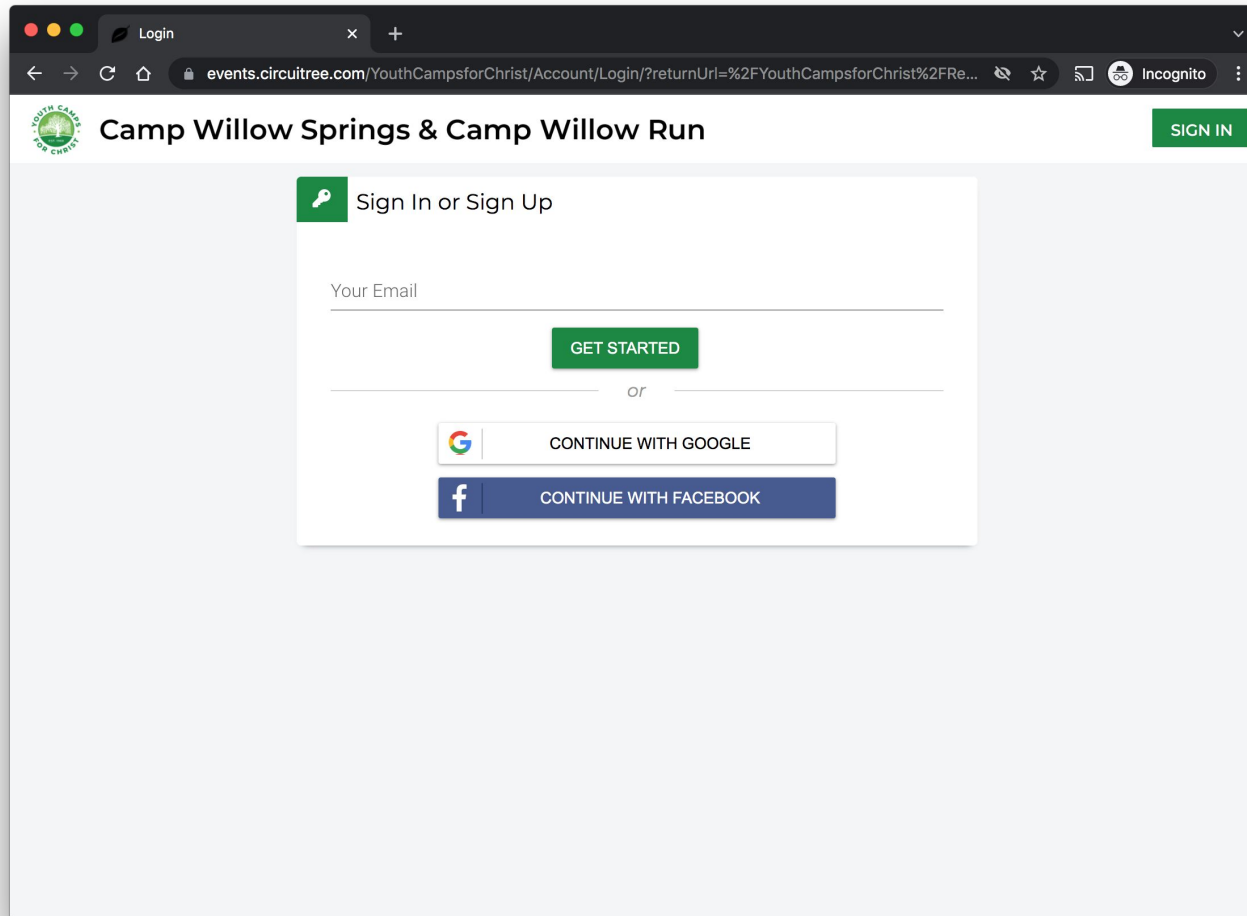


Mobile/tablet view:



