

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. **The Adult that's registering MUST be 18 years or older in order to select the program.** 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.

The screenshot shows a web interface with two main sections. The left section, titled 'Already have an online account? Login here', contains a login form with fields for 'Username:' (containing 'dowse') and 'Password:' (masked with dots). There is a 'Reload App' button with a circular arrow icon, a 'LOGIN' button with a key icon, and links for 'Forgot Username?' and 'Forgot Password?'. The right section, titled 'Are you a new user? Create a new account here', contains a list of benefits for creating an account: 'Return to view or edit forms', 'Return to fill out additional forms', 'Continue a partially completed form or registration', and 'Return to register online for camp again next year'. Below this list is a 'Create New Account' button with a checkmark icon.

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.

Add Camper

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

Create a Camper in the same household as
existing users account

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

☒ Father Wyse

☐ Mother Wyse

Make the selected person above to a
Camper

Create a new Camper

Enter/Edit the required information for the record (indicated by an asterisk *) then click **Save/Next** at the bottom of your screen.

Progress Indicator for Completing Registration

1

Camper

2

Registrations

Current Camper: Father Wyse

Camper Personal Information

First Name: *

Middle Name:

Last Name: *

Father

Wyse

Preferred Name:

Birth Date: (Click to display calendar) *

11/29/1980

Gender *

Male

Camper Photo: (Photo already exists, click button below to change.)

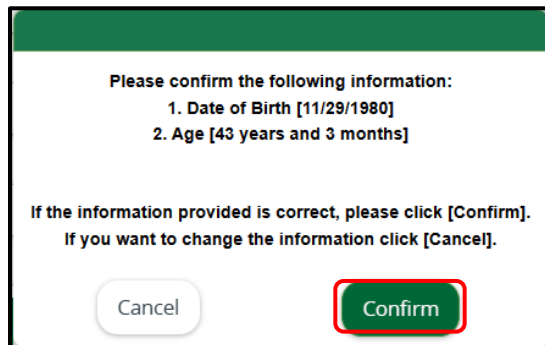
Choose File

No file chosen

Camper Address Information

Save/Next

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]

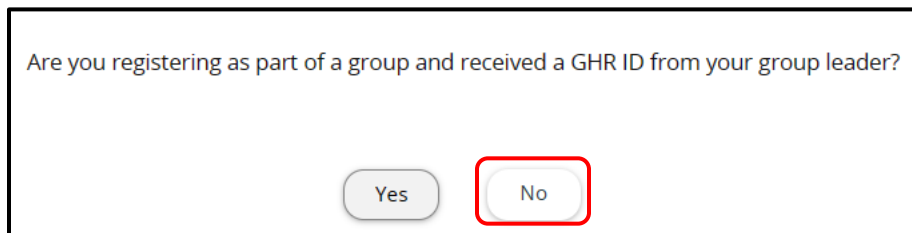
If the information provided is correct, please click [Confirm].
If you want to change the information click [Cancel].

Cancel Confirm

Step 2: Registration Process

Step A: GHRID Page

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

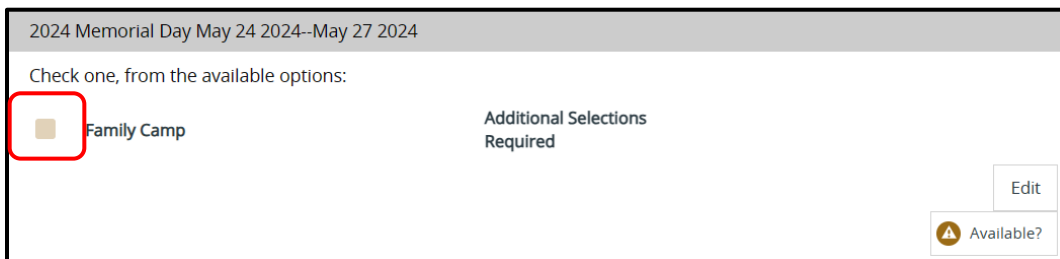


Are you registering as part of a group and received a GHR ID from your group leader?

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.

Family Camp Adult Ages 18+	Enter # of Family Camp Adult Ages 18+ : *	<input type="text"/>	Add More +
Enter the # of Family Camp Adult Ages 18+ and tab out of the field to create blank rows. Use the [Add More] buttons to add one row at a time.			
Family Camp Child Ages 17 and Under	Enter # of Family Camp Child Ages 17 and Under : *	<input type="text"/>	Add More +
Enter the # of Family Camp Child Ages 17 and Under and tab out of the field to create blank rows. Use the [Add More] buttons to add one row at a time.			

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*).

