

Camp Willow Run

2025 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 will be Monday, February 3, Tuesday, February 4, and Wednesday, February 5, 2025.

Monday, February 3, 2025

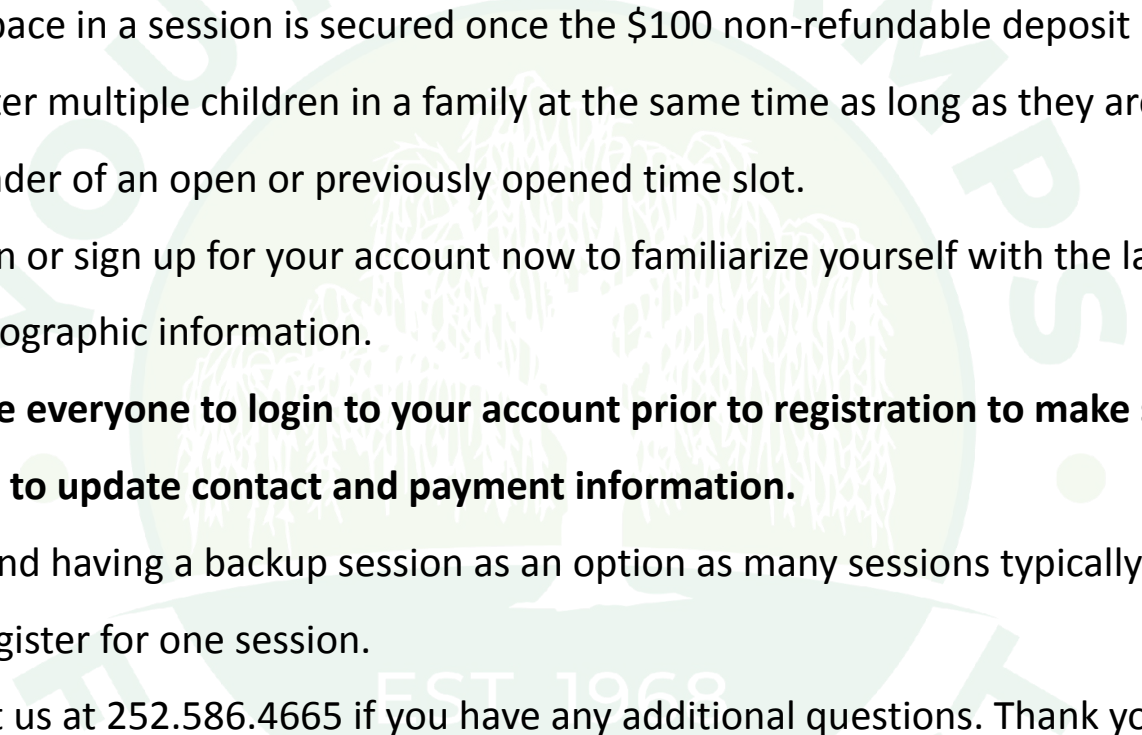
- 9:30am EST - Camp Willow Springs Girls (Grades 3-6)
- 11:30am EST - Camp Willow Springs Boys (Grades 3-6)

Tuesday, February 4, 2025

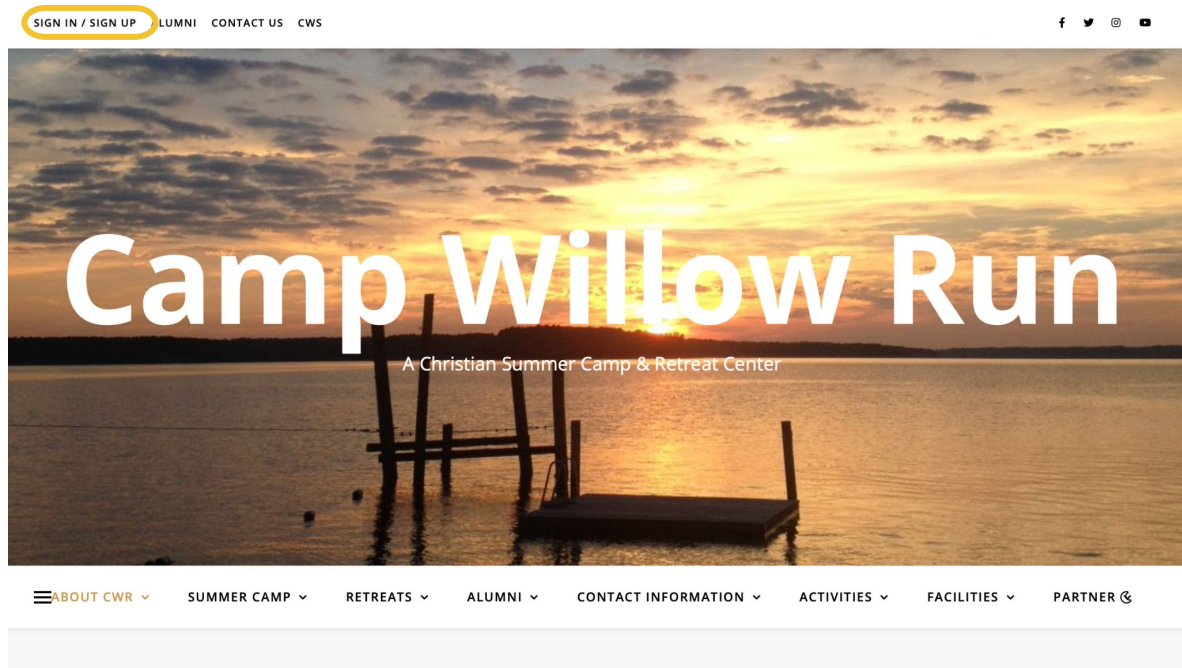
- 9:30am EST - Camp Willow Run Girls (Grades 10-12)
- 11:30 EST - Camp Willow Run Boys (Grades 10-12)