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

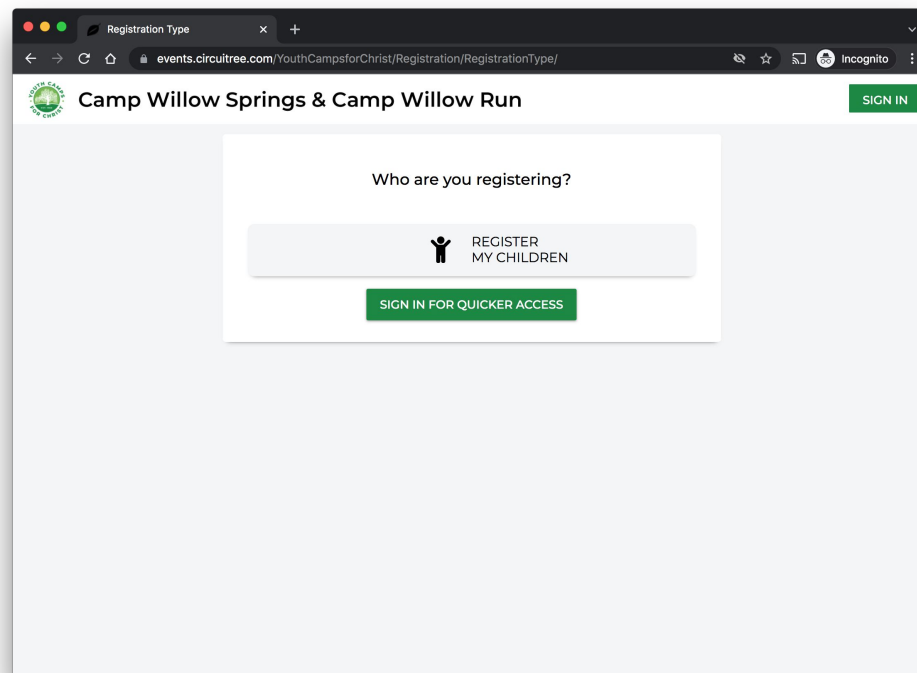
Note, if you are on mobile or a tablet, click the three line “hamburger menu” on the left side to access the “Sign in / Sign up” link.



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

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

Click “REGISTER MY CHILDREN” to continue.

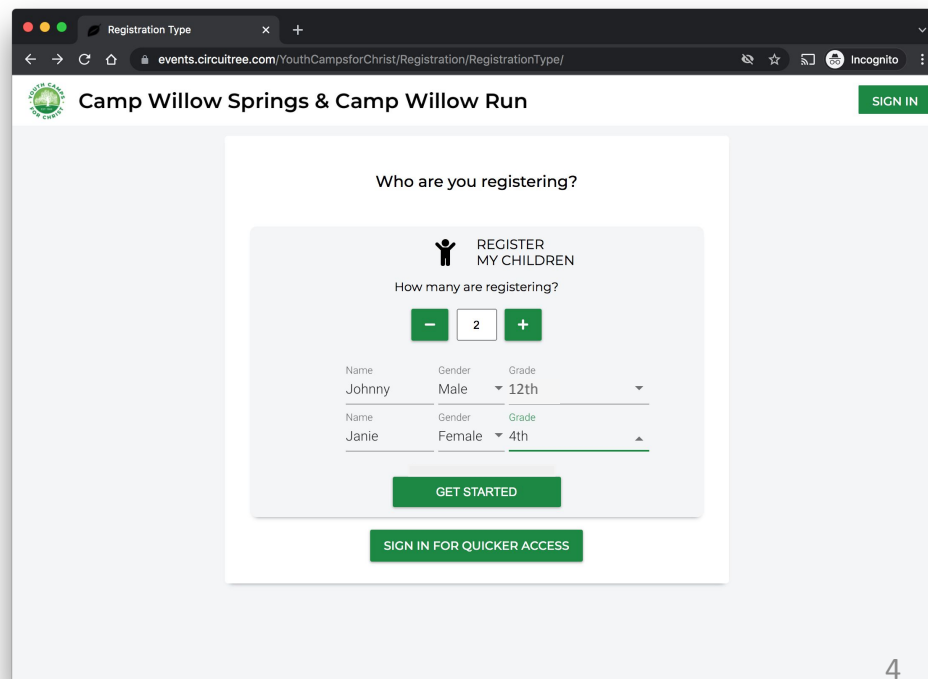


Specify how many children you would like to enroll.

You may enroll multiple children at once 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 2024).

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 12th grade) are displayed.

