

SACRED

WHAT MATTERS MOST

CAMPER REGISTRATION GUIDE

SACRED

WHAT MATTERS MOST

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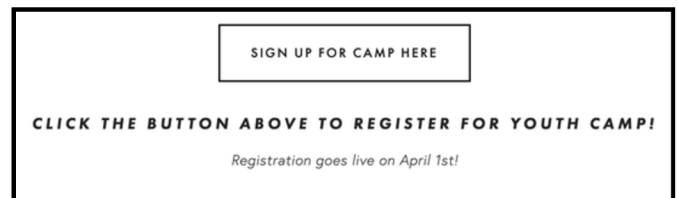
SACRED

WHAT MATTERS MOST

How To Guide To Register

LOGIN

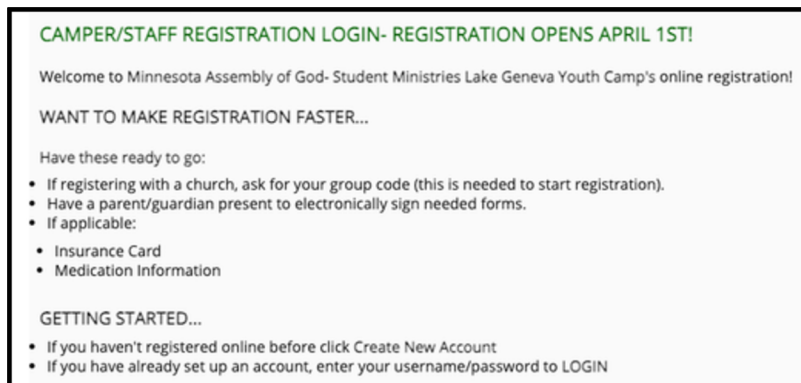
1 - Go to msmstudent.com/camp & click "SIGN UP FOR CAMP HERE"



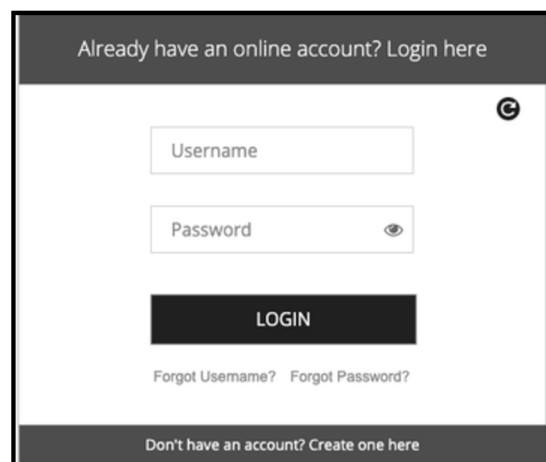
2 - Read instructions, items to have to make registration faster, and getting started section for logging into your account.

Things to have to help registration go faster:

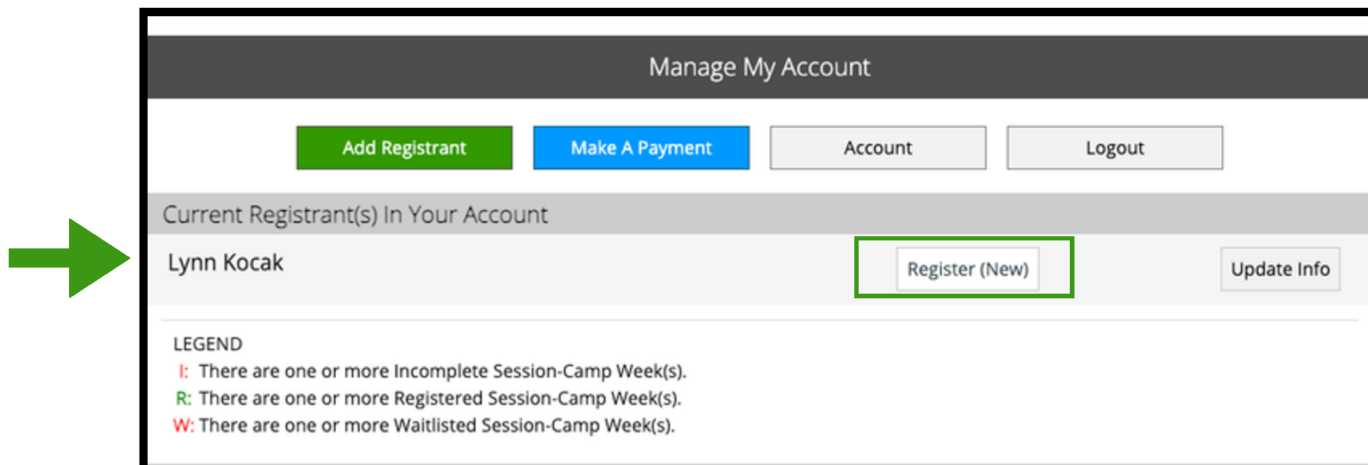
- Youth Group Hold Code from your youth pastor/camp point
- Parent/Guardian to sign forms
- If applicable: Insurance card and/or medication information



