

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

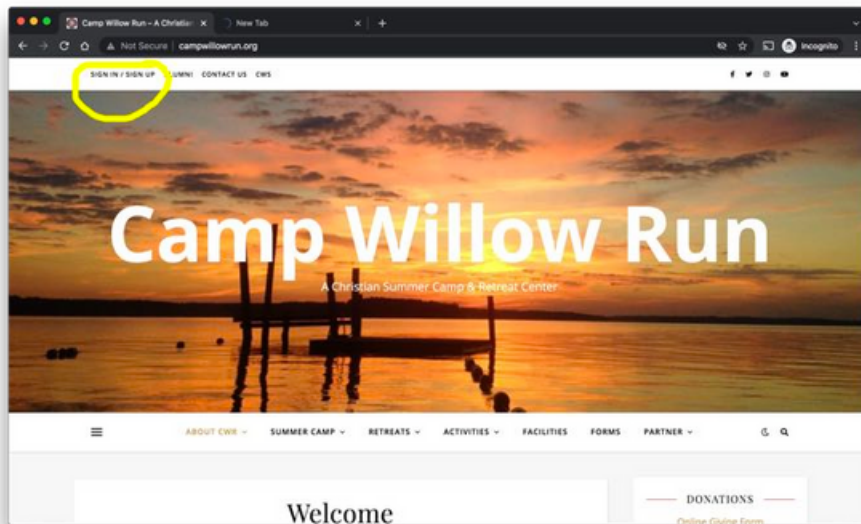
2023 Summer Registration Guide

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

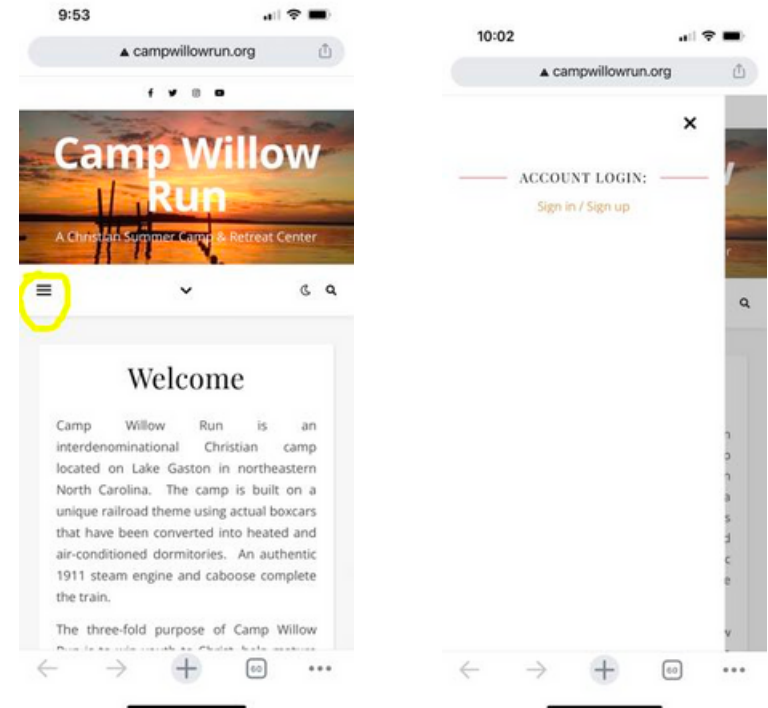
A few reminders and pointers as you plan ahead:

- 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:

