



1. Go to www.crosswayscamps.org/register
2. Scroll down to locate the Crossways program you want to register for (Summer Youth Camp, Confirmation Camp, Youth or Adult Retreat). Any option you select to register for your specific camp program will direct you to our online registration system. **NOTE: Family, Grandparent/KID, and Piece Together summer camp registration is all done via paper registration (adult retreats have this option as well) and is not available for online registration.** If at any time you have troubles with your username/password or cannot locate/recall your login information, please email Crossways at info@crosswayscamps.org for assistance.

If you already have a login account with Crossways (for families who have registered for past youth camps or retreats) **please login with your username/password. You will be emailed this login information in October as a reminder.**

If you are NEW to Crossways/have not registered online for a program before, create a new user account:

- To create a new user account, click **Create New Account**.
- Follow the instructions to create a new user account using **your own personal main/primary email address.**

3. Once you're logged in (as a previous or new user, from the "Online Registration Dashboard" landing page):

- Find the "Campers" section and select "Add Camper" (you can also do this under "Quick Access") to add a brand new camper to your account. If you or your child(ren) have not attended a Crossways camp in any capacity, you will select "Add" or "Create" New Camper to create a camper profile for each person.



To make an existing person on your account to a Camper, click the [Make Existing Person a Camper] button.

To create a brand new Camper to your account, click the [Create New Camper] button.

- OR select **“Make Existing Person a Camper”** to make an existing person in your account a camper, or to use their information to create a new camper profile.
 - When you **“Add”** or **“Create”** New Camper or when you **“Make Existing Person a Camper”** you will click through the following screens to add information: 1. Camper Personal Information 2. Camper Address Information 3. Camper Phone & Email Information. To continue the online registration process **skip to #5 for next steps.**

➤ OR select the child you wish to enroll from the dropdown menu under **“Campers”**.

4. If the online registration software pauses or does not advance forward or back to the screen you are trying to see, log out and back in to your account to give the system a few moments to catch up.

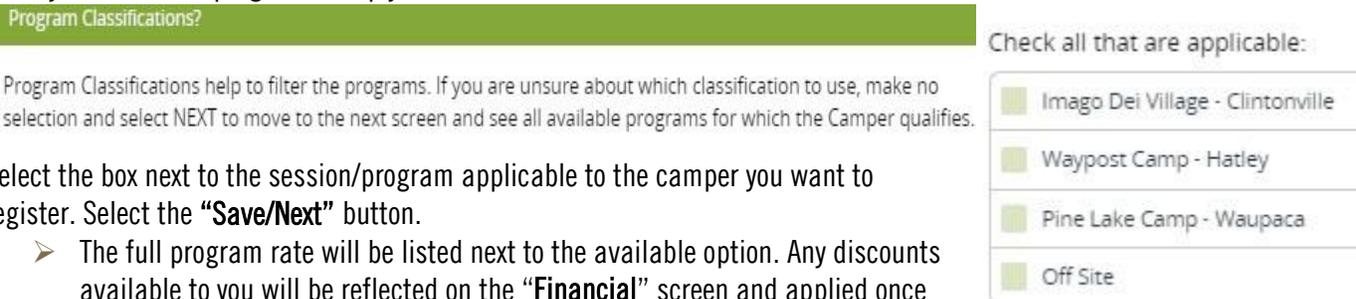
5. Under **“Enrollment”** (to the right of Campers), click **“Add New Program”**.

6. The next screen is the **Group Hold Registration ID** page. The only way to acquire a GHR ID is if your church/congregation has provided you with one. If you have a **GHR ID** enter it where it says **“Enter GHR ID”**. Next, and if you do not have a GHR ID select the **“Save/Next”** button to advance to the next screen.



Enter GHR ID:

7. **“Program Classification”** is next. This screen is to help filter the programs you are searching for. If you want to search for any/all available programs simply click the **“Save/Next”** button at the bottom of the screen.



8. Select the box next to the session/program applicable to the camper you want to register. Select the **“Save/Next”** button.