The screenshot shows the '2024 Events' page for Camp Willow Springs & Camp Willow Run. On the left, there are filters for 'Begin Date', 'End Date', 'Gender', 'Grade' (a range from 3rd to 12th), 'Event', 'Location', and 'Division'. A 'RESET' button is at the top right of the filters, and a 'SHOW 10 EVENTS' button is at the bottom. On the right, a list of 10 sessions is displayed, each with a date and a session name, and a dropdown arrow. The sessions are: 6/02 Camp Willow Springs Session 1, 6/02 Camp Willow Run Session 1, 6/09 Camp Willow Springs Session 2, 6/09 Camp Willow Run Session 2, 6/16 Camp Willow Springs Session 3, 6/16 Camp Willow Run Session 3, 6/23 Camp Willow Springs Session 4, 6/23 Camp Willow Run Session 4, 6/30 Camp Willow Springs Session 5, and 6/30 Camp Willow Run Session 5.

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.”


The screenshot shows the same '2024 Events' page, but with the 'Camp Willow Springs Session 1 Boys (Grades 3rd to 6th)' session selected. The session details are expanded on the right, showing the price '\$544.50 Available'. Below the session details, there is a section titled 'Who will be attending?' with a list of campers. The first camper, 'Janie Doe', is selected. Her details are shown: First Name 'Janie', Last Name 'Doe', Birthday (empty), Grade '4th', and School Year '2024 - 2025'. There are radio buttons for 'Male' and 'Female', with 'Female' selected. A 'CONTINUE' button is at the bottom right.

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, enter camper’s birthday, specify your camper’s gender, and click “SAVE” to continue.



Camp Willow Springs & Camp Willow Run

JL

0


6/16

Camp Willow Springs Session 3

RESET

Begin Date

End Date



Gender

Grade

3rd

Fr

Event

Location

Division

SHOW 10 EVENTS

6/16

Camp Willow Run Session 3

June 16-22, 2023 | Camp Willow Run summer camp session for rising 10th grade through rising college freshman.

Camp Willow Run Session 3 Boys (Grades 10th to College Freshman)

\$584.50

Available

Who will be attending?

^ Johnny Doe

First Name *

Johnny

Last Name *

Doe

Grade *

12th

for School Year 2024 - 2025


☒ Male

☐ Female

CANCEL


SAVE

Click “CONTINUE” to proceed.



Camp Willow Springs & Camp Willow Run

Back to Event Selection




Summary

Janie Doe

Camp Willow Springs Session 1 - Girls


\$544.50



Johnny Doe

Camp Willow Run Session 3 - Boys

\$584.50



Due Now

\$109.00

Balance due on 5/3/2024

\$1,129.00


Promo Code

APPLY

Payment Amount


Due Now

\$109.00




Full Amount

\$1,129.00



PAY \$109.00



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.”

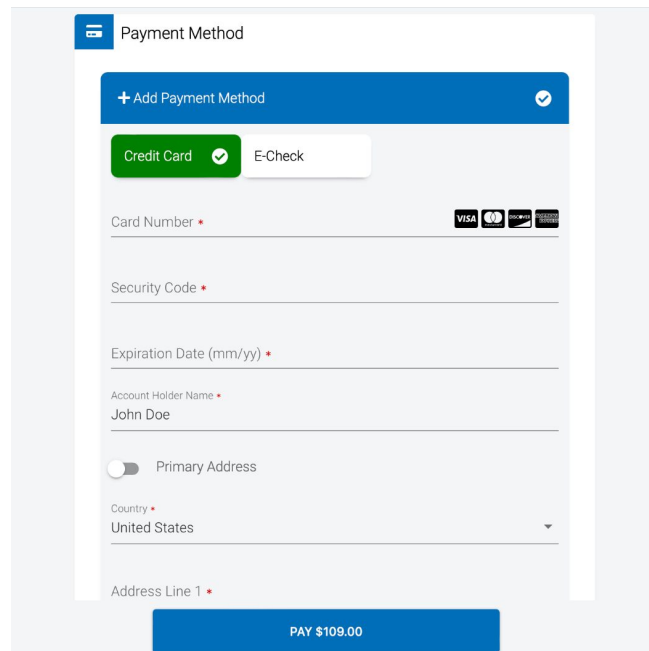
Please enter your payment method information.

Click the “Pay” button at the bottom of the page once you have confirmed reading the Camp Willow Springs and Camp Willow Run Terms & Conditions.

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

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

Additional registration steps will continue from your account dashboard.