3 - Enter username & password then click "LOGIN"



SELECTING REGISTRANT & ENTERING YOUTH GROUP HOLD RESERVATION CODE



4- If you see your registrant(s) name below in the “Current Registrant(s) in Your Account**” click the “**Register (New)**” button to begin the registration. *Note: A registration gets to be filled out per registrant.***

If you do not see your registrant’s name click the green “Add Registrant**” button first. Then when visible click the “**Register (New)**” Button.**

Note: This screen ABOVE will be your main home page for Youth Camp (registering, making payments, updating info for forms)

5 - If you have your Youth Group Hold Reservation Code from your youth pastor/camp leader or are registering without a church click “Yes**”.**

If you do not have the code and are registering with a church please reach out to your youth pastor or the church to receive the code.

Register with GHR ID

- If you ARE attending with a church group:
 - If you have been given a Youth Group Hold Reservation code, enter it here and click Save/Next.
 - If you have not been given a Youth Group Hold Reservation Code, contact your Youth Pastor / Leader for your code.
- If you ARE NOT attending with a church group, or your church does not have a Youth Group Reservation code
 - Please type in NOCHURCH

Enter GHR ID: *

Previous Save/Next

6 - Enter GHR ID (Group Hold Code) or if not attending with a church group or your church does not have a Youth Group Reservation Code type in NOCHURCH. Then click “Save/Next”

SELECTING CAMP SESSION

7 - Check one from the available sessions for your registrant **then click “Save/Next”**

Select Camp Weeks From Available Sessions

Student Registration: Select the week you would like to attend.

Volunteer Registration:
 1. Locate the week/s you would like to attend
 2. Select the ' Counselor/Staff ' option

2026 Combined 3 Aug 3 2026--Aug 7 2026

Check one, from the available options:

Combined 3 Camper (Female) \$310.00

Available?

Previous Save/Next

UPDATING CONTACTS

8 - Contact Information (Select / Add / Update) & then when fully updated click “Save/Next”

Parent/Guardian 1 Contact

Select Parent/Guardian 1 contact from available contacts: *

Select... Add New Contact

Parent/Guardian 2 Contact

Select Parent/Guardian 2 contact from available contacts:

Select... Add New Contact

Alternate Emergency Contact

Select Alternate Emergency contact from available contacts: *

Select... Add New Contact

Additional Contacts

Add New Additional Contact

Previous Save/Next

FORMS

Forms		
Online Forms		
Church you are Attending CAMP With (YTH 2026)	Form is required. Registration incomplete unless required items are completed.	<input type="button" value="Open"/>
Additional Camper Information (YTH 2026)	Form is required. Registration incomplete unless required items are completed.	<input type="button" value="Open"/>
Parent Liability Release (YTH 2026)	Form not complete. Form MUST be completed prior to arrival at camp.	<input type="button" value="Open"/>
Additional Medical Information (YTH 2026)	Form not complete. Form MUST be completed prior to arrival at camp.	<input type="button" value="Open"/>

9 - 12 -These are all the forms required for youth camp.

During the initial registration process two of the forms must be completed (indicated by the red font)

- Church You Are Attending CAMP With (YTH 2026)
- Additional Camper Information (YTH 2026)

If able, with a parent/guardian would highly encourage filling out the other two forms which are due prior to the registrant's arrival at camp (indicated by the orange font)

- Parent Liability Release (YTH 2026)
- Additional Medical Information (YTH 2026)

This will help you accomplish all your forms at once and not require you to login later to complete them.

Click OPEN to fill out the required forms.

Notes:

- *After saving forms you can later log in and make any updates as you become aware of them.*
- *As you fill out and save the forms you will see their status change from the red/orange font to the green font and the verbiage change to Forms complete.*

(To see more specific details see the YOUTH CAMP FORMS EXPLAINED section below)

MEDICAL

Medical Processes

No Prescription Meds Added
Use [Manage Prescriptions] to add prescription medications choices to your registrations Manage Prescriptions

No OTC Meds Added
Use [Manage Over The Counter] to make over the counter medication choices for your registrations Manage Over The Counter

No Allergies Added
Use [Manage Allergies] to note any allergies your child may have Manage Allergies

← Previous Save/Next →

These are each medical process forms to be filled out/updated for Youth Camp this year.