Family Camp Adult Ages 18+	Enter # of Family Camp Adult Ages 18+ : *	3	Add More +		
First Name*	Last Name*	D.O.B.*	Grade	Gender*	Phone*
<input checked="" type="checkbox"/> Pick From Contacts?	Valid age (43) as of 05/24/2024				
Father Wyse	11/29/1980	None	Male	555-555-5555	
<input checked="" type="checkbox"/> Pick From Contacts?	Valid age (43) as of 05/24/2024				
Mother Wyse	11/29/1980	None	Female	555-555-5555	
<input type="checkbox"/> Pick From Contacts?	Valid age (41) as of 05/24/2024				
Uncle	Wyse	11/20/1982	Select...	Male	888-888-8888
Family Camp Child Ages 17 and Under	Enter # of Family Camp Child Ages 17 and Under : *	0	Add More +		
Enter the # of Family Camp Child Ages 17 and Under and tab out of the field to create blank rows.					

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.

Attendees Information

Review/Accept Selections

Please click [Review/Accept Selections] to review and accept your Attendees Information choices and charges. In order for your choices to be added, you will need to click the button and click [Save/Next] on the next screen.

Lodging

Make Selections

Please click [Make Selections] to add/edit your Lodging. You will need to click [Make Selections] then pick your choices by providing the appropriate count and click [Save/Next] on the next screen.

Fees

Make Selections

Please click [Make Selections] to add/edit your Fees. You will need to click [Make Selections] then pick your choices by providing the appropriate count and click [Save/Next] on the next screen.

Prev

Save/Next

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.

Lodging

	Count	Min-Max (Person)	Fees	Total	
# of Oak Rooms Available (29)	1	1-4	\$0.00	\$0	Available?
# of Cedar Lodge Available (11)	0	5-11	\$0.00	\$0	Available?
# of Bunkhouse Available (10)	0	5-13	\$0.00	\$0	Available?
Lodging Charges:				\$0.00	
Total Tax:				\$0.00	
Total Lodging:				\$0.00	

Prev

Save/Next

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).

Fees

	Count	Min-Max (Person)	Fees	Total		
# of Guests (Max of 3) Available (297)	<input type="text" value="3"/>	1-3	\$60.00	\$180		Available?
# of Additional Guests (4 or More) Available (300)	<input type="text" value="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.

Attendees Information Review/Accept Selections

Please click [Review/Accept Selections] to review and accept your Attendees Information choices and charges. In order for your choices to be added, you will need to click the button and click [Save/Next] on the next screen.

Lodging Make Selections

Please click [Make Selections] to add/edit your Lodging. You will need to click [Make Selections] then pick your choices by providing the appropriate count and click [Save/Next] on the next screen.

Fees Make Selections

Please click [Make Selections] to add/edit your Fees. You will need to click [Make Selections] then pick your choices by providing the appropriate count and click [Save/Next] on the next screen.

← Prev Save/Next →

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.

Review Selections

	Count	Fees	Total
# of Oak Rooms	1	\$0.00	\$0
Lodging Charges:			\$0.00
Total Tax:			\$0.00
Total Lodging:			\$0.00
Fees			
	Count	Fees	Total
# of Guests (Max of 3)	3	\$60.00	\$180
Fees Charges:			\$180.00
Total Tax:			\$0.00
Total Fees:			\$180.00
Final Total:			\$180.00

Minimum Deposit at this time to confirm your reservation is \$60.00

← Prev Save/Next →

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
<div>Edit Contact</div>				
Sister Wyse	Contact	(P) 39 Southgate Ct Harrisonburg VA 22801 US	(P) 111-111-1111	(P) derek@Campwise.com
<div>Edit Contact</div>				

Prev

Save/Next

Step I: Online Forms Page

No forms are requested to be completed.

Click **Save/Next** to continue.

Online Forms

You have no forms to complete at this time. Click on [Next] to go to the next step.

← Prev

Save/Next →

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.

What would you like to do?

Register additional Campers.
System will take you to the [Home] page where you can use [Add Camper] to add additional Campers.

Make Payment.
System will take you to the [Make Payment] page where system will validate and prepare Campers for making payment.

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.

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
Abby (CW Test) Wyse	\$0.00	\$0.00	No Balance Due	
Brother Wyse	\$0.00	\$0.00	No Balance Due	
Dwight Wyse	\$0.00	\$0.00	No Balance Due	
Father Wyse	\$180.00	\$0.00	Selected	Deselect
Mother Wyse	\$0.00	\$0.00	Missing Req. Data	Details
Sister Wyse	\$0.00	\$0.00	No Balance Due	
Uncle Wyse	\$0.00	\$0.00	Missing Req. Data	Details

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

Reg Bal: \$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.

Method of Payment

You will be charged \$60.00 today.

Select your Method of Payment

☒ Credit Card ☐ eCheck ☐ Mail-In Check

Enter Payment Details below

VISA

MasterCard

AMERICAN EXPRESS

DISCOVER

Card #: *

Expiration Month: *

Expiration Year: *

Sec. Code: *

Name on Card: *

Postal/Zip Code: *

Card Amount: *

Select...

Select...

\$60.00

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.

Prev

Save/Next

Dashboard

Process Payment

Process Payment Confirmation

All selections are made and all data entered for making payments for the selected Campers.

Are you ready to continue and process the payment?
If yes click [Continue], if no click [No].

No

Continue

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.

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.

LogoutDashboardPrint

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
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Payment Details

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

LogoutDashboardPrint

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.