TURKEY HILL RANCH FAMILY CAMP REGISTRATION PROCESS

This documentation will guide you through the process of registering for Family Camp at Turkey Hill Ranch. The process of registering is a bit different this year. An Adult (Ages 18-99) will register themselves AND their additional campers all in one process. <mark>**The Adult that's registering MUST be 18 years or older in order to select the program**</mark>. If you select your child (17 and under) as the one the registration will be on, you will not see the Family Camp program due to the child being under 18.

Step 1: Log In or Create New Account

On the **Online Registration Portal** page, please read the text in the *Click to View Important Message* field. Based on the information provided above, you will either log in on the left-hand side or create a new account.

Note: If you have been indicated as a contact for a camper (Parent/Guardian 1 or Emergency Contact), follow the instructions below on how to change your record to a Camper record (*See Step A: Changing a Contact Record to a Camper Record*).

If you have logged in, you will click on **Register (New)** button next to the **adult's name** (*Go to Step 2: Registration Process on page 3* of this documentation).

Don't see your name under the **Campers in Current Account**? Go to **Step A: Changing a Contact Record on page 2** of this documentation.

If you clicked on **Create New Account**, you will:
1. Create a Login
2. Create a Record (*this record should be for the adult ages 18-99*)
3. Go through Registration process (*Go to **Step 2: Registration Process on page 3** of this documentation*).

Step A: Changing a Contact Record to a Camper Record

If you were indicated as a contact for a camper or an organization record (church), you will log in and click on **Add Camper** button located at the top of your screen.

Select **Create a Camper in the same household as existing users account** button.

Select the record you want to create as a camper record and then click **Make the selected person above to a Camper** button.

Enter/Edit the required information for the record (indicated by an asterisk *) then click **Save/Next** at the bottom of your screen.
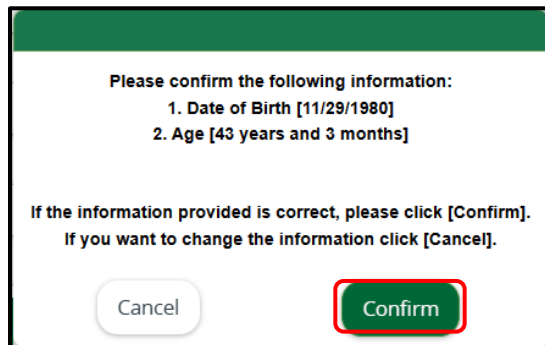
Confirm information by clicking on **Confirm** button. You will then start the registration process.

Please confirm the following information:
1. Date of Birth [11/29/1980]
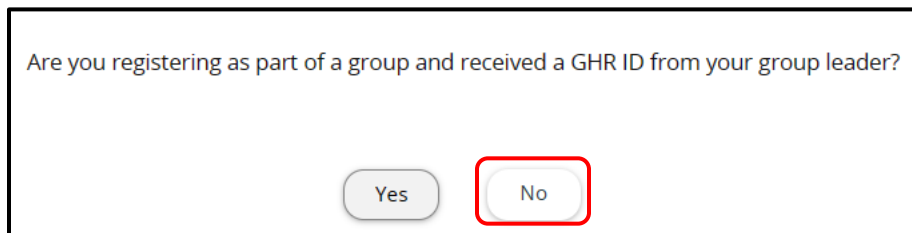2. Age [43 years and 3 months]

If the information provided is correct, please click [Confirm].
If you want to change the information click [Cancel].

Cancel   Confirm

Step 2: Registration Process

Step A: GHRID Page

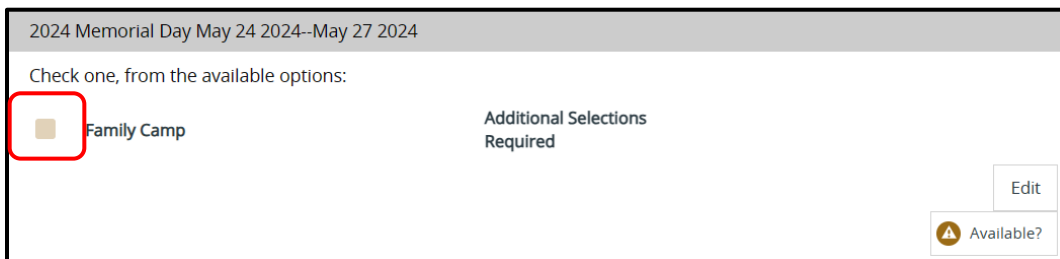No one has received a GHRID for the Family Camp program. Click **No**.

