

# **Summit Camps**

## **On-Line Registration Information**

We are excited to embark on this NEW Adventure of On-Line Registration. We know this first year will be a learning process, but we think it will be easier for you as Leaders and Churches. Each Leader will have access to the form, be able to see all who have registered, and create a worksheet that will give you a list of all those who are coming to camp. This link to the form will be sent to your e-mail address.

**This year each person attending camp from Leaders/Sponsors to youth, children and preschoolers MUST go online and fill out the Registration/Medical Release form.**

**Your church has its own QR Code and e-mail link listed below that is specific to your church and to the week of camp you are attending. The QR Code or the link will take each person directly to the form they need to complete. This must be done before coming to camp.**

You as leaders can give out the link and/or put the QR code up on the screen during your Parent/Camper meeting so that everyone can register there at the meeting. You can also place the link and/or QR code on your sign-up posters for camp and any hand-outs you give students or parents for camp.

**NO MONEY will be requested with the Registration/Health Form. Each church will need to determine what they are charging each person to attend camp. Your church may be charging a different price that includes more than just the registration costs that you pay to Summit Camps. One option would be to link the Registration/Health Form to your church's payment form so everything is taken care of at one time.**

Each leader will have access to the response tab of the form and create a spreadsheet showing everyone who has registered. This will be updated automatically as each person registers. **On Tuesday before leaving for camp, each leader will need to verify each person on the spreadsheet so that the count is accurate for camp on the Church Leader Form. If you have someone that backs out, you will need to manually delete them from the spreadsheet.** The Summit Office will have your spreadsheet ready with your total registration fee calculated when you arrive at camp for you to verify and pay your final registration cost.

Each Leader will have a "Church Leader Form" that will ask questions about your whole group, i.e. will you be eating in the cafeteria or cabin, and it will give us the final numbers. Please fill this out before you come to camp so we can

be as prepared as possible for your group. **Please make sure that your spreadsheet numbers and your Church Leader form numbers match exactly.** The Church Leader Form can only be accessed through the Leader ONLY Link below.

If you don't have access to the internet at your church, see if someone in your church could help your group get connected and register. Also, you can contact Sherry at 405-863-5126 with any questions you may have. While at Camp, you can contact Tamara at 405-826-7175. We want to help you as much as possible to make this process as easy and efficient for your church.

### **SAMPLE**

Summit Staff

Kid's Camp (May 31 – June 3, 2022)

Link: **(Link will go here)**

**(QR Code will go here!)**

Church Leader (ONLY) Form

Link: **(Link will go here)**