13 - Manage Prescriptions

Manage Prescriptions

Medications

Your Current Session(s) and Medication(s) so far [Click on 'No Meds' if you're not bringing meds for a session]:

2026 Combined 3-Combined 3 Camper (Female) (08/03/2026-08/07/2026) No Meds Add Meds

Close

If you have prescribed medications this registrant will bring to camp, select “Add Meds”.

- All medication are required to be in the **original container** when turned in at camp check-in.
- **Required Minimal Information Per Medication: Medication Name, Quantity (Frequency), and Dosage.**
- Please **do not send registrant’s with over the counter medications** as our nurses will have them available as needed (acetaminophen, ibuprofen, Benedryl/antiOhistamine, claritin, pepto-bismal, calcium carbonate (Tums), Zyrtec, cough drops, cough medicine, etc).
 - *If you decide to do so please make sure to enter them in this medication section as each medication brought to camp whether over the counter or prescription needs to be logged per camper.*

If you have NO prescribed medications this registrant will bring to camp, select “No Meds”.

14 - Over the Counter Medications

Over the Counter Medications

Please select all over the counter (OTC) medications that can be administered to your Registrant and enter any special instructions in the field provided.

The following over-the-counter medications may be given to my camper:

Select All

Acetaminophen (ex.Tylenol) Ibuprofen Benedryl/Anti-Histamine

Claritin Pepto-Bismol Calcium Carbonate (ex.Tums)

None of them Zyrtec

Comments or Notes:

Select all the over the counter medications that can be administered to your registrant and provide any special instructions in the comments or notes field.

15 - Allergies

Please provide all allergies that the Registrant may have.

Please Note: Guests with personal lifestyle choices (i.e. vegan) are responsible for their own meal supplements if necessary. A salad bar is provided at lunch and dinner. Also, LGCC does not use or cook with any peanut products, but foods shipped to camp may be made in a nut environment.

No Known Allergies

No Known Allergies

Known Allergies →

Select	Allergy List	Allergy/Treatment Details
Environmental		
<input type="checkbox"/>	Bee Stings	<input type="text"/>
<input type="checkbox"/>	Grass	<input type="text"/>
<input type="checkbox"/>	Insect Bites	<input type="text"/>
<input type="checkbox"/>	Pollen	<input type="text"/>
<input type="checkbox"/>	Other-Please specify in notes	<input type="text"/>
Food		
<input type="checkbox"/>	Dairy	<input type="text"/>
<input type="checkbox"/>	Eggs	<input type="text"/>

If no known allergies, check the box in the upper left hand corner.

If known allergies, check the appropriate boxes and provide any allergy/treatment details.

16 - Optional Items - Cabin Mates

Please enter Cabin Mate information below.

You may enter up to 4 Cabin Mates for each Camp Week.

2026 Combined 3 (08/03/2026-08/07/2026) -Combined 3 Camper (Female)

	First Name	Last Name	Cabin Mate Parent Email	
Cabin Mate 1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
Cabin Mate 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
Cabin Mate 3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
Cabin Mate 4:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

List the first and last name of the cabin mate requested.

If you have the **cabin mate parent email** enter this as well (optional)

Note: We do our best alongside of your church arrange cabins in a way that helps support group dynamics and honor the cabin mate requests.

17 - Optional Items - Pre-Order A Camp T-Shirt

Follow the instructions on the screen to select your t-shirt(s).

Note:

- You will receive an additional charge for each item in the “Applied Charges” Section on the right.

Please select from available choices

To pre-order a t-shirt:
 1. Select the desired t-shirt size listed in the 'Available Charges' section
 2. Once selected, use the [Add →] button to add the selected t-shirt to the 'Applied Charges' section
 3. When you're finished, use the [Save/Next] button to move to the next step OR, if opened from the Dashboard, use the [Close] button to close the screen

Notes:
 -These charges will appear in the payment balance for the registrant
 -To remove an added charge, select it in the 'Applied Charges' section and use the [← Remove] button to remove it
 -If you are attending camp with a church group and are paying through the church, your t-shirt charge will be applied to the church's balance. You are responsible to pay the church for your t-shirt.