Are you registering as part of a group and received a GHR ID from your group leader?

Yes   No

Step B: Program Selection Page

Select **Family Camp** program by checking the checkbox.

2024 Memorial Day May 24 2024--May 27 2024

Check one, from the available options:

Family Camp   Additional Selections
                               Required

                                                    Edit

                                        ⚠ Available?

Note: You will NOT see a price the first time you select this program. You will be making additional selections in order for the price to show at the end.

Step C: Enter # of Participants Page

Enter the **# of Adults** (*including yourself*) and **the # of Children ages 17 & Under** in the yellow fields.

Note: If you are NOT bringing any children ages 17 and under, enter **0** into the yellow field.

When you enter in a #, you will then be prompted to either select the camper from the dropdown menu OR if you don't see the camp in the dropdown menu, uncheck **Pick From Contacts** and manually enter in the information for that camper (*see **Uncle Wyse** as an example in the screenshot below*).

Anything that is yellow on this page, or has red text with an asterisk indicates the information is required. If something is greyed out, skip over it.

Once you have entered yourself and your additional campers on this page, click **Save/Next**

Step D: Categories Page

The Categories pages are how the charges will be applied to the program. After you have made your selections, you will be routed back to this screen every time.

Lodging

Click on **Make Selections** button.

Enter the **# of rooms next to the lodging selection** you wish to request needed for you and your family based on the **Min-Max (Person)** criteria. If something is unavailable, you will see red text underneath the option and you cannot select it. Click **Save/Next** to confirm your selection and you'll be taken back to the *Categories* page.

Fees

Click on **Make Selections** button.

To apply the fees appropriately, enter the # of guests that are coming with you. If your family number exceeds 3, you will enter **3** in the first section, and then the rest of the # of guests you're bringing in the bottom section.

After entering in the information below, click **Save/Next** and you'll be taken back to the *Categories* page.

Example:
- **If I am bringing a family of 3**, I would enter **3** in the # of Guests (Max of 3).
- **If I am a family of 8**, I would enter **3** in the # of Guests (Max 3) section AND **5** in the # of Additional Guests (4 or More) section (totaling to **8** guests).

	Count	Min-Max (Person)	Fees	Total		
# of Guests (Max of 3) Available (297)	3	1-3	$60.00	$180	❌	Available?
# of Additional Guests (4 or More) Available (300)	0	4-99	$0.00	$0	❌	Available?

Fees Charges:		$180.00
Total Tax:		$0.00
Total Fees:		$180.00

Prev   Save/Next

Step E: Categories Page (Completion)

AFTER YOU HAVE MADE YOUR SELECTIONS IN BOTH LODGING & FEES CATEGORIES.

Click **Save/Next** to continue.

Step F: Financial Overview Page

You will be brought to the **Financial Overview** page where you will see the breakdown of the charges for Family Camp.

Click **Save/Next** to continue.

Step G: Program Selection Page (Confirmation)

You will be brought back to the "Program Selection" page you saw in the beginning. THE DIFFERENCE THIS TIME IS THAT YOU WILL SEE A PRICE. Don't uncheck anything. Just click **Save/Next** to continue on.

2024 Memorial Day May 24 2024--May 27 2024	
Check one, from the available options:	
☑ Family Camp	$180.00
	Edit

Prev — Save/Next Available?

Step H: Emergency Contact

Select an **Emergency Contact** in the dropdown menu OR you can click on **Add New Contact** if you want to indicate someone different to be an emergency contact for you. If there's info missing, click on **Edit Contact** button and fix what is indicated that is missing (yellow highlight w/ red text & asterisk).