Payment Method

+ Add Payment Method

Credit Card ☒ E-Check

Card Number *

Security Code *

Expiration Date (mm/yy) *

Account Holder Name *

John Doe

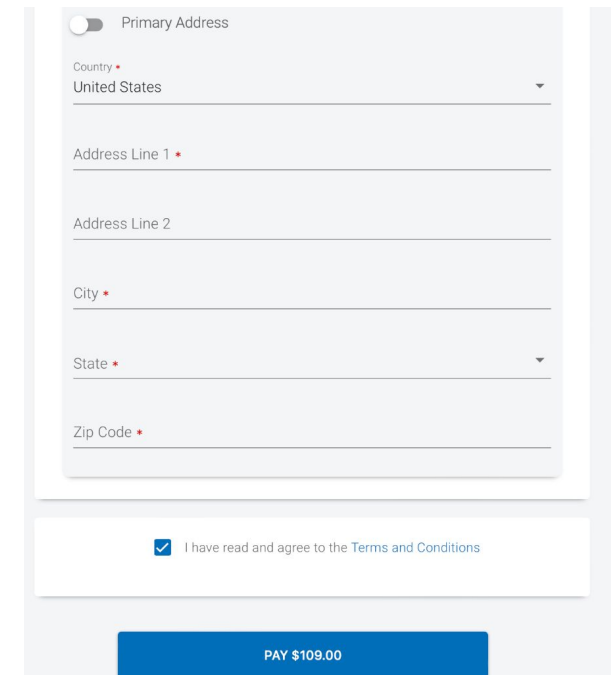
☐ Primary Address

Country *

United States

Address Line 1 *

PAY \$109.00



Primary Address

Country *

United States

Address Line 1 *

Address Line 2

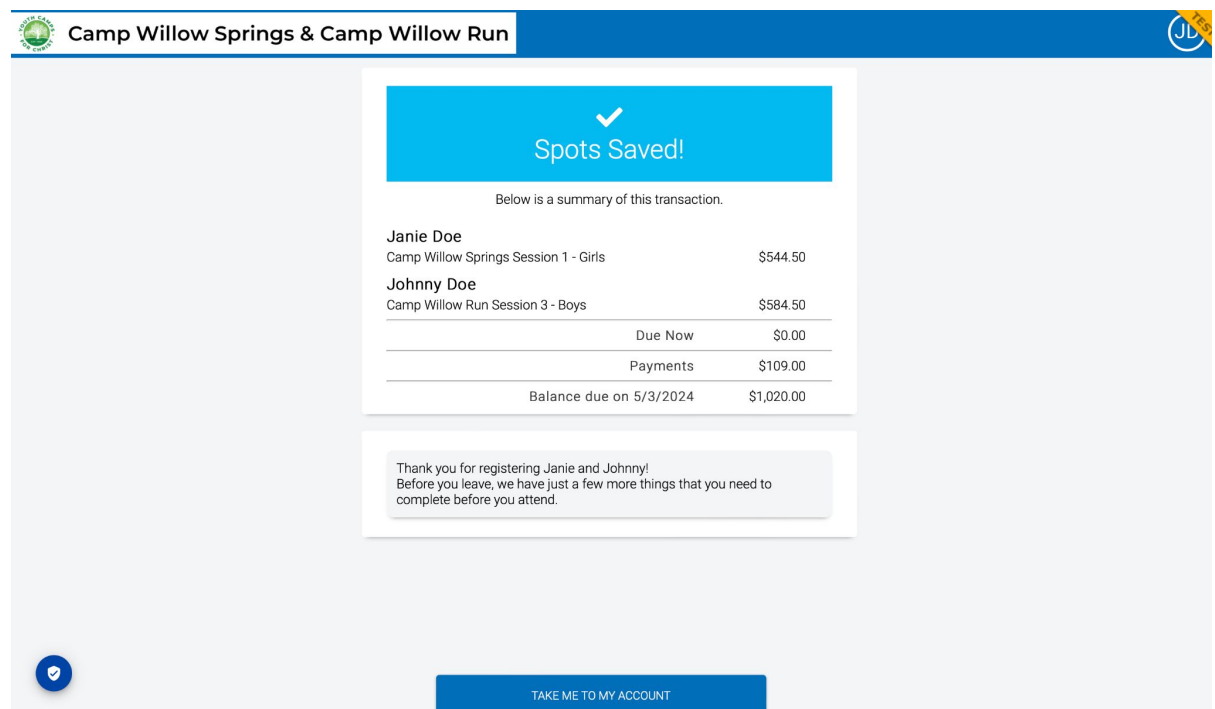
City *

State *

Zip Code *

☒ I have read and agree to the [Terms and Conditions](#)

PAY \$109.00



Camp Willow Springs & Camp Willow Run

Spots Saved!