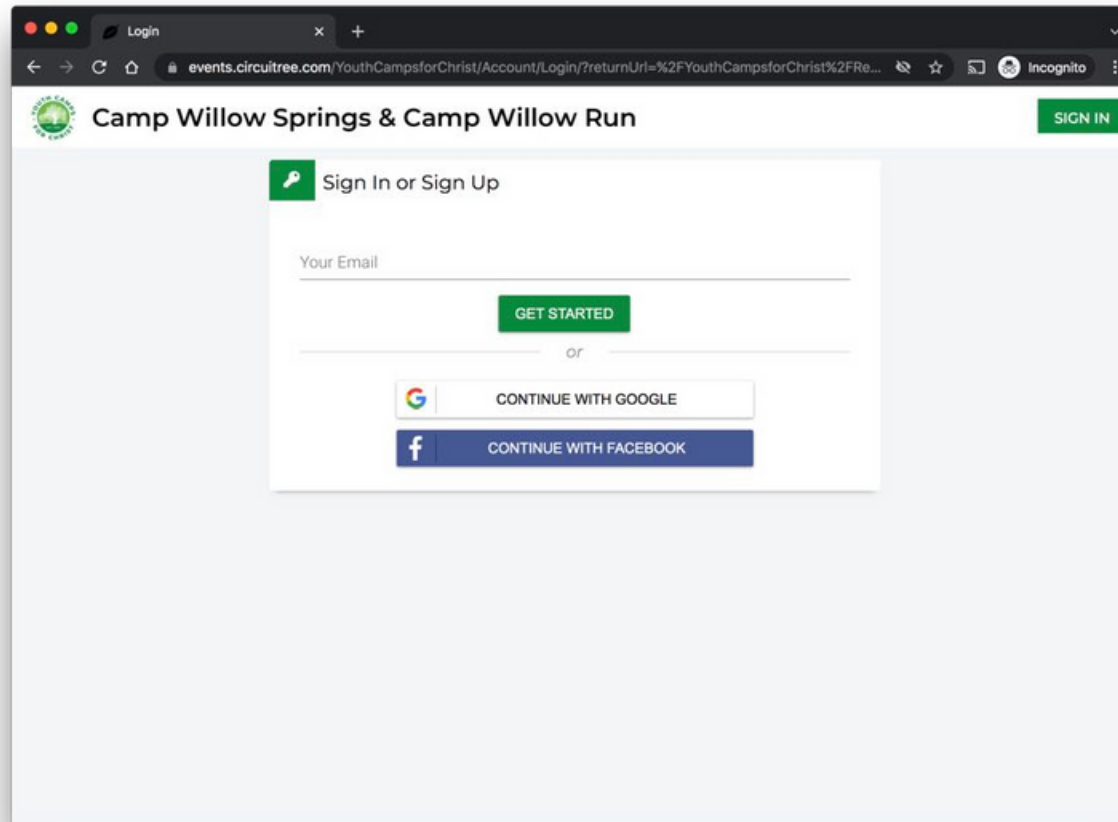


Mobile/tablet view:



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

Registration Type

events.circultree.com/YouthCampsforChrist/Registration/RegistrationType/

Camp Willow Springs & Camp Willow Run

SIGN IN

Who are you registering?

REGISTER MY CHILDREN

SIGN IN FOR QUICKER ACCESS

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.

Registration Type

events.circultree.com/YouthCampsforChrist/Registration/RegistrationType/

Camp Willow Springs & Camp Willow Run

SIGN IN

Who are you registering?

REGISTER MY CHILDREN

How many are registering?

