

## HOW DO I SIGN UP FOR CAMP?

There are three options to register for camp: on-line, over the phone, or mail-in form. Please feel free to choose whichever way is most convenient and comfortable for you. Not sure which is best for you? Give us a call, toll free, at 855-622-1973 and we'll be happy to share each option.

### 1. On-line Registration

When registering online for camp the first time, please plan for the process to take about 15-20 minutes to complete. We suggest you gather all the items needed before you start. Camp Minnesota wants to make sure we have the most current information to keep campers safe and secure during their time with us. You will be able to search through available camps once all required information is entered.

Required Information for Registration:

- **Camper** name, address, phone number(s), e-mail address and date of birth
- Name, address, phone number(s) and e-mail address for **at least one guardian**
- Name, address, phone number(s) and e-mail address for **one emergency contact**. *The emergency contact should not be the same as either guardian*, and should be a person we could be contact in the event of an emergency where the guardians could not be reached. The guardians will always be the first contact we attempt. Multiple phone numbers are appreciated. The camp will only call if there is an emergency.
- Camper health information: Insurance card information, names & phone numbers for doctors and dentists, camper immunization history
- There will be many questions about the camper's medical history, including allergies and any medical condition we should be aware of. The more information you provide, the better prepared our staff will be to safely care for the camper.
- A list of the medications the camper is taking; both prescription and non-prescription. During check-in at camp, staff will go through the list and verify details for current medications.

Once all your information is gathered,

- Go online to: [www.campminnesota.org/registernow](http://www.campminnesota.org/registernow)
- Click on **Register for Camp**
- If you receive a message that indicates you do not have the level of software needed to register online, please register by phone during office hours (855-622-1973 toll-free) or use the paper registration and mail to: Camp Minnesota, 122 W Franklin Ave #400, Minneapolis, MN 55404. Otherwise **Continue to Registration**.
- **Login screen:** Please create an account. If you have already created an account, you can enter the user ID and password. If you have forgotten your information you can request your user ID and/or your password to be reset. Returning campers are listed in the *Campers* box. Select the desired camper and verify information has not changed, or *Add Camper*, then *Add New Camper*. Mandatory fields are in red and must be filled in. Watch for error messages – the software will only let you continue the registration process if all necessary information has been added.
- **Program Classification screen** will help you narrow down the camp selections. If the classification is unknown, just transmit and all the camps that the camper is eligible for will appear in the drop down list. The list is determined by the camper's birthdate and the age requirements for each camp as set by the leaders. If you do not see the camp desired, please call the Camp Office and the limits can be over-ridden. In some camp situations it is a 2 step process, first pick the camp and then select the specific option that is desired.

- **Required Forms** need to be filled out before the software will let you continue to the payment screen. Some forms will allow you to complete them at a later date. Online forms must be completed at least 2 weeks prior to the start of camp. Otherwise, you must bring a physical copy of all forms to camp.
- Once all mandatory fields are entered, you will have the option of paying for camp online. You may also deposit money into the Store account for your camper to use during camp.
- **Camperships are available.** If you need monetary assistance to help cover the registration fee, please fill out the campership form on our website at: <http://www.campminnesota.org/camperships>
- ***A \$100 deposit is requested as down payment.*** Registrations are accepted online without payment. Additional payments can be made online using your user ID and password, or by calling 855-622-1973(toll-free). You may also send a check payment through the mail to: Camp Minnesota, 122 W Franklin Ave, #400, Minneapolis, MN 55404. Please make checks out to MAC.
- **Online Forms:** Once the registration has been accepted, go back to the dashboard and click on *Download Forms* under the *Forms* tab. All the forms are listed along with the *camp welcome letter*. If the camper has been registered online, the confirmation will be emailed but all the other camp information can be found under the *Forms* tab. Forms can be downloaded, printed, and brought with to camp if they are not filled in online.
- If you have **any questions**, please call the Camp Minnesota office (toll-free) at 855-622-1973, Monday through Friday, 8:30 AM to 5:00 PM, or email question to [camps@campminnesota.org](mailto:camps@campminnesota.org).

By registering online, your camper's information is stored securely for future use. The next time a camper registers, information will only need to be verified and updated.

## 2. Phone Registration

Phone registration can be completed by calling (toll-free) 855-622-1973, Monday through Friday, 8:30 AM to 5:00 PM. All of the required forms for paper and phone registrations will then be sent to the camper through mail or email. These must be filled out manually and brought to camper check-in when you arrive at camp. For online registration, all forms can be filled out electronically and will be sent to the campsite for camper check in.

## 3. Paper Registration

Paper registration forms can be mailed to: Camp Minnesota, 122 W Franklin Ave, #400, Minneapolis, MN 55404. Please make checks payable to: Minnesota Annual Conference.