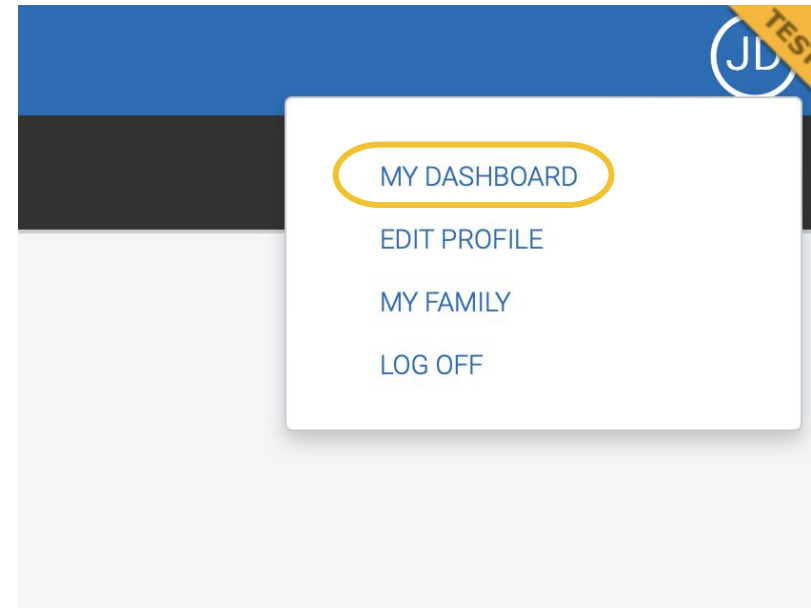
Below is a summary of this transaction.

Janie Doe	
Camp Willow Springs Session 1 - Girls	\$544.50
Johnny Doe	
Camp Willow Run Session 3 - Boys	\$584.50
Due Now	\$0.00
Payments	\$109.00
Balance due on 5/3/2024	\$1,020.00

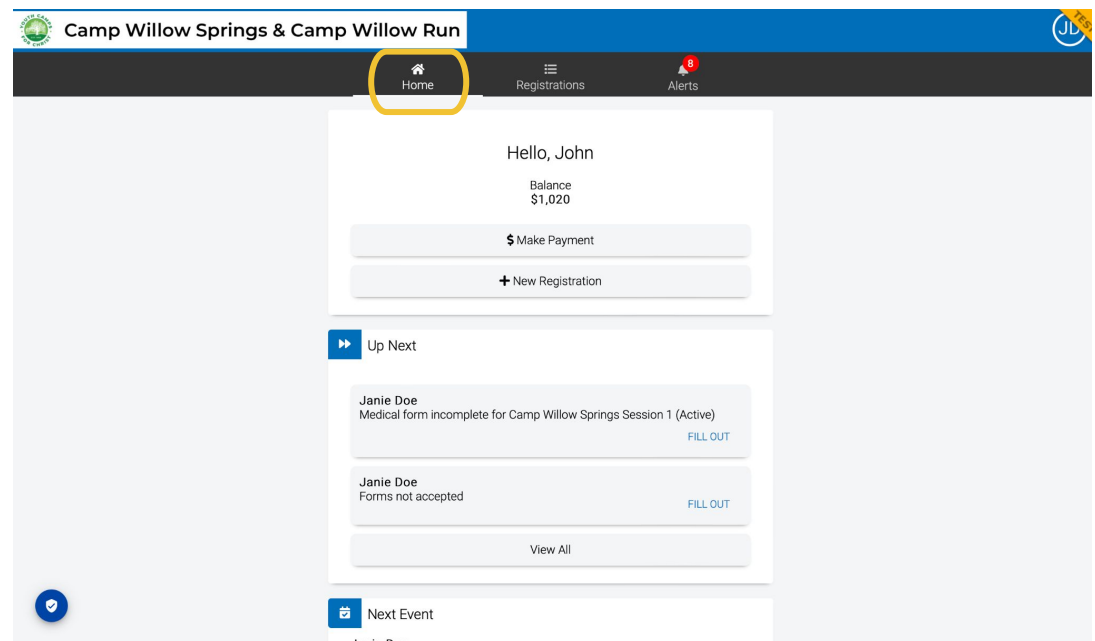
Thank you for registering Janie and Johnny!
Before you leave, we have just a few more things that you need to complete before you attend.