- 2 +

Name	Gender	Grade
Johnny	Male	10th
Janie	Female	4th

For School Year 2023 - 2024

GET STARTED

SIGN IN FOR QUICKER ACCESS

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

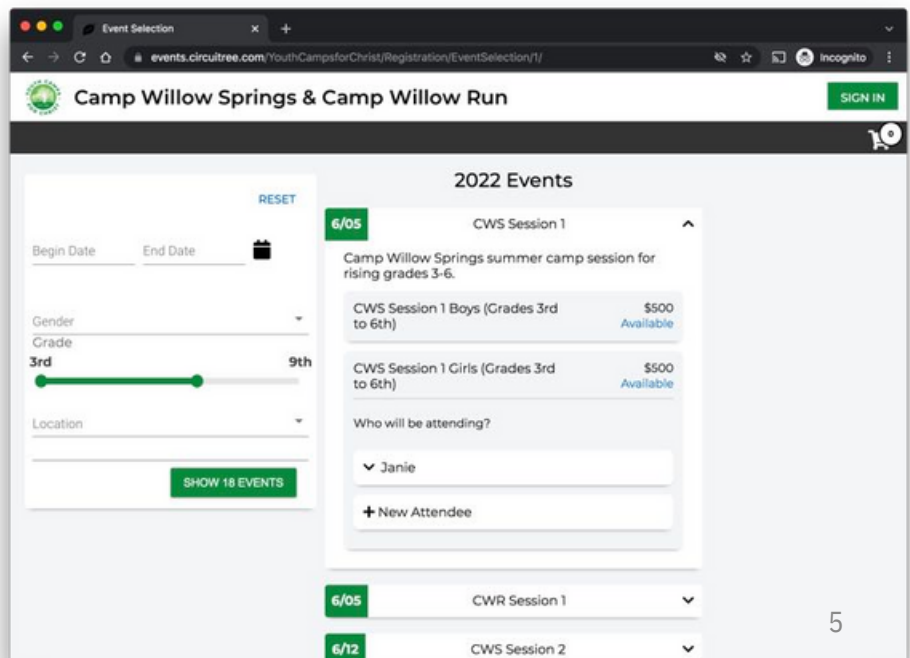
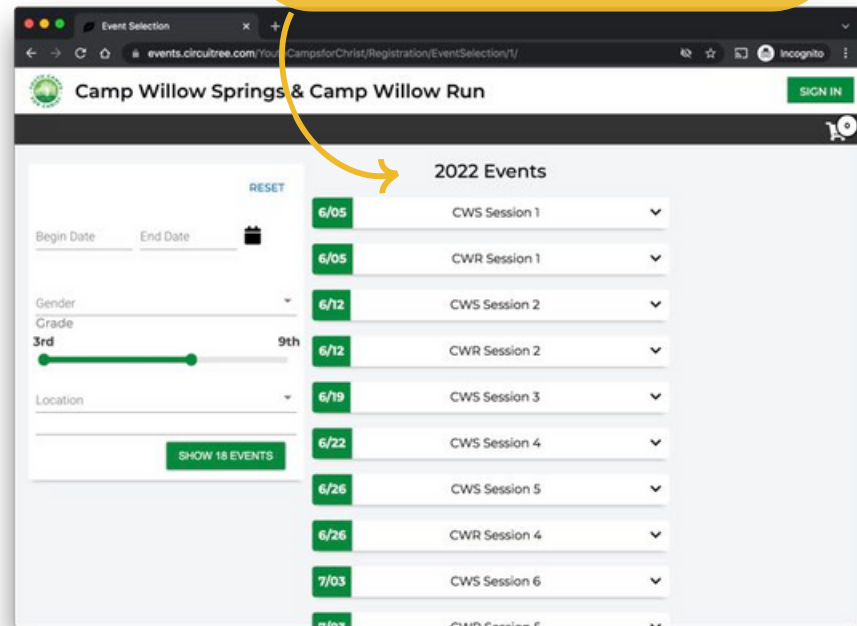
This page will automatically display eligible camp sessions for your camper(s).

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.

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

6

Click “CONTINUE” to proceed.

Camper Assignment

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

Camp Willow Springs & Camp Willow Run

We need a little more information

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

+ Add Another Event

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.

Payment

events.circuitree.com/YouthCampsforChrist/Registration/Payment/Child/?regId=cKxwYnQgeUQK...

Camp Willow Springs & Camp Willow Run

< Back to Event Selection

Summary

Janie Doe CWS Session 1 - Girls	\$504.50
Johnny Doe CWR Session 4 - Boys	\$504.50
Subtotal	\$1,000.00
Taxes and Fees	\$9.00
Total	\$1,009.00
Balance due on 5/10/2022	\$1,009.00

Promo Code

Payment Amount

Due Now	\$100.00
Full Amount	\$1,009.00

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.

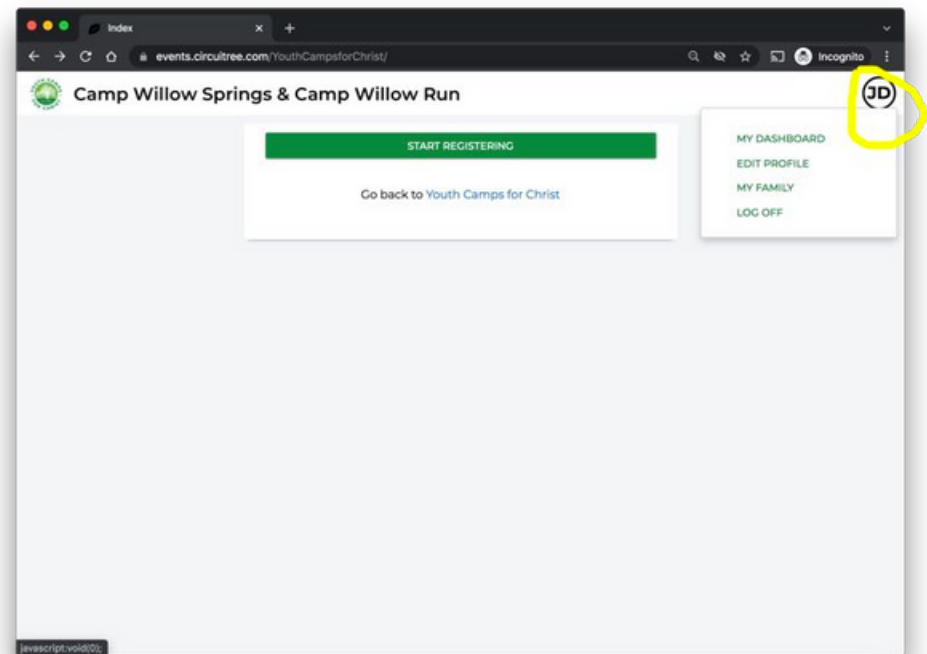
Click the “Pay” button at the bottom of the page once you have confirmed reading the Youth Camps For Christ, Inc. Terms & Conditions.