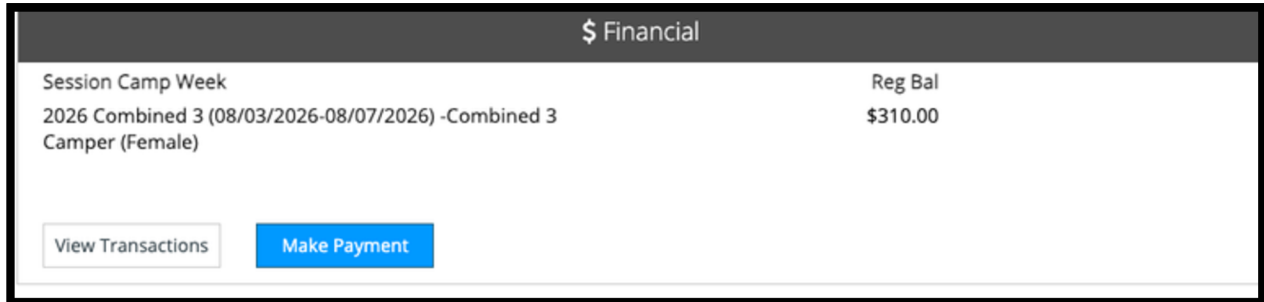
A ✓ in the Available Section, indicates the charge has at least been applied once to the session.
 A ✗ in the Available Section, indicates the charge has not been applied to the session.

Available Charges:			Applied Charges:	
<input type="checkbox"/>	Item	Cost	<input type="checkbox"/>	Item
2026 Combined 3 Aug 3 2026--Aug 7 2026				
<input type="checkbox"/>	✗ KIDS CAMP ONLY - Kids Small Shirt	\$15.00	There are no additional charges applied to display	
<input type="checkbox"/>	✗ KIDS CAMP ONLY - Kids Medium Shirt	\$15.00	Showing 0 to 0 of 0 entries Previous Next	
<input type="checkbox"/>	✗ KIDS CAMP ONLY - Kids Large Shirt	\$15.00		
<input type="checkbox"/>	✗ Adult Small Shirt	\$15.00		
<input type="checkbox"/>	✗ Adult Medium Shirt	\$15.00		
<input type="checkbox"/>	✗ Adult Large Shirt	\$15.00		
<input type="checkbox"/>	✗ Adult XL Shirt	\$15.00		
<input type="checkbox"/>	✗ Adult 2XL Shirt	\$15.00		
<input type="checkbox"/>	✗ Adult 3XL Shirt	\$15.00		

1 to 9 of 9 Records Previous 1 Next

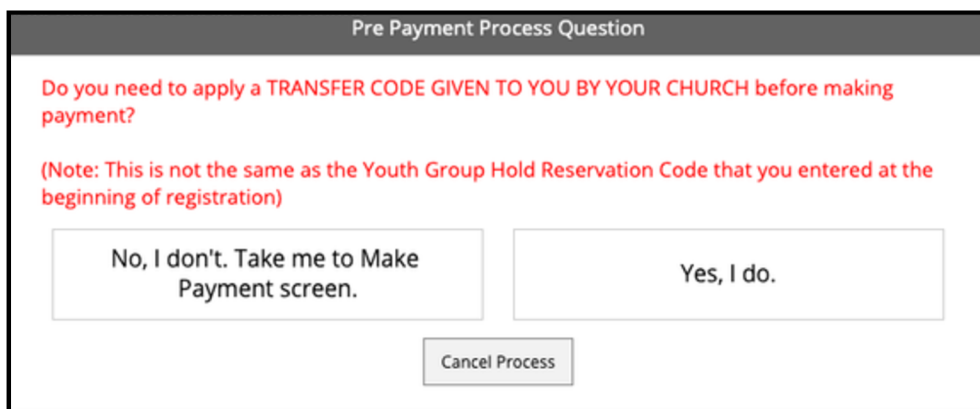
FINANCIAL: MAKE A PAYMENT & TRANSFER CODES

18- Financial Payment Screen - Making a Payment on Campwise



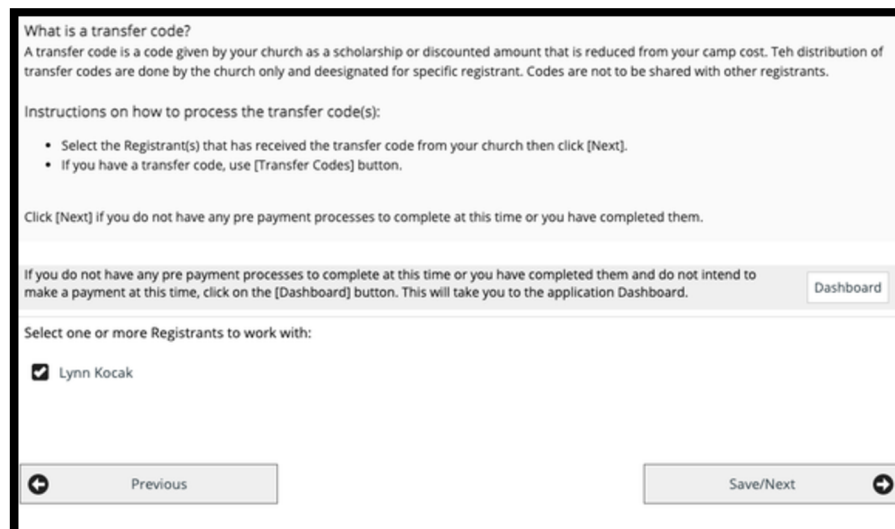
The screenshot shows a financial payment screen with a dark header containing a dollar sign and the word "Financial". Below the header, the session details are listed: "Session Camp Week", "2026 Combined 3 (08/03/2026-08/07/2026) -Combined 3", and "Camper (Female)". To the right, the registration balance is shown as "Reg Bal" and "\$310.00". At the bottom, there are two buttons: "View Transactions" and "Make Payment".