TAKE ME TO MY ACCOUNT

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.



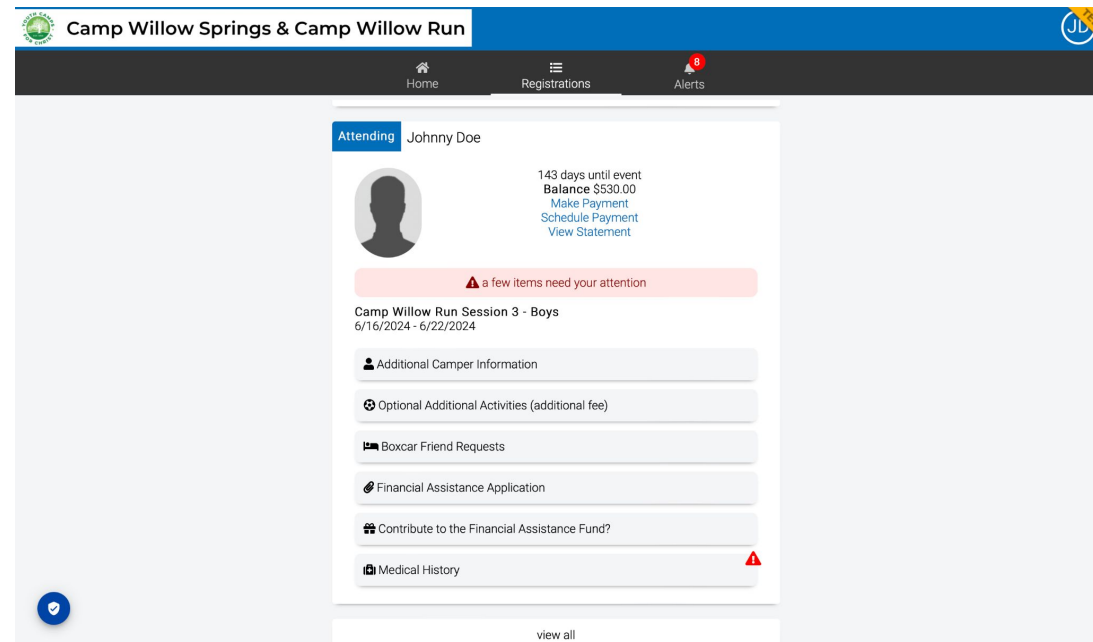
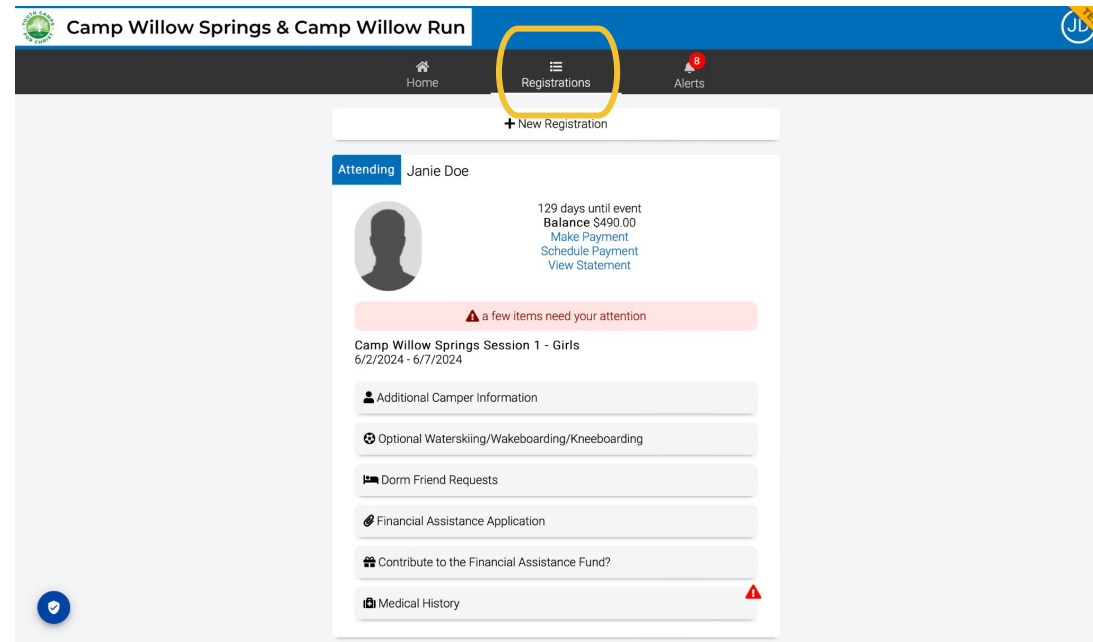
From the “Home” page you can resume a partial registration, start a new registration, make payments, and complete the next required steps for registered campers.