Wednesday, February 5, 2025

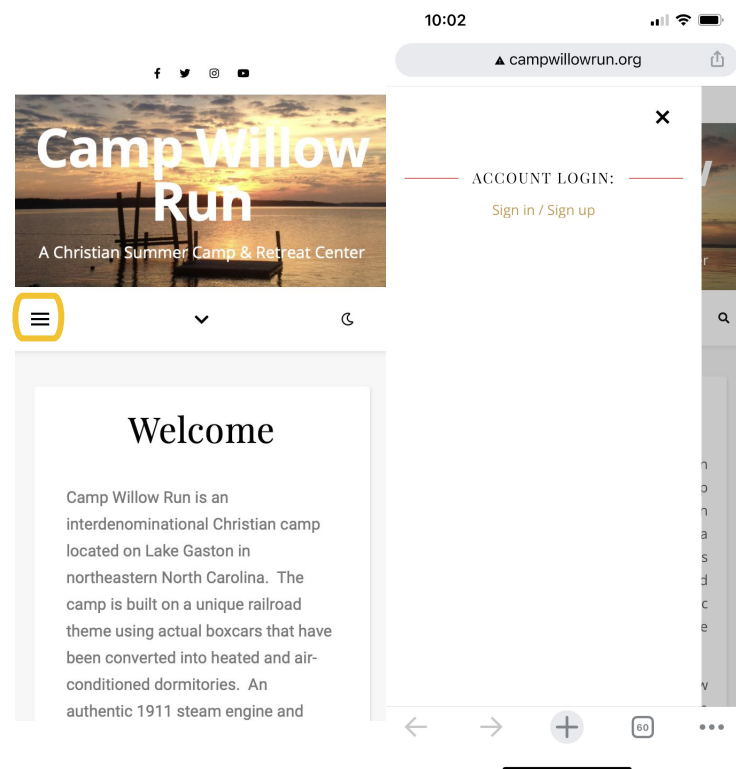
- 9:30am EST - Camp Willow Run Girls (Grades 7-9)
- 11:30am EST - Camp Willow Run Boys (Grades 7-9)

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- Your child's space in a session is secured once the \$100 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 and gender 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.
 - **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.**
 - We recommend having a backup session as an option as many sessions typically fill quickly.
 - Please only register for one session.
 - Please contact us at 252.586.4665 if you have any additional questions. Thank you!

Desktop view:

