

FAMILY CAMP 2021 - Directions for Registration

1. Login to Riverside's Online Registration - if you have forgotten your User ID and/or password, please contact our office (please do not start a new profile).
2. Once logged in, you will be on the Registration Dashboard. Under the Quick Access and Enrollment panels, you will find a button that says "Add Program" - click it!
3. The next screen will ask you if you have a Group Hold Registration. Click on "Save/Next" at the bottom right of your screen.
4. The next screen will allow you to see any/all events and sessions available for you to register for. Click on "Week 4 - Family Camp".
5. It will automatically take you to the page where you enter your family members.
 - a. If you have no one in a particular age category you MUST type a "0" in the yellow bar.
 - b. In categories where you do have a camper, in the yellow bar enter the number of persons in that age category. Once you type a number into that box, it will open up that section for you to choose your camper.
 - i. If the family member is already in our online registration system, make sure that "Pick From Contacts" is checked and their name will appear in the dropdown menu - choose them by clicking on their name and it will automatically populate the other data fields.
 - ii. If the family member is not in our online registration system, make sure that "Pick From Contacts" is not checked and you can simply add the prompted profile information into the yellow boxes going across.
6. When all of your campers are entered, click on "Save/Next". You will now add your program fee. There should be one program fee paid per household attending. (Ex. Even though you may be sharing lodging with your in-laws, each household would pay one program fee). Click on "Make Selections" on the Program Fee row.
 - a. Under the Count column, enter the number of households that are represented by your registration. Tab from that box and your program fee will appear. Click on "Save/Next".
7. You will now choose your lodging - click on the "Make Selections" button on the Lodging row. The lodging options and availability is found in the left-hand column. Under the Count column, add a "1" to the lodging option you are choosing. If you are covering the expense for another family's lodging who is also attending Family Camp, you can choose more than one lodging option. As you tab from that box, your lodging fee will appear. Click on "Save/Next".
8. Meals are next - click on the "Make Selections" button on the Meals row. You can add the number of persons in the appropriate age category by putting the number in the box under the Count column. *NOTE: The age divisions for meals is different than how the ages were grouped at the beginning of registration. As you tab out of that Count box, your total expense for meals will appear. Then, click on "Save/Next".
 - a. For Family Camp, there must be a meal plan for each Family Camp attendee.

9. Click on "Save/Next" one more time, and that will take you back to an overview of all the data entry you just did along with the expenses accrued. Once you have verified that for accuracy, click on "Save/Next".
10. This will take you back to the screen where it shows you all available sessions. You are welcome to register for something else or proceed to the next Family Camp session by pressing "Save/Next".
11. Now you will need to complete the required forms for Family Camp that will appear in RED. If you have already registered for another Riverside event or session in 2021, it is likely that the All-Camp Authorization & Liability Waiver form is GREEN.
 - a. The other two forms that require completion for Family Camp are the Family Camp Questionnaire and the Food Allergies form.
12. Once all forms have been completed, click on "Save/Next". You should have a pop-up that says, "What would you like to do?" - if you do not have anything else to register for, click on "View Dashboard".
13. You may now click on "Make a Payment" under the Quick Access panel or the Financial panel. A \$125 deposit is required to hold your spot - you are technically enrolled, *not registered*, until the deposit is paid.
 - a. You can log-in at any time between when you register and July 1, 2021 to make payments on your balance.
 - b. If you desire to establish an automatic payment plan, please call our office at 515-733-5271 and we'd be happy to help you set that up!