

TBC Children's Camp 2018

Online Registration Instructions

*** Please read these instructions and follow them as closely as possible to ensure that you completely register.

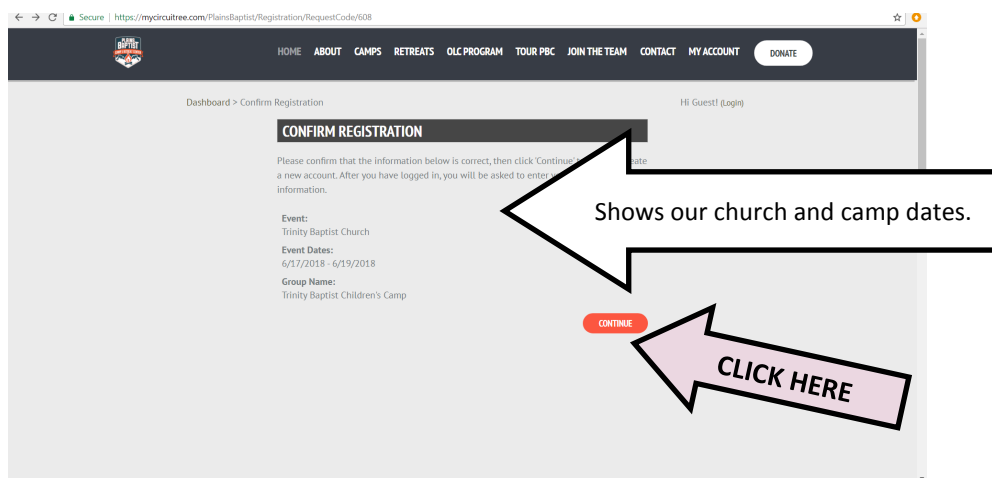
*** You will need your child's insurance and doctor's office information.

*** This online registration is in **addition** to a \$50 deposit you need to pay to the church to reserve your child's spot.

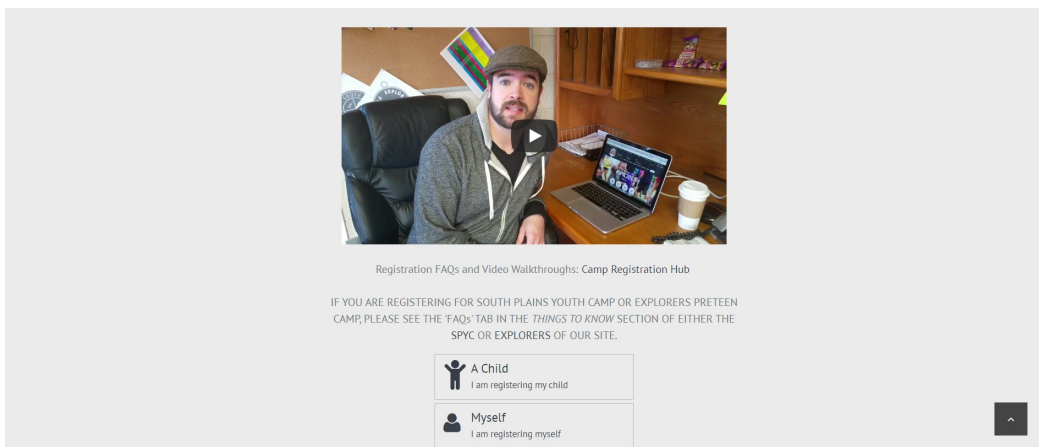
*****Registration deadline: May 25**



- 1) Follow this link to begin registration: **<https://mycircuitree.com/PlainsBaptist/Registration/RequestCode/608>**
- 2) Confirm Registration: Click Continue on the bottom right.



