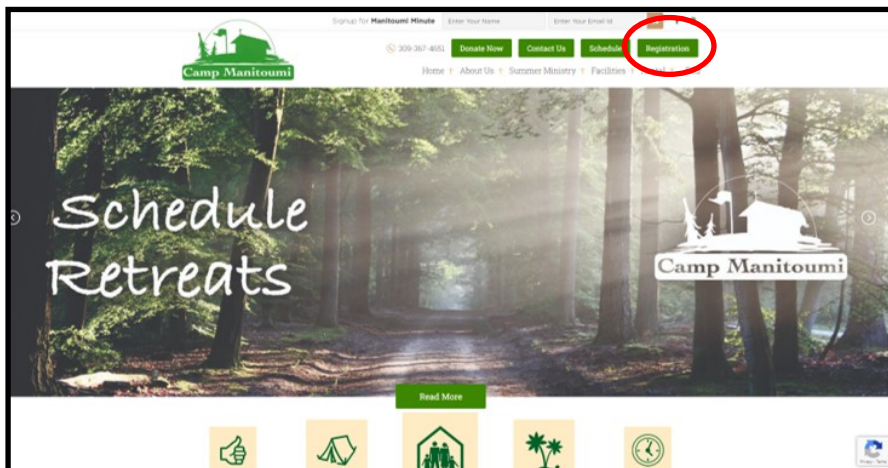


Camp Manitoumi Group Registration Tutorial

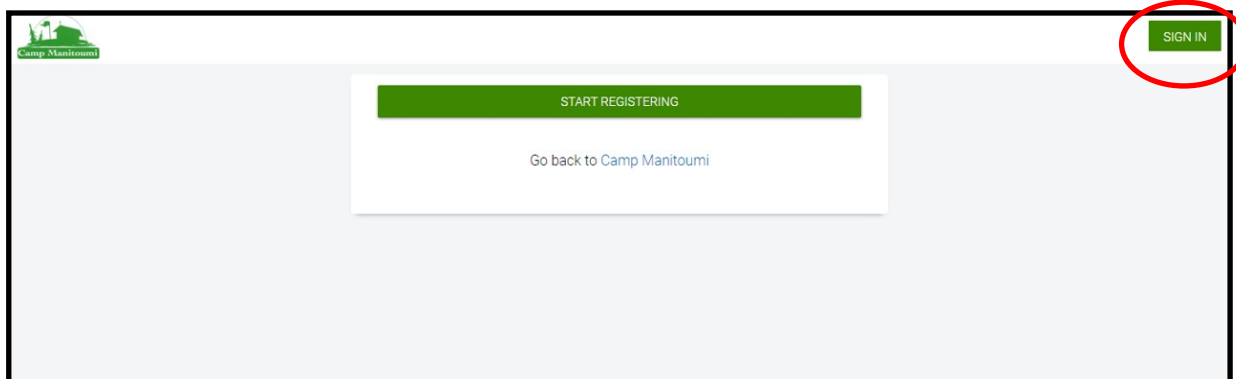
Below is a tutorial on how to complete a group registration for all camps at Camp Manitoumi. If you have any questions throughout the process please contact us at the camp office and we will be happy to help. If your church pays any portion of your campers registration, then you must use a group registration. **Note:** Doing a group registration makes the Church/Group coordinator responsible for the full registration payment. You will need to have individuals make their individual payments to you and then you will send one single payment to the camp.

To complete a group reservation, you will reserve the number of spots for your church and then send in invitation link via email to parents for them to complete the registration form.