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

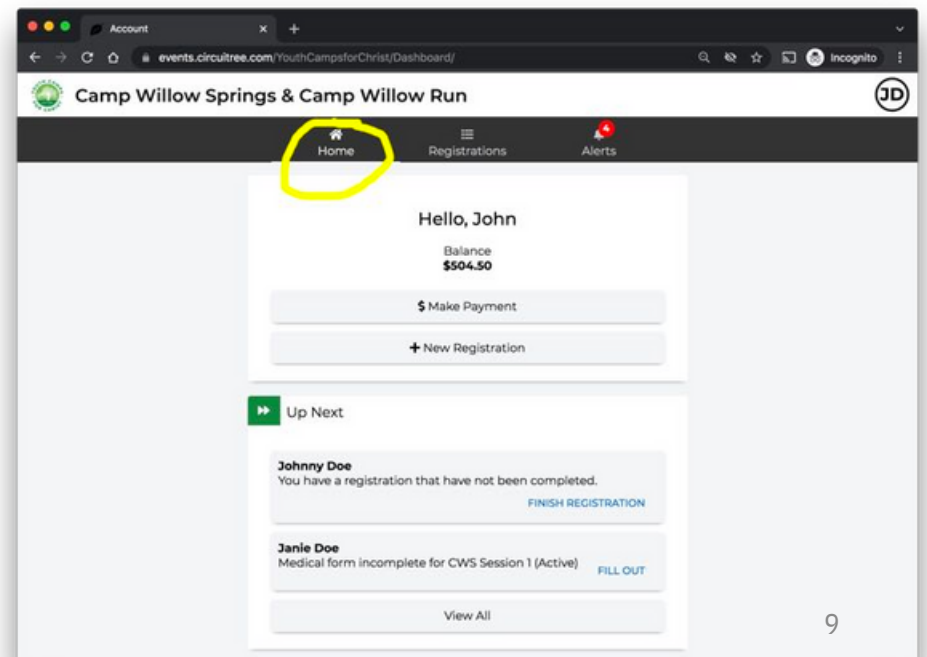
Additional registration steps will continue from your account dashboard.

The screenshot shows a web browser window with the title "Payment" and the URL "events.circuitree.com/Y...". The page header includes the event name "Camp Willow Springs & Camp Willow Run" and a "Back to Event Selection" link. The main content area is divided into two sections. The top section, titled "Payment Method", contains three options: "Due Now" for \$50.00 (selected with a green checkmark), "Full Amount" for \$504.50, and "Other Amount". The bottom section, titled "Payment Method", contains a form for adding a payment method. It has two tabs: "Credit Card" (selected) and "E-Check". The form fields include: Card Number (with Visa, Mastercard, and American Express logos), Security Code, Expiration Date (mm/yy), Account Holder Name (John Doe), Country (United States), Address Line 1, Address Line 2, City, State, and Zip Code. At the bottom of the form, there is a checkbox labeled "I have read and agree to the Terms and Conditions" which is checked. A large green "PAY \$50.00" button is located at the bottom of the page.

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.