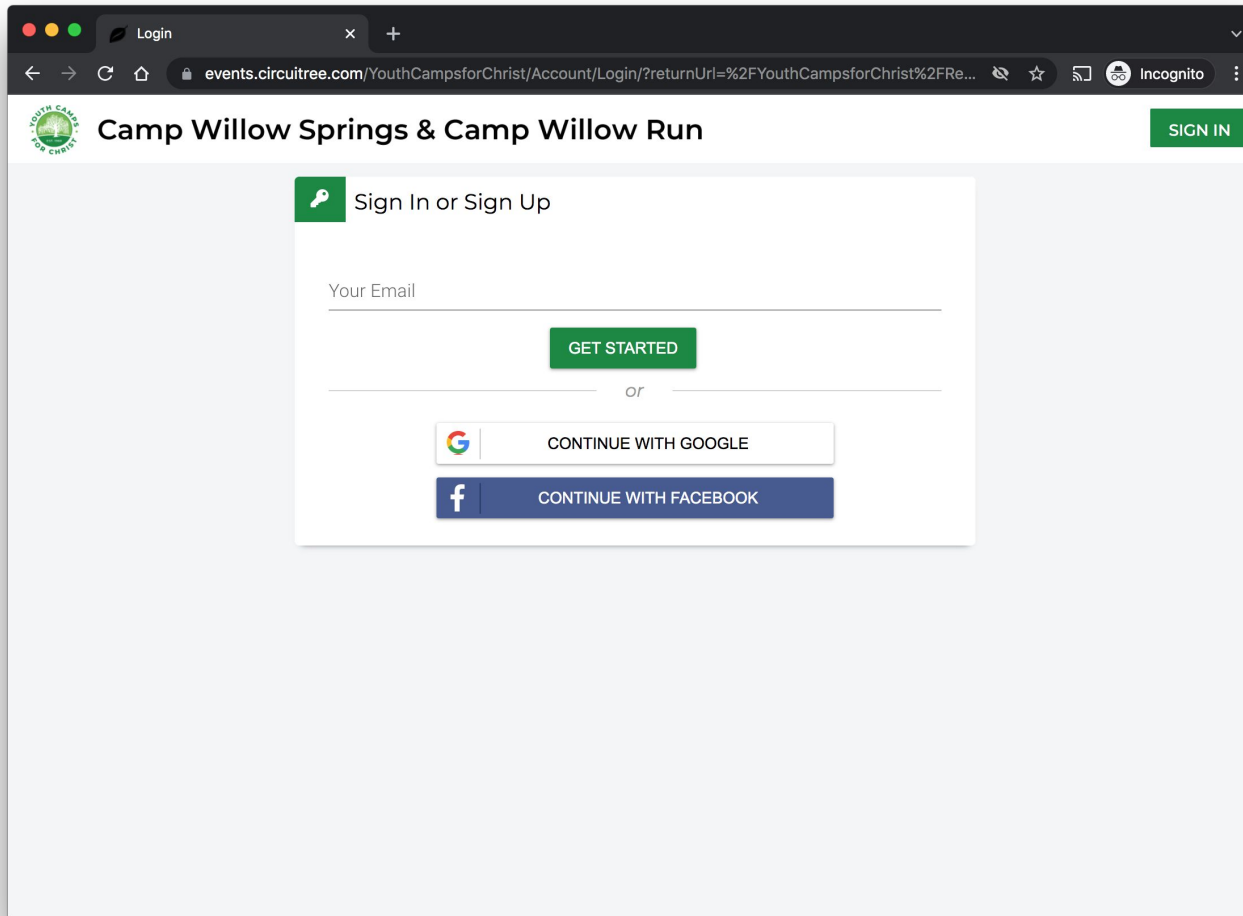


Mobile/tablet view:



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

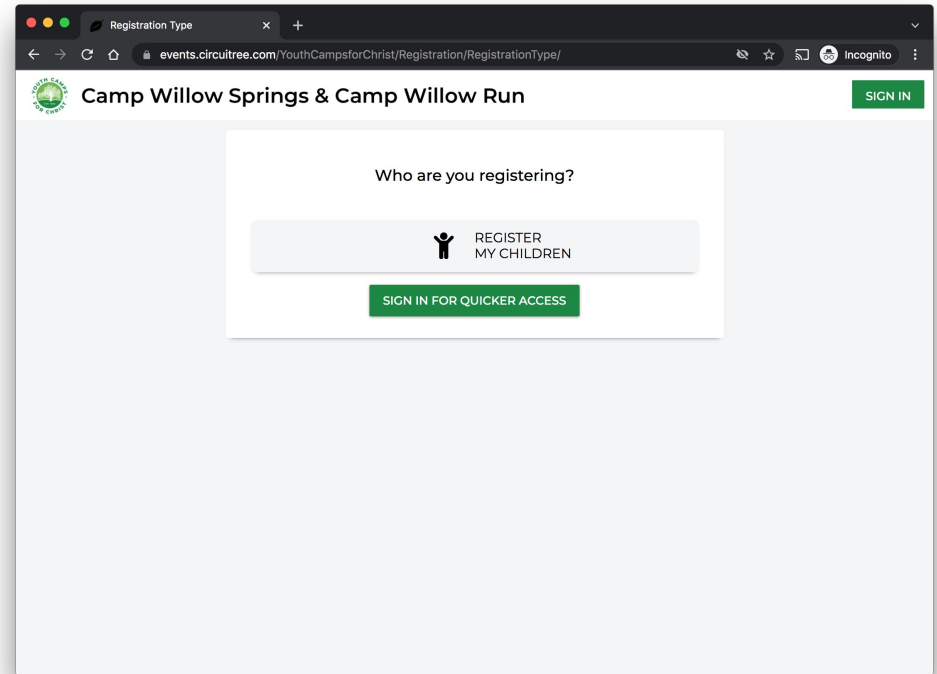
Note, if you are on mobile or a tablet, click the three line “hamburger menu” on the left side to access the “Sign in / Sign up” link.



If you have previously enrolled a camper at CWS/CWR, please click “SIGN IN” in the upper right corner. 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.