Step 1: Go to manitoumi.com and select the registration tab



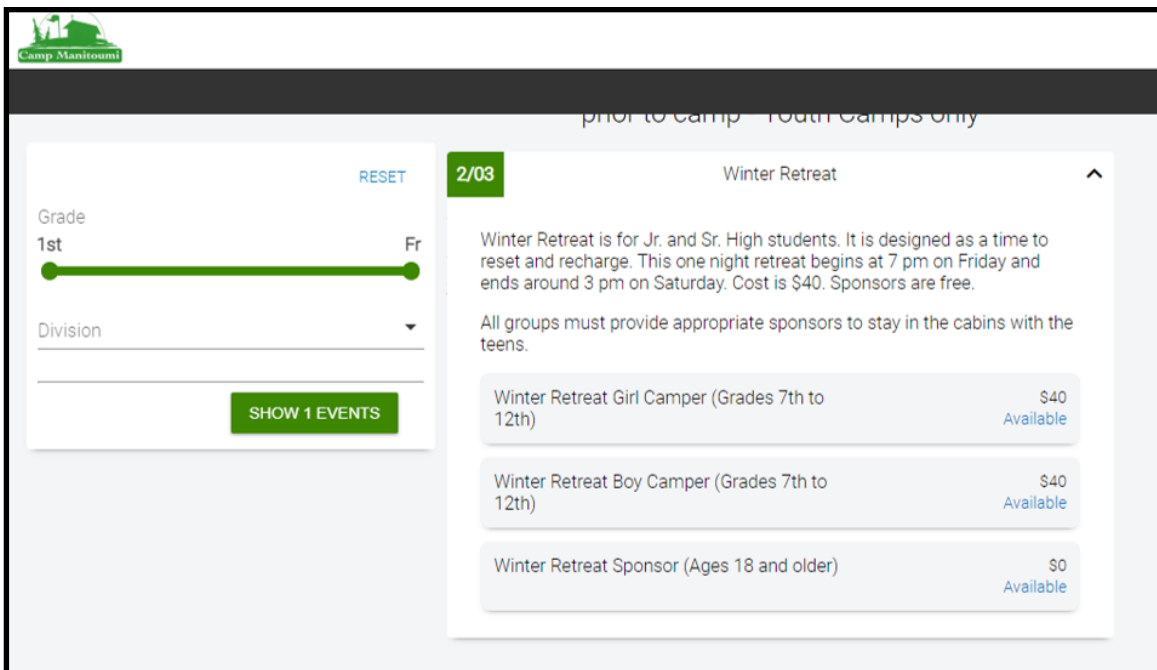
Step 2: Sign in to register. If you have used our online registration before, use your email and password that you already created. If this is your first time, create a profile using your email address.



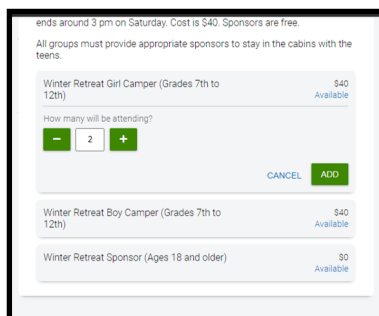
Step 3: Once you have signed it, you can begin the registration. Choose "Register My Group."



Step 4: Select which event you want to register for. Under each event there will be various divisions (usually girl camper, boy camper, and sponsor/counselor). To reserve spots in each division, click on the "Available." If we have received more reservations than spots available you will not be able to select that division.



Step 5: Under each division, select how many will be attending and hit the “Add” button. When selecting numbers, note that you can change those numbers later. It is also easier to add numbers to your group than it is to delete numbers. So be conservative in your adding if you do not know exact numbers yet.



ends around 3 pm on Saturday. Cost is \$40. Sponsors are free.
All groups must provide appropriate sponsors to stay in the cabins with the teens.

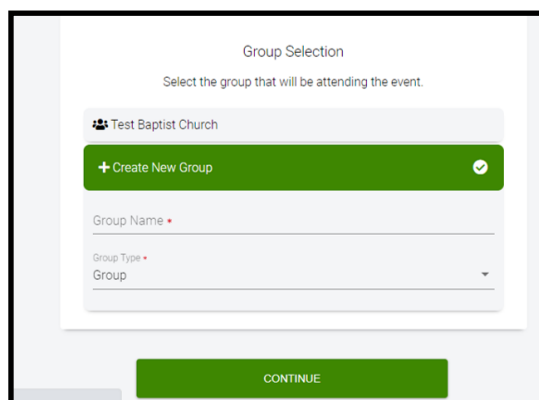
Winter Retreat Girl Camper (Grades 7th to 12th)	\$40 Available
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How many will be attending?
- 2 +

CANCEL ADD

Winter Retreat Boy Camper (Grades 7th to 12th)	\$40 Available
Winter Retreat Sponsor (Ages 18 and older)	\$0 Available

Step 6: Next, name your group. If you are registering a church group, please use your church name. Your group type would be “church.”



Group Selection
Select the group that will be attending the event.

Test Baptist Church

+ Create New Group

Group Name *

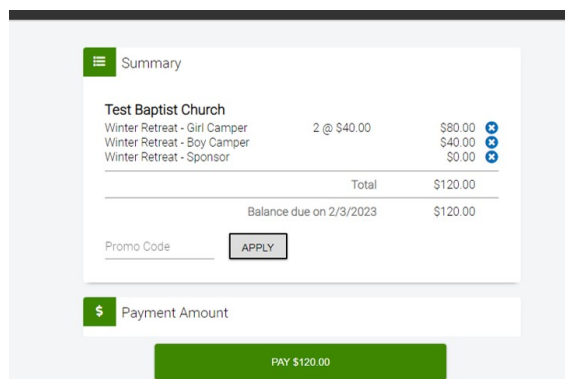
Group Type *

Group

CONTINUE

Step 7: Make a payment. You must pay the registration fee in order to secure the number of spots you reserved. Please contact the camp to inform them of any campers that would be eligible for the Family Discount (3 or more campers from an immediate family) or the Pastor Discount (50% off for all Pastor/Assistant Pastor children). These discounts must be entered manually by the camp staff.