- Click the **“Make Payment”** button.
- Next a pop-up window will appear for Transfer Codes



The screenshot shows a pop-up window titled "Pre Payment Process Question". The main question is "Do you need to apply a TRANSFER CODE GIVEN TO YOU BY YOUR CHURCH before making payment?". A note below states: "(Note: This is not the same as the Youth Group Hold Reservation Code that you entered at the beginning of registration)". There are three buttons: "No, I don't. Take me to Make Payment screen.", "Yes, I do.", and "Cancel Process".

- If you **DO NOT HAVE A TRANSFER CODE** given to you by your church, click **“No, I don't. Take me to Make Payment screen”**
- If you **HAVE A TRANSFER CODE** given to you by your church, click **“Yes, I do.”**
 - This will prompt the following screen.
 - **Follow the instructions** to select the registrant(s) and then click **“Save/Next”**



The screenshot shows a screen titled "What is a transfer code?". It explains that a transfer code is a code given by your church as a scholarship or discounted amount that is reduced from your camp cost. It also provides instructions on how to process the transfer code(s):

- Select the Registrant(s) that has received the transfer code from your church then click [Next].
- If you have a transfer code, use [Transfer Codes] button.

It also states: "Click [Next] if you do not have any pre payment processes to complete at this time or you have completed them." At the bottom, there is a section "Select one or more Registrants to work with:" with a checkbox next to "Lynn Kocak". There are "Previous" and "Save/Next" buttons at the bottom.

Pre Payment Processes Registrant Selection

Use [Transfer Codes], if you have transfer codes provided by the camp to apply for your registrations.

[Transfer Codes](#)

- Click the **“Transfer Codes”** button.

Do you have Transfer Code(s)? More +

Enter transfer codes provided by the camp here. If you have more than one, click MORE+ (in the bar above) to add more codes. After entering the transfer codes, if sessions are displayed, make appropriate session-Camp Week selection if not already selected. Then click Save/Next.
NOTE: Any transfer code that is previously applied for the session-Camp Week, will not be re-applied to the same session-Camp Week.

Transfer Code 1:

[Get](#)

- **Enter the transfer code** into the space provided.
- Click **“Get”**

Do you have Transfer Code(s)? More +

Enter transfer codes provided by the camp here. If you have more than one, click MORE+ (in the bar above) to add more codes. After entering the transfer codes, if sessions are displayed, make appropriate session-Camp Week selection if not already selected. Then click Save/Next.
NOTE: Any transfer code that is previously applied for the session-Camp Week, will not be re-applied to the same session-Camp Week.

Transfer Code 1:

[Get](#)

\$50.00 will be Transferred to District Office
Code will be applied to the checked camper sessions.

2026 Combined 3 - Combined 3 Camper (Female)

[← Previous](#) [Save/Next →](#)

- **Review the scholarship/discounted amount** shown in the italicized description.
- **Check the appropriate session week** if not selected already.
- Click **“Save/Next”**
- Then click **“Save/Next”** to complete transfer code entry process.

18- Financial Payment Screen - Making a Payment on Campwise Continued

INSTRUCTIONS **CONTACT US**

To make a payment:

1. Select the Registrant(s) for whom you want to pay in the Select tab.
2. On the Registration tab, enter your registration amount.
3. Click NEXT or the Options tab to view your payment summary. Choose a payment method and fill in the required fields.
4. Click NEXT to the confirmation tab process. Confirm all your selections before processing the payment.

Note: Do not click any other buttons while payment is being processed.

If you do not have any balance due or do not want to make a payment at this time, click on the [Dashboard] button. This will take you to the application Dashboard. Dashboard

Select

Screen Help

System will automatically select Registrants to be included for making payment. Click [Process Selected Registrants] to continue to the next step. User can click on [Deselect] to exclude Registrants. System will validate and analyze if the selected Registrants are eligible for payments. When selecting Registrants, the Registrants that are successfully validated and added will have the text 'Selected', the once that failed validation will have the text 'Missing Req. Data' and will not be included for making payment, the once that do not have any enrollments or balance due will have the text 'No Balance Due', the once that were not selected will have the text 'Not Selected'. A validation error message will be displayed on the top, if any Registrants failed validation. Click on [Details] to view details on missing data for the Registrant. Click on [Select] to include Registrants. Click on [Select All Registrants] to include all Registrants. Click on [Deselect All Registrants] to exclude all Registrants.