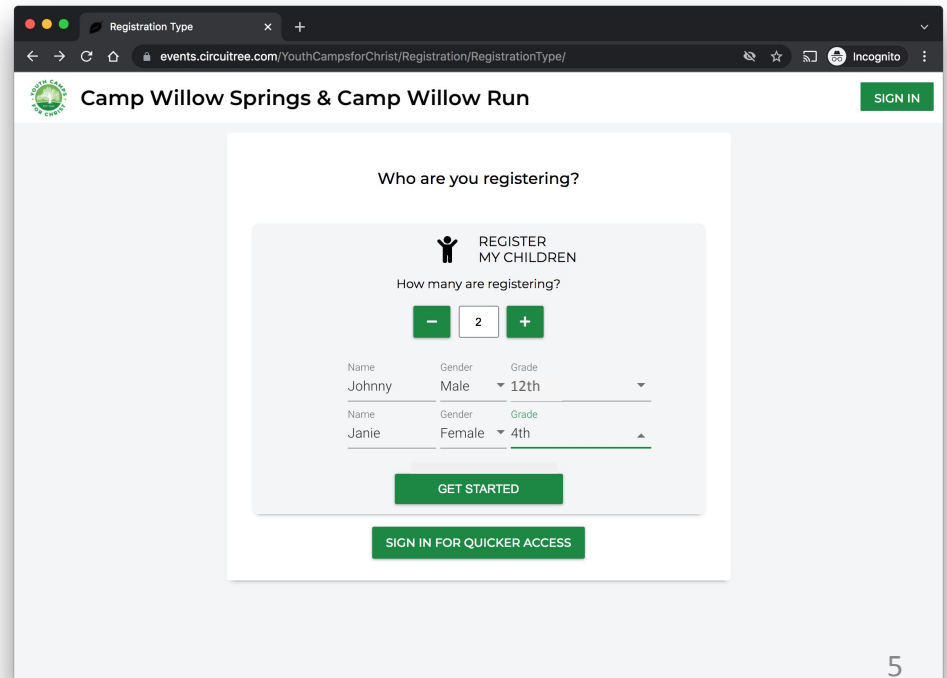


Specify how many children you would like to enroll.

You may enroll multiple children at once as long as they are in the same grade group and gender 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 2025).

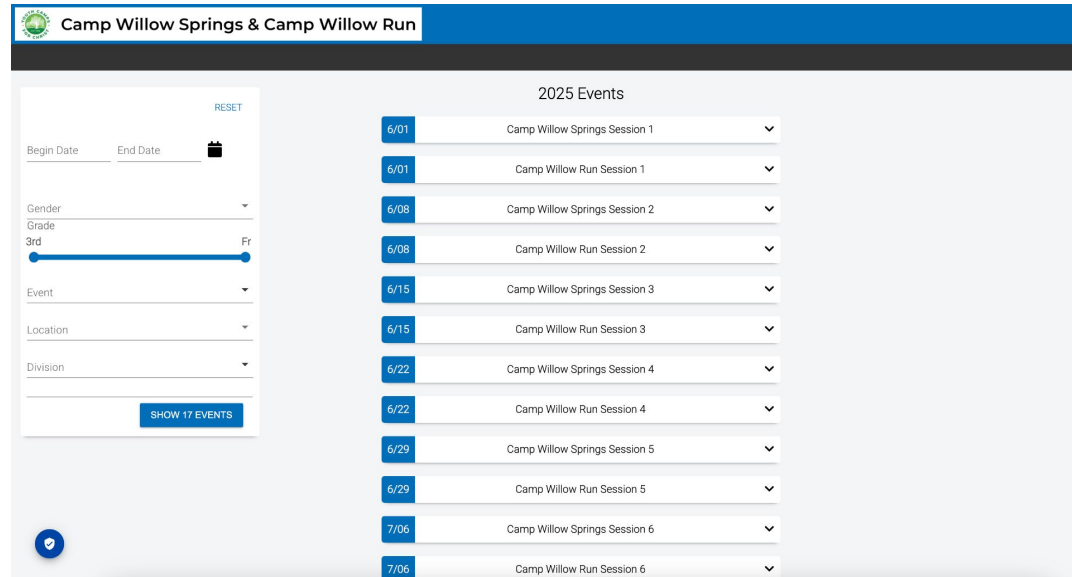
Click “GET STARTED” to continue.