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



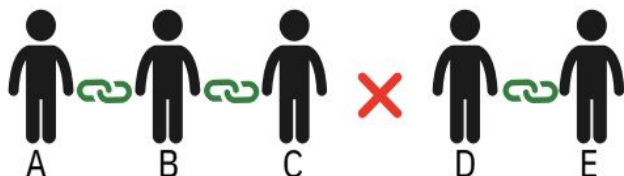
If you would like to make specific roommate requests, be sure to complete the “Dorm Friend Requests” steps below:

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.

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.

Home Registrations Alerts

Attending Johnny Doe

143 days until event
Balance \$530.00
[Make Payment](#)
[Schedule Payment](#)
[View Statement](#)

a few items need your attention

Camp Willow Run Session 3 - Boys
6/16/2024 - 6/22/2024

- Additional Camper Information
- Optional Additional Activities (additional fee)
- Boxcar Friend Requests**
- Financial Assistance Application
- Contribute to the Financial Assistance Fund?
- Medical History

view all

Camp Willow Springs & Camp Willow Run

Dashboard

Boxcar Friend Requests

This step is not required but is available if you would like to make roommate requests.

First Name *

Last Name *

Email to Send Request To *

REQUEST ROOMMATE

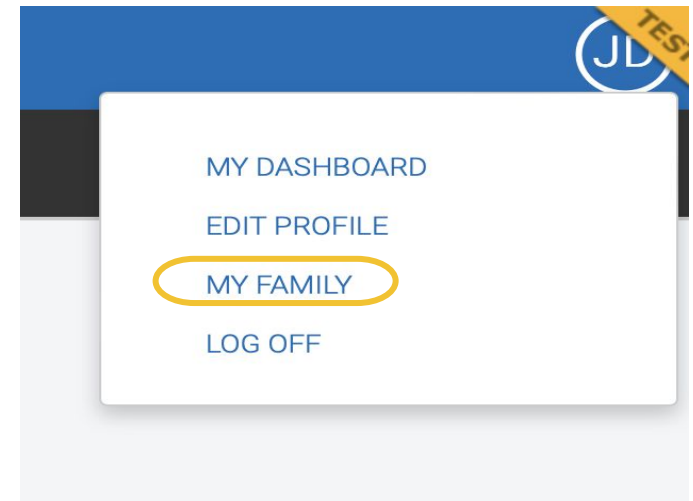
Request Code *

ACCEPT REQUEST

SAVE

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 'Add Another Member' form. The form has fields for 'Family Role', 'First Name', 'Last Name', 'Grade' (with a note 'for School Year 2023 - 2024'), and 'Attendee Email'. There are radio buttons for 'Male' and 'Female', and a checkbox for 'Family Admin (can edit members, register)'. A dropdown menu is open, showing a list of family roles: Father, Mother, Step Father, Step Mother, Grandfather, Grandmother, Uncle, Aunt, Husband, Wife, Legal Guardian, Friend of Family, Single, Child, Step Child, Grandchild, Niece, Nephew, Cousin, and Foster Parent. The 'Father' option is selected with a checkmark.

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.