Select Registrants and click [Process Selected Campers] button: Deselect All Registrants **Process Selected Registrants**

View Options: [List](#) [Tile](#)

Name	Reg Bal	Store Bal	Status	Action
Lynn Kocak	\$260.00	\$0.00	Selected	Deselect

If you do not have any balance due or do not want to make a payment at this time, click on the [Dashboard] button. This will take you to the application Dashboard. Dashboard

- Read instructions provided.
- When all registrants that you are looking to make a payment are selected click the green “Process Selected Registrants” button.

Your Progress Indicator For Completing Registration Payment

✓ 2 3 4

Select **Registration** Payment Confirmation

Please enter registration payment amount for each of Registrants Camp Week. Enter 0.00 to skip payment for a Registrants Camp Week. Amount(s) entered below this section are for registration payment of the Registrants Camp Week.

Note: Only Sessions with Balance Due will be displayed.

Total Registration Payment: \$260.00

Lynn Kocak 2026 Combined 3 (08/03/2026-08/07/2026)	Reg Bal: \$260.00
[Full Pmt. Amt. is \$260.00 Enter Pmt. Amt. from \$0.00 to \$260.00]	<input type="text" value="260.00"/>

If you do not have any balance due or do not want to make a payment at this time, click on the [Dashboard] button. This will take you to the application Dashboard. Dashboard

Previous Save/Next

- Enter the registration balance amount you are looking to pay.
 - Note if you are waiting on or forgot what your transfer code is please leave a remaining balance of the value of the transfer code so you can return and make a payment using the transfer code at a later time.

Please review the payment summary. Select the method of payment and provide payment details.

Payment Summary	
Registration Balance Due: (Coupons, Automatic & Requested Discounts Included)	\$260.00
Total Discount Applied: (Coupons, Automatic & Requested Discounts Included)	\$0.00
Total Registration Payment Amount:	\$260.00
Final Payment Amount:	\$260.00





Method of Payment

You will be charged \$260.00 today.

Select your Method of Payment

Credit Card
 eCheck
 Mail-In Check

Enter Payment Details below

Card #: *
 Expiration Month: *
 Expiration Year: *

Sec. Code: *
 Name on Card: *

Postal/Zip Code: *
 Card Amount: *

If you do not have any balance due or do not want to make a payment at this time, click on the [Dashboard] button. This will take you to the application Dashboard.

- Review your payment summary.
- Select your method of payment.
 - If a Mail-In Check:
 - Enter the check # & Name on Check (person issuing the check)
 - Send check in mail to: MN District Council (1315 Portland Ave S, Minneapolis, MN 55404)
 - Written out to: MN District Council
 - In the **memo** line put: Youth Camp 2026 - [YOUR SESSION WEEK] - [YOUR REGISTRANT'S NAME] - [YOUR CHURCH NAME]
 - If payment is being issued to multiple registrants from one check note by the registrant's name the dollar amount allocated to each registrant
 - If **additional information** is provide please add a note along with the check.
- Click **“Save/Next”**
- Review the payment information.
- Click **“Process Payment”** & confirm by clicking **“Continue”**
- Confirmation email will be sent to you.
- Next Steps
 - Print a copy of your receipt
 - Go to dashboard to complete any remaining forms
 - Logout to leave the online registration.

YOUTH CAMP FORMS EXPLAINED

CHURCH YOU ARE ATTENDING CAMP WITH (YTH 2026)

Church you are Attending CAMP With (YTH 2026)

What church you are ATTENDING CAMP WITH: *(Churches listed by: City, Church Name)*

*

Select...

If you are attending with **River Valley Church**, who is your SMALL GROUP LEADER?
(Note: This is a youth leader not your location's youth pastor. If uncertain feel free to leave blank).
500 Chars Left

If you are attending with **Emmanuel Christian Center**, what is your CONNECT GROUP NAME?
500 Chars Left

Other church not included in the list
100 Chars Left

Previous Save, Finish Later Save/Next

1- Select the church you are attending camp with from the dropdown.

If not attending camp with a church or your church does not have a Youth Group Hold Reservation Code please choose NO CHURCH.

2- If with River Valley Church or Emmanuel Christian Center, please enter the additional information.

3- If you are attending with a church but do not see the name in the dropdown, please enter the church name in the space provided.

4- Click “Save/Next” when done.