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

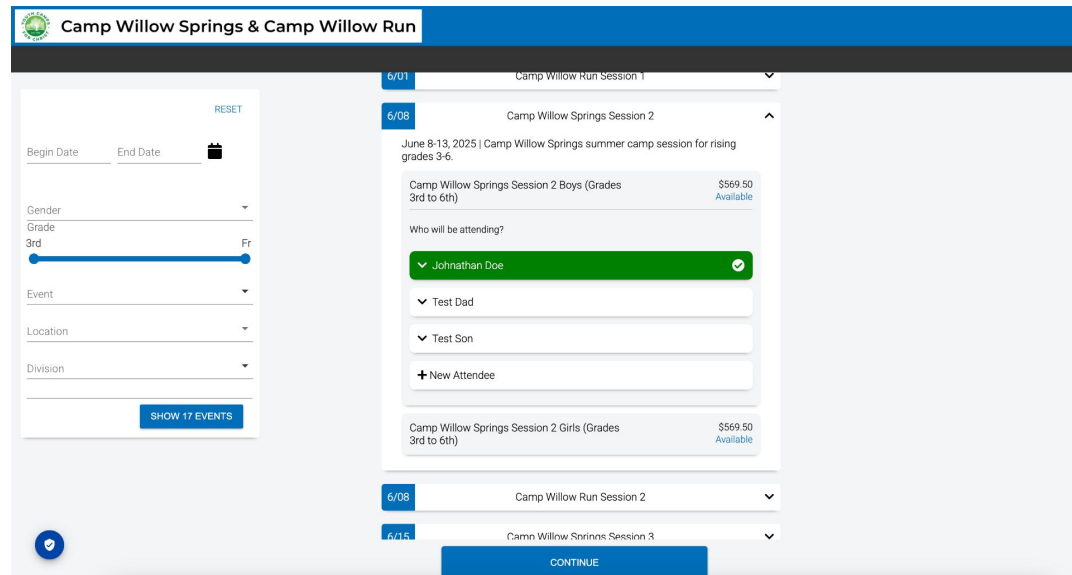
If desired, you can use the filters to narrow the list to specific sessions.

In this example, sessions for campers Janie (in rising 4th grade) and Johnny (in rising 12th grade) are displayed.



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.

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.

The screenshot displays a web application interface for "Camp Willow Run". The top navigation bar includes the "Camp Willow Springs & Camp Willow Run" logo and a user profile icon labeled "JD". A shopping cart icon with a "1" notification is also present.

The main content area is titled "6/15 Camp Willow Run Session 3". Below the title, a description reads: "June 15-21, 2025 | Camp Willow Run summer camp session for rising 10th grade through rising college freshman." A session card is shown with the title "Camp Willow Run Session 3 Boys (Grades 10th to College Freshman)" and a price of "\$619.50 Available".

A modal form titled "Who will be attending?" is open, showing details for "Johnny Doe". The form includes fields for "First Name" (Johnny), "Last Name" (Doe), and "Grade" (College Freshman). A note specifies "for School Year 2025 - 2026". The "Gender" field is set to "Male" with a radio button, and a red error message below it states "Gender cannot be edited." The form has "CANCEL" and "SAVE" buttons.

At the bottom of the modal, there is a "+ New Attendee" button. Below the modal, a large blue "CONTINUE" button is visible.

The left sidebar contains a "RESET" button and several filter sections: "Begin Date" and "End Date" with a calendar icon; "Gender" with a dropdown arrow; "Grade" with a range from "3rd" to "Fr" and a blue slider; "Event" with a dropdown arrow; "Location" with a dropdown arrow; and "Division" with a dropdown arrow. A "SHOW 17 EVENTS" button is located at the bottom of the sidebar.

Click "CONTINUE" to proceed.

The screenshot displays a payment summary for 'Camp Willow Springs & Camp Willow Run'. The page header includes the event name and a user profile icon 'JD'. A navigation bar at the top left has a 'Back to Event Selection' link, and a shopping cart icon with a '2' badge is on the right. The main content area is divided into sections: 'Summary', 'Payment Amount', and 'Payment Method'. The 'Summary' section lists two items: 'Sally Doe Camp Willow Run Session 5 - Girls' for \$619.50 and 'Johnathan Doe Camp Willow Springs Session 2 - Boys' for \$569.50. Below these, it shows 'Due Now' for \$200.00 and a 'Balance due on 5/1/2025' of \$1,189.00. There is a 'Promo Code' field and an 'APPLY' button. The 'Payment Amount' section has three options: 'Due Now' (selected, \$200.00), 'Full Amount' (\$1,189.00), and 'Other Amount'. At the bottom, a large blue button says 'PAY \$200.00'. A 'Privacy - Terms' link is in the bottom right corner.

Summary	
Sally Doe Camp Willow Run Session 5 - Girls	\$619.50
Johnathan Doe Camp Willow Springs Session 2 - Boys	\$569.50
Due Now	\$200.00
Balance due on 5/1/2025	\$1,189.00

Payment Amount	
Due Now	\$200.00
Full Amount	\$1,189.00
Other Amount	

PAY \$200.00

This page provides a summary of the total charges due by the final payment date.