Click **Save/Next** to continue.

Alternate Emergency Contact

Select Alternate Emergency contact from available contacts: *

Dwight Wyse ⌄   Edit Contact   Add New Contact

Additional Contacts

Mother Wyse	Contact	(P) 39 Southgate Ct Harrisonburg VA 22801 US	555-555-5555	(P) derek@Campwise.com
Edit Contact				
Sister Wyse	Contact	(P) 39 Southgate Ct Harrisonburg VA 22801 US	(P) 111-111-1111	(P) derek@Campwise.com
Edit Contact				
Uncle Wyse	Contact		(P) 888-888-8888	

Prev — Save/Next

Step I: Online Forms Page

No forms are requested to be completed.

Click **Save/Next** to continue.

Step J: What Would You Like to Do Next Page

You've completed the required items in the registration process. The next step would be to **Make a Payment** to secure your spot for Family Camp. On this page, click **Make Payment** button to be taken to the payment process.

Step 3: Payment Process for Family Camp

Step A: Process Selected Campers

On this page, you will notice that there will be a good amount of red text and a "Missing Req. Data" message next to your other campers. **IGNORE THIS MESSAGE**. Make sure the Adult that's registering everyone is the ONLY camper selected (blue text) then click on the **Process Selected Campers** button.

Step B: Enter Amount You Wish to Pay

The full amount is entered by default on the right-hand side. You do have the option to make a payment between $60.00 to the full balance. If you wish to pay just the minimum deposit of $60, enter that amount in the field below.

Click **Save/Next** to continue.

Your Progress Indicator For Completing Registration Payment

✓ ② ③ ④

| Select | Registration | 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: $60.00

Father Wyse 2024 Memorial Day (05/24/2024-05/27/2024)   **Reg Bal: $180.00**

[Min Pmt. Amt. is $60.00 Enter Pmt. Amt. of $60.00 to $180.00]   60.00

← Prev   Save/Next →

Step C: Enter Method of Payment

Select the method of payment you wish to use and enter in your payment information.

Click **Save/Next** to continue.

Click on **Process Payment** button to process your payment.

Click **Continue** to complete payment process.

Note: If you selected *Mail-In Check*, you will remain at the *Incomplete* status until the camp receives your check in the mail and enters in that payment on your record.

Step D: Confirmation Page—Registration Completed

After you have processed your payment, you will be brought to this page. This page indicates you have completed the registration process for Family Camp and you do not have to do anything else. You do have options on this page you can select from.

You can:
- Click on the **Print** button to print out a receipt.
- Click on the **Dashboard** button to go to the dashboard page in the Online Registration portal.
- Click on **Logout** button to log out.

Make Payment

Click **Print** to print a copy of the receipt.
Click **Dashboard** to go back to your account, review and download available forms.
Click **Logout** to leave the online registration system.

| Logout | Dashboard | Print |

Payment Receipt

Turkey Hill Ranch Bible Camp
13489 Maries Road 301
65582 MO
Ph#: 573-744-9293 Email: turkeyhillranchbiblecamp@gmail.com

Registration Selections and Payment Amounts	
Name	**Reg Pmt**
Father Wyse 2024 Memorial Day (05/24/2024-05/27/2024) -Family Camp	$60.00
Sub Totals	$60.00
Registration Payment Total	$60.00
Total Discount Applied: (Coupons, Automatic & Requested Discounts Included)	$0.00
Service Fee	
Service Fee Amount	$0.00

Payment Details		
Payment Type:	Mail-In Check	
Check #:	CWTEST Name on Check:	CWTEST
Check Amount:	$60.00	

| Logout | Dashboard | Print |

Need Assistance?

If you are needing technical assistance, you can call the technical support line at 866-433-4548. Technical Support does NOT remove registrations or take payments over the phone. You will need to call the camp directly. If you have camp specific questions or need to *Edit/Remove* your registration, please call Turkey Hill's number at 573-744-9293.