- The full program rate will be listed next to the available option. Any discounts available to you will be reflected on the **“Financial”** screen and applied once you elect to **“Make Payment”**.
- If you receive a message that reads: **“This program is currently full for this session. If you elect to save this information, you will be placed on a waitlist. Please contact our office at 920-882-0023 to check if space will become available over if you need to register for a new session.”** **Please contact Crossways to check availability.**

9. Please add/select or update the contact(s) for your camper. Two different contacts are required for youth while only one **“Emergency Contact”** is asked for from adults. You may add, or edit existing contacts by selecting **“Edit Contact”** or **“Add New Contact”**. Complete all contact information (**especially accurate/primary emails for Crossways to provide you with further information to prepare you for your time at camp**) for Parent/Guardian 1 and Parent/Guardian

- **SUMMER YOUTH & CONFIRMATION CAMP:** Registered camper families will receive an email from Crossways in the spring with the following forms and instructions on how to submit: Health History Form, Camper Departure Authorization Form, Parent Camp Guide, Packing List, Directions to Camp, and more. **These documents can be viewed by visiting our “Parent Information, Forms and Resources” page on our website at www.crosswayscamps.org/parent-information.**
- **YOUTH RETREATS:** Registered campers can view necessary documents (Health History Forms, Sample Schedule, Packing List, and Flyers) for Crossways Retreats on our website, www.crosswayscamps.org/youth-retreats
- **ADULT RETREAT:** Registered campers can view necessary documents (Health History Forms, Schedules, Packing Lists, and Flyers) for Crossways Retreats on our website, www.crosswayscamps.org/adult-retreats

10. Please continue the registration process by entering any additional information requested.
11. “List of forms required to be completed before registration is complete” is the next screen. This notifying you of any online ‘forms’ that are incomplete. You will see a **red X** next to the online ‘form’ if you need to complete further information or a **green checkmark** which indicates you’ve entered all the required information. **NOTE:** Health (Youth & Adult) and departure forms for youth summer campers are also accessible via the “**Download Forms**” tab in the “**Forms**” section of our “**Online Registration Dashboard**”. These forms are also accessible on our website www.crosswayscamps.org/parent-information.

- Click on any form noted in this section to open the form for modification. The registration system will cycle back to this screen after completion of each form so you can complete the next required form. Once all forms are completed, use the “Save/Next” button to advance to the next screen to enter a cabin mate request. You can also access these “**Online Forms**” in the “**Forms**” section of our “**Online Registration Dashboard**” registration software to make sure you entered all the information needed in the online ‘form’. Examples of forms needing completion (based on type of program):



- **Camper Profile Sheet** ‘form’: asks if you have any dietary restrictions, allergies or special needs/requests. **If you are attending camp with a congregation, it’s very important that you select the correct “Church/Chapter” from the dropdown menu so you are grouped with other individuals attending Confirmation Camp with your congregation.**
- **Disclaimer** ‘form’: Provides a spot for your name to be typed in to acknowledge you’ve read our Registration Policies.
- **Parent or Guardian Notice** ‘form’: For Summer Youth, Confirmation Camp and Youth Retreats, we have a parent/guardian notice for you to acknowledge that you’ve read.

12. A “**Cabin Mate**” may be entered on the next screen. Note: Any camper(s) attending with a group (summer youth or confirmation campers with a Group Hold Registration ID) will be housed with other members from their congregation. One cabin mate can be requested for any summer youth, confirmation camp, youth or adult retreat.
- To view the request or change the “**Cabin Mate**” at a later time, you can view/edit the “**Cabin Mate**” from the “**Online Registration Dashboard**” by selecting the maximizer icon ↗ in the right hand corner of the “**Enrollment**” section. From here you can “**Manage Cabin Mate**” to edit the person’s name. To return to the normal view of the “**Online Registration Dashboard**” select the same maximizer icon ↗ from the “**Enrollment**” section.

13. **Notifications on the “Online Registration Dashboard” page** provide alerts to draw your attention to important registration areas that may need your attention. By selecting on the “**Options**” to the right of a notification alert, this will provide you with instructions on where to click in order to rectify the missing information the system is alerting you to fix.



14. From the “**\$ Financial**” screen on the “**Online Registration Dashboard**” page, if discounts are available for your program you may click the “**Req [Request] Discounts**” option to view and select any applicable discounts. Discounts must be approved.



15. Once you return to the “**Online Registration Dashboard**” screen, you can select “**Make a Payment**” to advance through the final screens to make your payment (if you are registering individually) and to apply any camp store/canteen funds (if applicable).

More questions? Let us know!

Please contact us if you have registration questions specific to our system or preparing for camp by emailing info@crosswayscamps.org or by calling 920-882-0023.