Only the \$100 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

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

Camp Willow Springs & Camp Willow Run

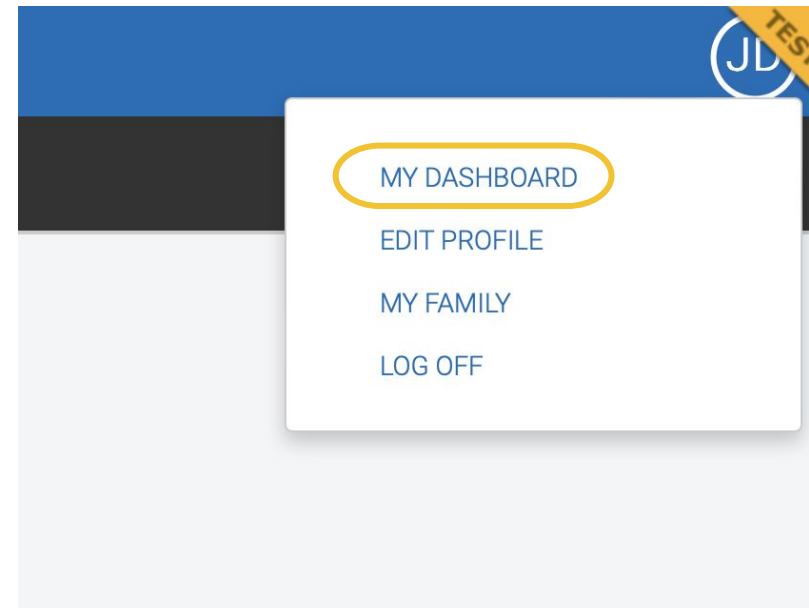
Spots Saved!

Below is a summary of this transaction.

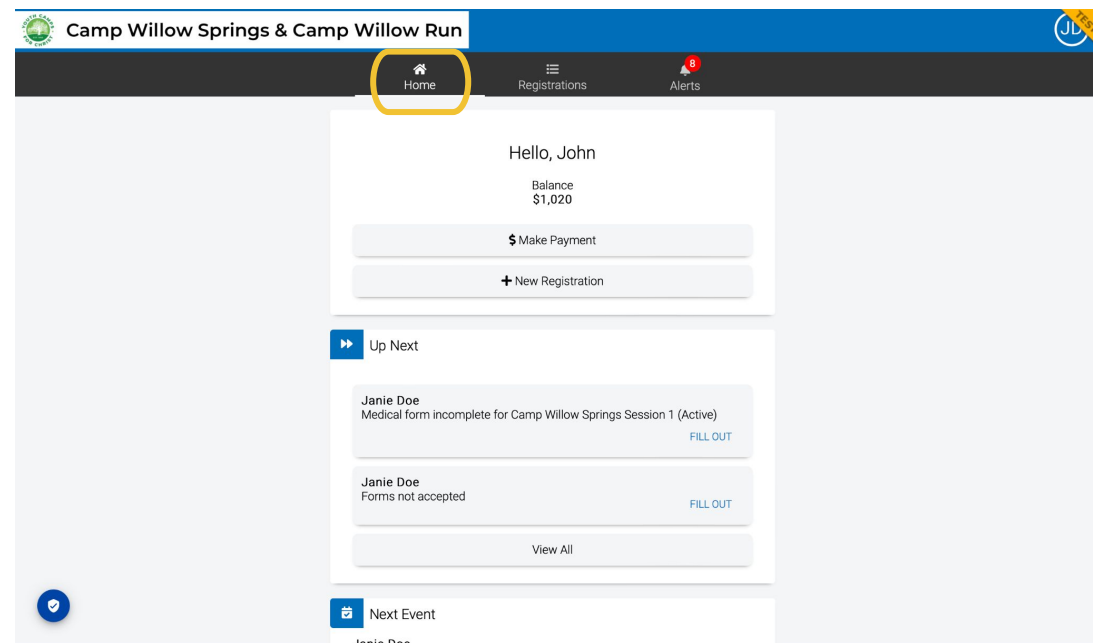
Sally Doe	
Camp Willow Run Session 5 - Girls	\$619.50
Johnathan Doe	
Camp Willow Springs Session 2 - Boys	\$569.50
Due Now	\$200.00
Balance due on 5/1/2025	\$1,189.00

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.