Once all discounts have been applied, you can make a final payment with a credit card through the registration website. Or you can send a check to Camp Manitoumi with a break down of what amount goes to each camper. All payments should be made **BEFORE** campers arrive at Camp for Check-in.



Summary

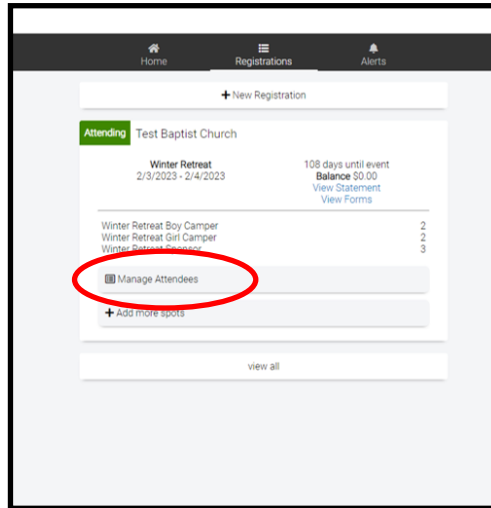
Test Baptist Church		
Winter Retreat - Girl Camper	2 @ \$40.00	\$80.00
Winter Retreat - Boy Camper		\$40.00
Winter Retreat - Sponsor		\$0.00
Total		\$120.00
Balance due on 2/3/2023		\$120.00

Promo Code APPLY

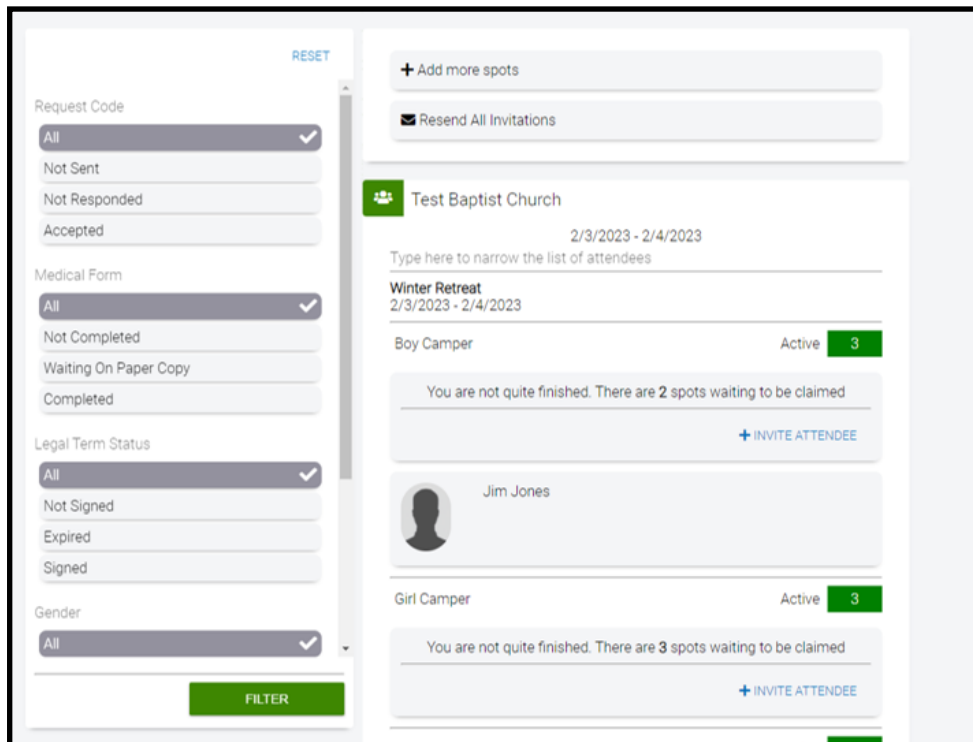
Payment Amount

PAY \$120.00

Step 8: You have now successfully reserved your spots for the event. Now it is time to manage your roster. You can go to your Dashboard and go to the center Registrations tab. Here you will be able to see all of your current registrations as well as previous years registrations. Click on "Manage Attendees"