- 3) Who are you registering? Scroll down to see that you can choose either “A Child” or “Myself” (Please do not register yourself as a sponsor if you have not first spoken with Ms. Tara)



4) Sign In: You will want to create an account. This is not attached to our MyTBC or our church database; it is an independent group contracted by Plains Baptist Camp. **If you registered last year, you should still have an account with them.**

The screenshot shows the login page of the Plains Baptist Camp MyTBC system. The page has a dark header with navigation links: HOME, ABOUT, CAMPS, RETREATS, OLC PROGRAM, TOUR PBC, JOIN THE TEAM, CONTACT, MY ACCOUNT, and a DONATE button. Below the header, there's a 'SIGN IN' section with the text 'Please enter your account login information below.' There are two main options: 'EXISTING ACCOUNT' and 'DON'T HAVE AN ACCOUNT?'. The 'EXISTING ACCOUNT' section includes fields for 'Email Address:' and 'Password:', a 'Forgot your password?' link, and a 'SIGN IN' button. The 'DON'T HAVE AN ACCOUNT?' section has a 'CREATE NEW ACCOUNT' button. Three yellow arrows with black outlines point to specific parts of the page: one points to the 'EXISTING ACCOUNT' section with the text 'Registered last year', another points to the 'Forgot your password?' link with the text 'Forgot password?', and a third points to the 'CREATE NEW ACCOUNT' button with the text '1st Time'.

******* If you are creating a new account this section applies to you. If you are logging in to an existing account, go to the next step. When creating a new family account, it is important that you remember that the first information you enter is for your family account and it should be **YOUR** name as the parent. You will want to save your account login information for future use.

The screenshot shows the 'CREATE NEW FAMILY ACCOUNT' page. The page has a dark header with navigation links: HOME, ABOUT, CAMPS, RETREATS, OLC PROGRAM, TOUR PBC, JOIN THE TEAM, CONTACT, MY ACCOUNT, and a DONATE button. Below the header, there's a 'CREATE NEW FAMILY ACCOUNT' section. It is divided into two main columns: 'MY INFORMATION' and 'PRIMARY ADDRESS'. The 'MY INFORMATION' column includes fields for 'My family role*', 'My name*' (First and Last), 'Birth date*' (Month, Day, Year), 'My email address*', and 'Were you a former camper?*' (Yes/No). The 'PRIMARY ADDRESS' column includes fields for 'Type*', 'Address*' (Mailing Address), 'City*', 'Zip*', 'Country*' (United States), and 'PHONE NUMBERS'. The 'PHONE NUMBERS' section includes a 'Number*' field with a dropdown for 'Home' and a text input for the number (123-123-1234), a 'remove' button, and a '+ add another phone' link. There are also fields for 'Enter a password*' and 'Confirm the password*'. The page also shows 'Hi Guest! (Login)' in the top right corner.

5) Select Attendee: This is where you will insert your child's name and information.

Select Attendee

Please verify information about the person that will be attending this event.

Name: *
First Middle Last

Family Role: *
Child

Birth Date: *
Month Year

Grade Completed
- Select - (for school year 2016 - 2017)

Gender: *
- Select -

Attendee Email Address (Optional):
Please enter an email address for this attendee.

Continue

If you registered in previous years, the cells should be populated with the correct information. Put the grade they will complete May 2018.

6) Follow the prompts to fill out Medical Information and any Terms & Conditions

- There is a section that may ask you about a donation to Plains Baptist Camp - this is up to you, but is not required.
- If it asks you about a “store account,” you **do not** want to put any money into a store account because our children will not have access to the concession stand.
- Unless you decide to give a donation, there should be **no** payment required to complete your registration. All payments will be paid through the church and are due by **June 8, 2018**.
- Please call me if you have any trouble registering. I can monitor the registrations from my computer, but it will not send me a confirmation email. If I have your \$50 deposit, then I will know to look for your online registration.
- You must complete BOTH steps to be registered.
 1. Online Registration
 2. \$50 deposit

7) Did you complete your registration?

Upon completion, your registration dashboard should show completion in the lower lefthand corner. If you skipped information, these sections will not say completed.



Dashboard > Itinerary List > Registration Detail

Hi Tara Cruse! (logout)

REGISTRATION DETAILS ITINERARY #608

TARA CRUSE (ENROLLED) Edit Attendee BALANCE: \$0.00

Plains Baptist Camp
Trinity Baptist Church
06/17/2018 - 06/19/2018
First time counselor: No
CPT: Yes
T shirts: Adult Large

CAMP SERVICES

- Health Form Completed 05/06/18
Manage medical information
- Additional Questions Completed
Answer additional questions
- Terms and Conditions Completed
View and sign terms and conditions

INFORMATION

Thanks for choosing Plains Baptist Camp

- Make Payment
Make a payment on this registration
- View Statement
View the statement for this registration
- Store Account
Manage store funds
- Download Health Form
View a PDF version of your Health Form that can be signed by a physician

Come check us out!