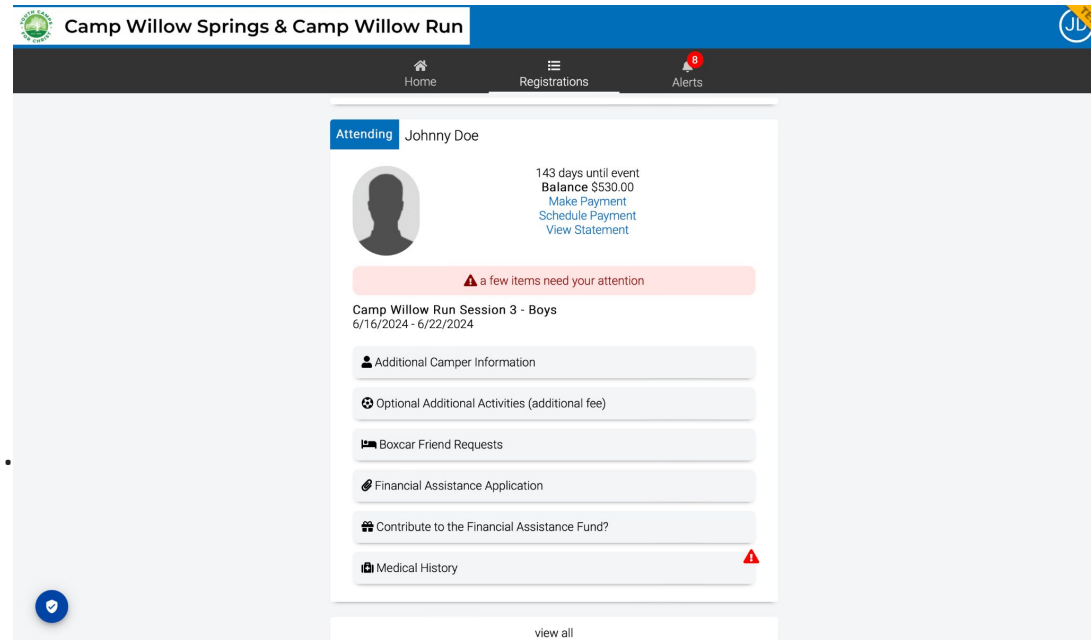
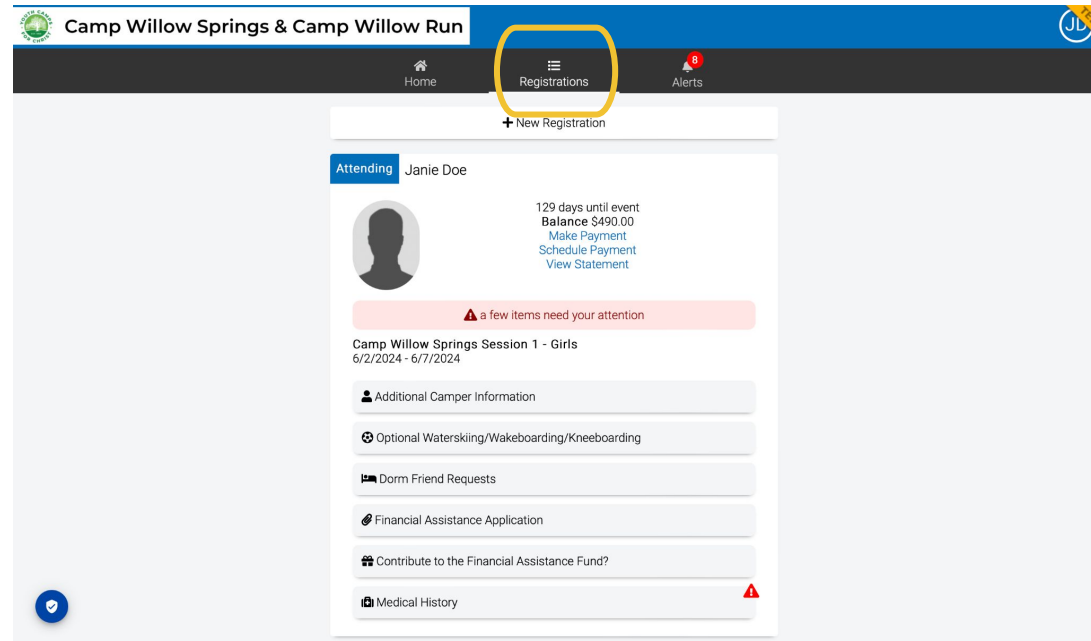
From the “Registrations” page you can make payments, schedule automatic payments, view your statement, and complete the required steps to prepare for your camper’s summer camp session.

CWR campers in **Grades 7-9 sessions** will participate in recreation activities on a rotation basis.

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

New in 2025:

Optional water sports enrollment will be available beginning Tuesday, February 18th. Registered families will receive an email with details of this process.



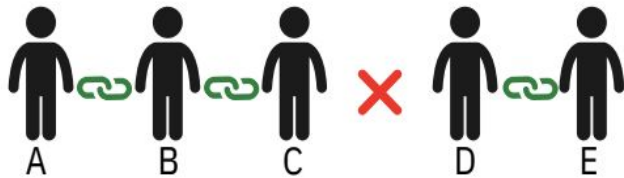
If you would like to make specific roommate requests, be sure to complete the “Boxcar Friend Requests” steps below:

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.