YOUTH CAMP FORMS EXPLAINED

ADDITIONAL CAMPER INFORMATION (YTH 2026)

Additional Camper Information (YTH 2026)

Is there anyone, besides the parents/guardians already listed, who should be allowed to remove your camper from camp? *

Yes No

If yes, please list their names here and relation to registrant.

100 Chars Left

If your camper will need to leave camp at any point during the week, please provide the following information below:

- The reason for departure
- Expected pick-up date and time
 - If returning to camp, expected return drop-off date and time
- Who will be picking them up (should be listed in the above question if not a parent/guardian)

For safety, the person picking up your camper must show a valid ID and sign a check-out form at the camp office before leaving.

(Note: You can update this online on your camper profile as we get closer to the start of camp.)

1000 Chars Left

Is there anyone who may try to remove your camper from camp who should not have access to them due to safety, custody, or other reasons?

* Yes No

If yes, please list their names here and relation to registrant.

100 Chars Left

Does your camper require a PCA, Para, or extra services at school or home?
If your camper will need extra supervision while at camp, please coordinate with your pastor.
The need of a PCA will not keep your camper from attending camp. *

Yes No

Previous Save, Finish Later Save/Next

Note: You can go in and update this form after saving the form as completed.

Q1,

If Yes, select yes and fill in the name of the individual and relation to registrant.

If No, select no.

Q2, if you know of a reason that your registrant will be leaving camp please provide the information requested.

Q3,

If Yes, select yes and fill in the name of the individual and relation to registrant.

If No, select no.

Q4,

If Yes, select yes and reach out to your pastor to coordinate.

If No, select no.

YOUTH CAMP FORMS EXPLAINED

PARENT LIABILITY RELEASE (YTH 2026)

1- Please **read the various sections.**

2- When read, **have a parent/guardian digitally sign the two sections provided.**

Additional Medical Information (YTH 2026)

Additional Medical Information (YTH 2026)

If the registrant does not have insurance, please enter 'X' for the following insurance questions.

Health Insurance Company *
100 Chars Left

Insurance Policy Holder Full Name *
100 Chars Left

Insurance ID Number *
20 Chars Left

Insurance Group Number *
100 Chars Left

RX Bin/Prescription Number *
100 Chars Left

Insurance Company Customer Service Phone Number *
100 Chars Left

Insurance Company Provider Phone Number *
100 Chars Left

Previous Save, Finish Later Save/Next

PAGE 1 -

If the registrant HAS Health Insurance, enter the info in the spaces provided.
If the registrant DOES NOT HAVE Health Insurance, enter an “X” into the spaces provided.

YOUTH CAMP FORMS EXPLAINED

Additional Medical Information (YTH 2026)

Additional Medical Information (YTH 2026)

Registrant's Clinic Name and Location *
100 Chars Left

Registrant's Doctor's Name *
100 Chars Left

Registrant's Doctor/Clinic Phone Number *
30 Chars Left

Is there anything else we should know about the registrant's insurance?
300 Chars Left

How would you describe the registrant's overall health? *

Excellent Good Poor

Dietary Restrictions *

Camper does NOT have dietary restrictions. Camper HAS dietary restrictions.

If the camper HAS dietary restrictions, please provide detailed information below.
1000 Chars Left

Describe any health problems or limitations the registrant has.
(DO NOT LIST ALLERGIES HERE)
300 Chars Left

Last Tetanus Shot/Booster Shot date (Click or tap inside the field to display calendar.)

Previous Save, Finish Later Save/Next

PAGE 2 -

• Clinic & Doctor + Health Insurance Continued

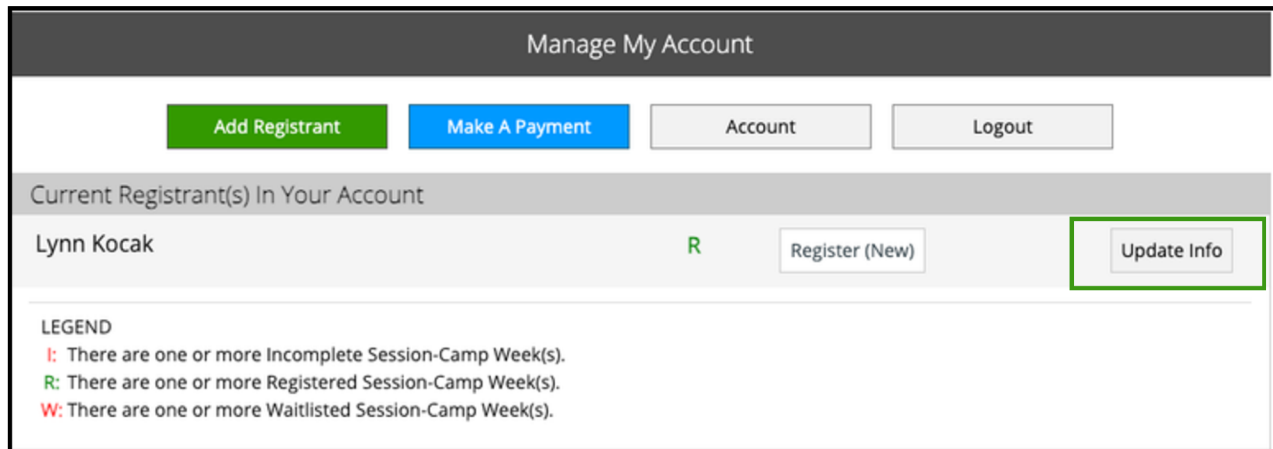
- **If the registrant HAS a clinic and doctor**, enter the info in the spaces provided.
- **If the registrant DOES NOT HAVE a clinic and doctor**, enter an “X” into the spaces provided.
- Provide any additional info you think we should know about the registrant’s insurance

