

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.

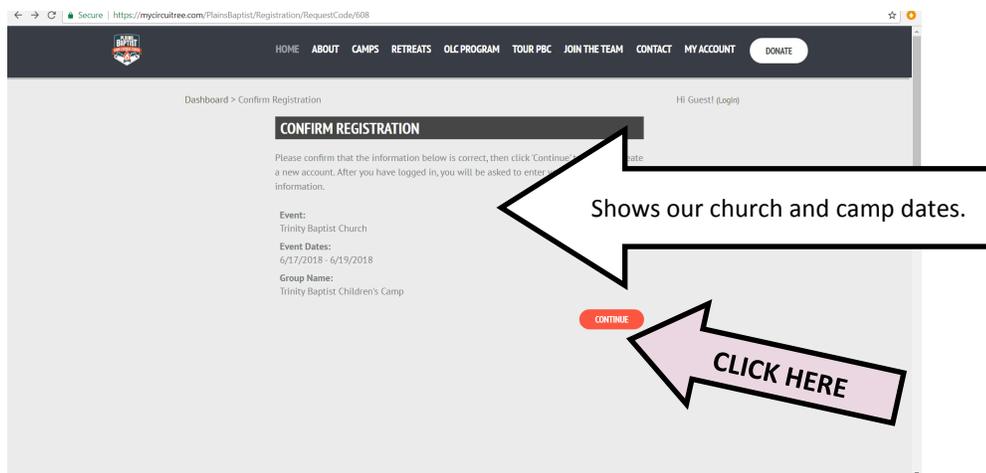
*** You will need your child's insurance and doctor's office information.

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

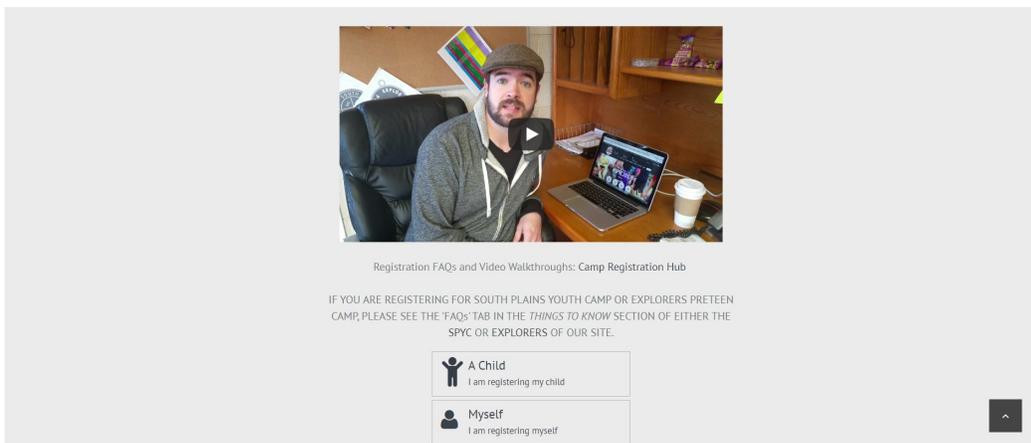
*****Registration deadline: May 25**



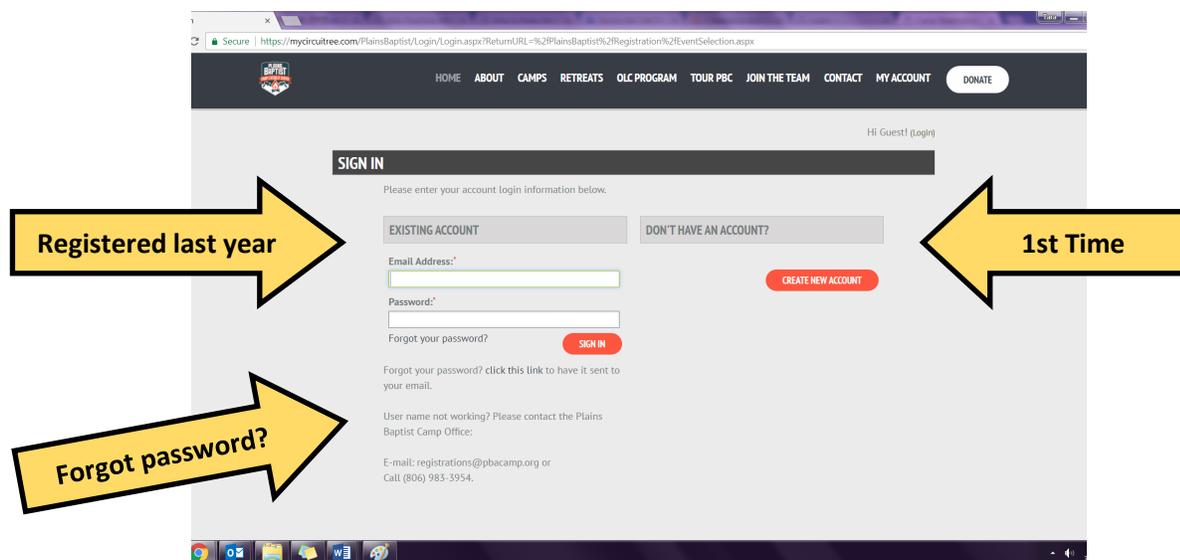
- 1) Follow this link to begin registration: <https://mycircuitree.com/PlainsBaptist/Registration/RequestCode/608>
- 2) Confirm Registration: Click Continue on the bottom right.



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.**



*** 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.

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

The screenshot shows a web form titled "Select Attendee" with a red header. Below the header, it says "Please verify information about the person that will be attending this event." The form includes fields for "Name:" (First, Middle, Last), "Family Role:" (Child), "Birth Date:" (Month, Day, Year), "Grade Completed:" (- Select -), "Gender:" (- Select -), and "Attendee Email Address (Optional):". A blue "Continue" button is at the bottom right. A large yellow arrow points from the right towards the form, containing the text: "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.



The screenshot shows a registration dashboard for "TARA CRUSE (ENROLLED)". It includes a profile section with a photo, name, church, dates, and other details. A "CAMP SERVICES" section lists "Health Form", "Additional Questions", and "Terms and Conditions", all marked as "Completed". On the right, there are options for "Make Payment", "View Statement", and "Store Account". The "BALANCE" is shown as "\$0.00". The dashboard also includes a "Download Health Form" button and a "Thanks for choosing Plains Baptist Camp" message.