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:

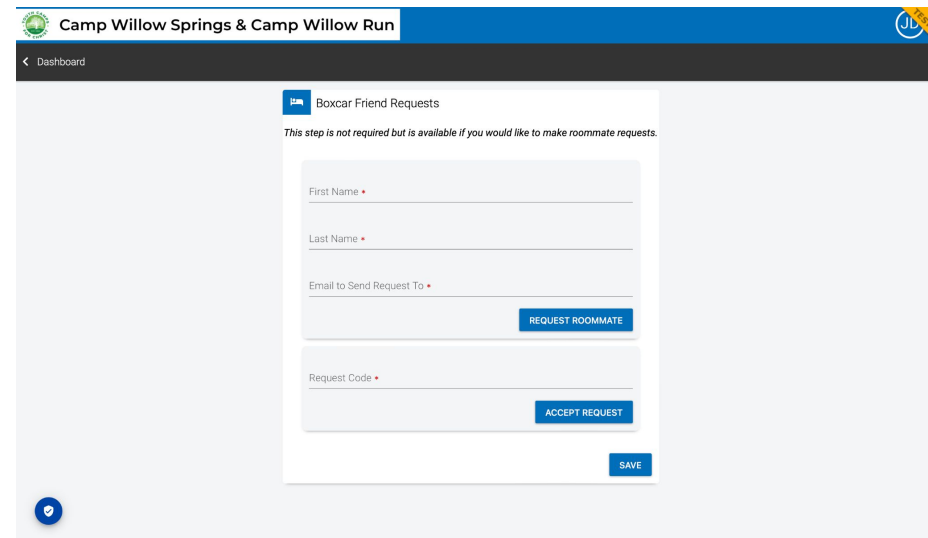
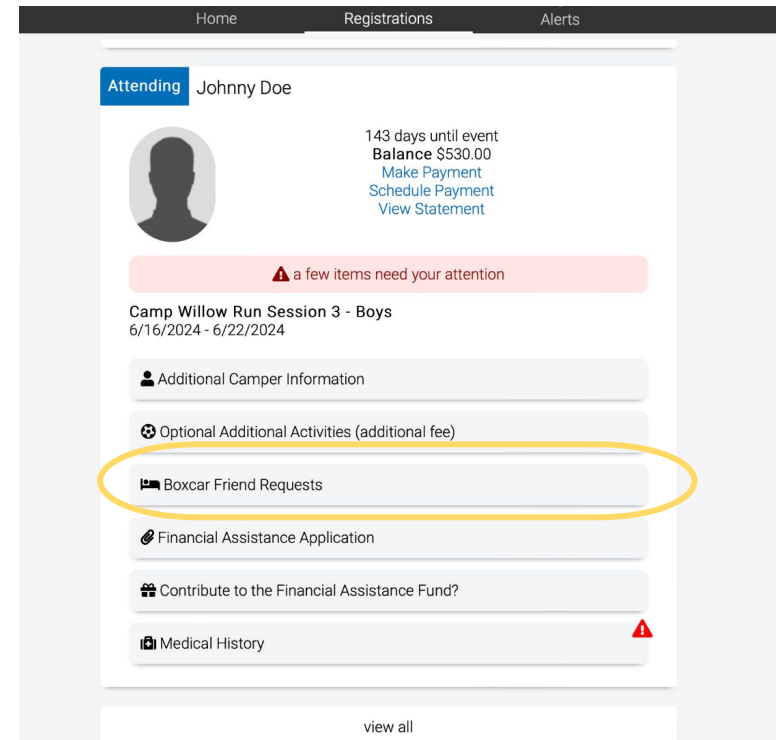


If friend C is linked with friend A and friend B. Then if, friend D is linked with friend E. Friend C and D could not be linked, because this will exceed the maximum of 4 linked friends.

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

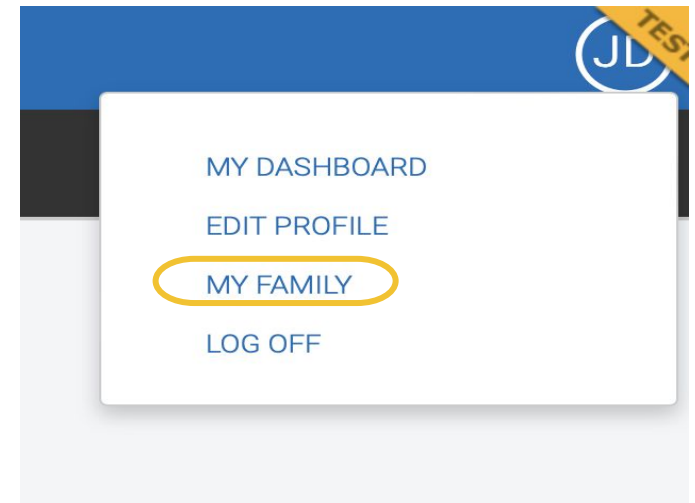
If another camper’s family sends you a request, you can confirm the request by entering the emailed request and clicking “Accept Request.”

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 'Add Another Member' form. The form includes fields for 'Family Role', 'First Name', 'Last Name', 'Grade' (with a sub-field for '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.

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.