• Health & Dietary Questions

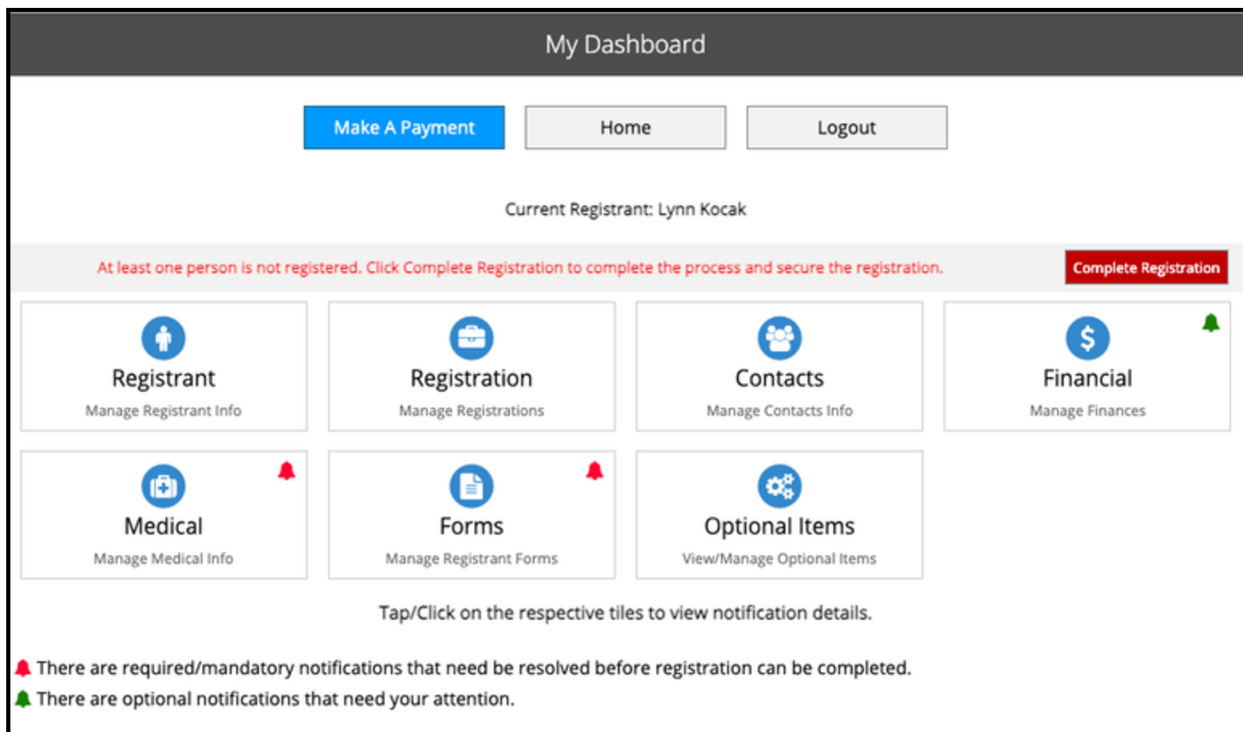
- **Please answer each question and provide as detailed information as you can** for our camp team to prepare for the registrant’s arrival.
- **Tetanus/Booster Shot (optional)**

WHAT TO DO IF I SAVED AND NOW AM LOGGING BACK IN TO FINISH MY REGISTRATION?

1 - Log back into your account by clicking the “SIGN UP FOR CAMP” button on the msmstudent.com/camp website. (see additional instructions above)



2 - In the “Current Registrant(s) In Your Account” section click the “**Update Info**” button for the registrant you are working on registering.



3 - You will see a grid of boxes for the various sections of the registration form, **click on the box that has the first red bell icon. (Note Financial will be last)**

4 - Continue filling out the registration for the registrant.