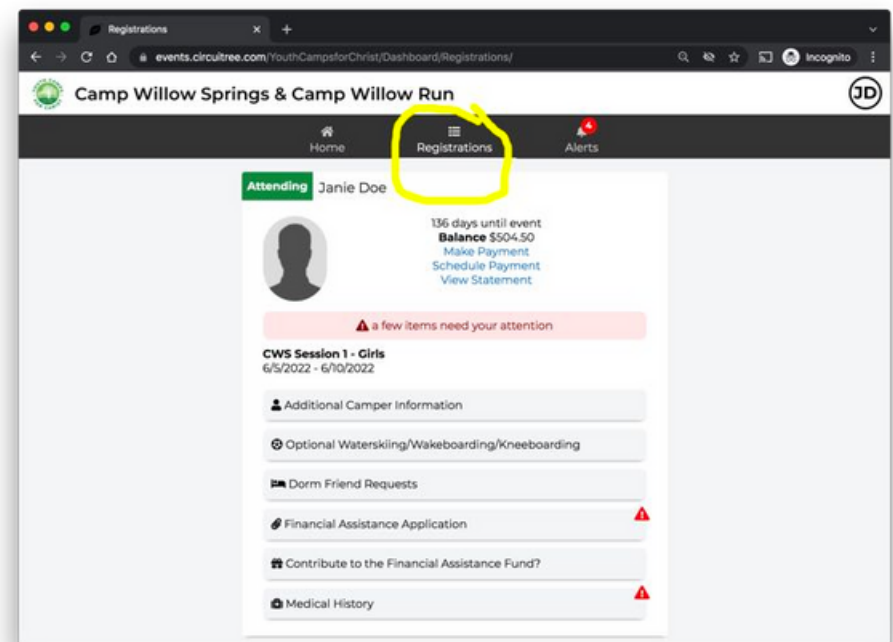
For 2023, CWR campers in Grades 7-9 sessions will participate in all recreation activities on a rotation basis. Campers will not have to preregister for activities.

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.

CWR campers in Grades 10-CF and 9-CF sessions will participate in daily recreation sign-ups.

If you would like to enroll in the optional activities of water-sports, crafts, or model rocketry they have limited spaces and are available on a first-come first-serve basis. These activities have an additional fee and are optional.

If you click on the optional water-sports, crafts, model rocketry 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 “Boxcar Friend Requests” steps below:

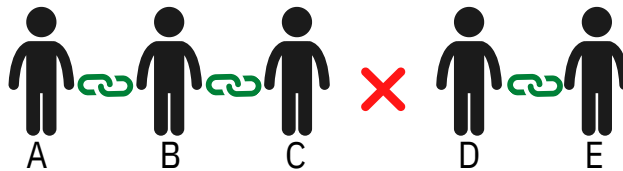
The “Boxcar Friend Requests” is optional and allows you to coordinate with friends to submit roommate confirmed requests.

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.

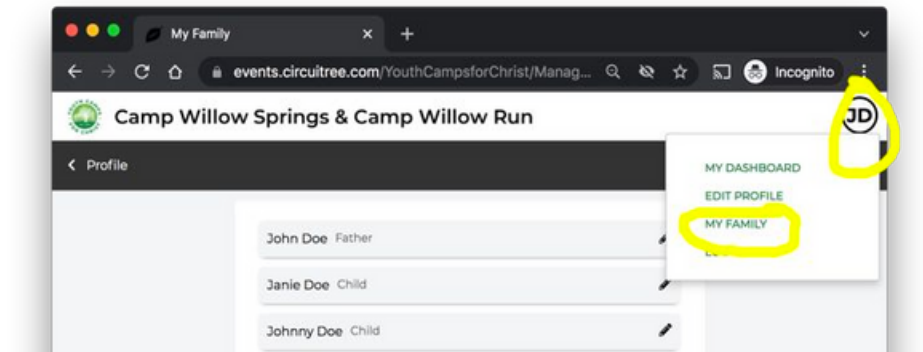
You can send a request to a friend by submitting the camper’s name and their parent’s email.

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 boxcar configurations to be created.

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' page on the events.circuitree.com website. The page shows a form to add a family member. The form fields include: Name (John Doe), Relationship (Father), First Name (John), Last Name (Doe), Grade (for School Year 2021 - 2022), Attendee Email (john.doe@campwillowrun.org), and Gender (Male selected). A checkbox labeled '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'. A list of family members is visible at the bottom: John Doe (Father), 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 open, showing a list of options: Father (selected with a checkmark), Mother, Step Father, Step Mother, Grandfather, Grandmother, Uncle, Aunt, Husband, Wife, Legal Guardian, Friend of Family, Single, and Foster Parent.