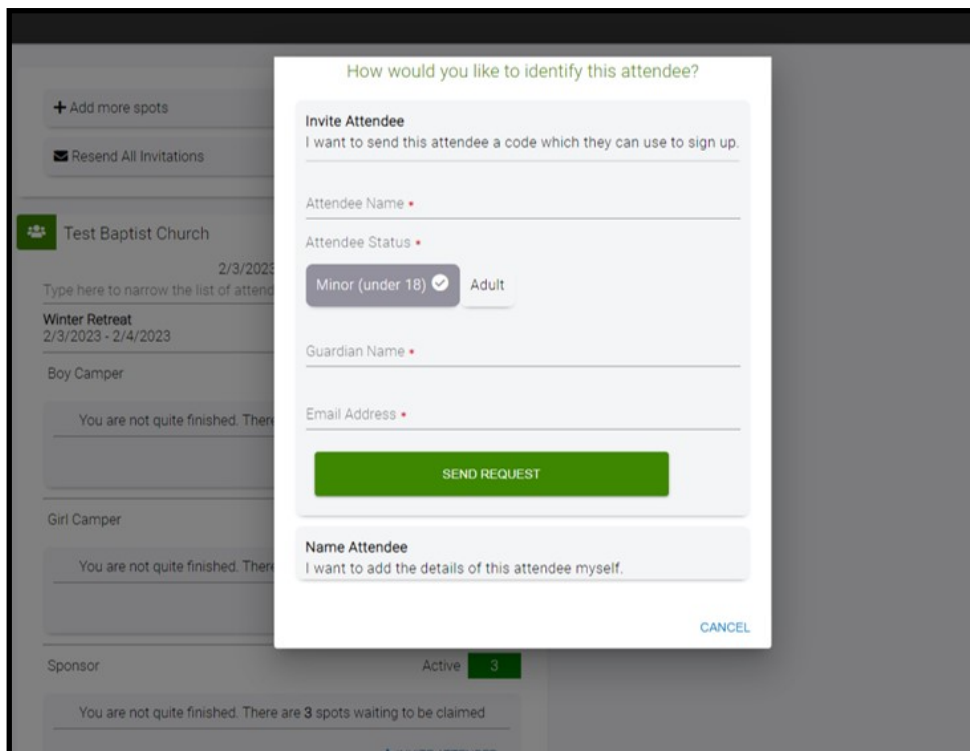


Step 9: From here you are able to manage your roster, assign spots to individuals, and track the progress of each person. At the top, you have the option to "Add more spots." By clicking here, it will take you back to Step 4. Under each division, select the "+Invite Attendee" to add individuals to your roster.



Step 10: You will then have the option to “Invite Attendee” or “Name Attendee.” Invite sends an email to parents to complete each individual registration form. Name requires you to fill out each registration form (including medical history). We recommend using the “Invite Attendee” option.

To invite, enter the campers name and select “Minor” for campers or “Adult” for sponsors/counselors. For campers, add Guardians name and an email address for the link to be sent. Then hit “Send Request.”



The image shows a screenshot of a web application interface. A modal window is open in the center, titled "How would you like to identify this attendee?". The modal has two main sections: "Invite Attendee" and "Name Attendee". The "Invite Attendee" section is selected and contains the following fields: "Attendee Name", "Attendee Status" (with radio buttons for "Minor (under 18)" which is selected and "Adult"), "Guardian Name", and "Email Address". Below these fields is a green "SEND REQUEST" button. The "Name Attendee" section is unselected and contains the text "I want to add the details of this attendee myself." and a "CANCEL" button in the bottom right corner. The background of the application is dimmed, showing a list of items with details like "Test Baptist Church", "Winter Retreat", and "Boy Camper".

The parent then uses the link to complete the registration process. (Note the email will provide instructions for the parent to complete the registration. The email will come from noreply@circuitree.com) The parent will also need to create a profile on our website. If the parent has used our online registration before, please provide the same email they used before and it will integrate into their profile. If the parent has not used our online registration, they can follow the link and use the password “campers57” to log in and change their password, and then complete the registration.

You can then see the progress of each person and re-send the invitation if needed from your account. If someone signs up and registers, and then decides not to attend camp you can remove that person from your roster, but you still have the same number of reservations available to you.

To remove reservations from your group, you will need to contact the camp office and we can remove the extra reservation. Note, this may involve a cancelation fee. So again when you are making your initial reservation, use a conservative number. You can always add more spots later.

Thank you for completing a group reservation. This process give you more power in coordinating your group and helps us to know who is coming from each church so that we can make appropriate cabin assignment. It also will streamline the check-in process and simplify payments.

If you have any questions please contact us at manitoumi@mtco.com or call (309) 367-4651