

# Registering for Troop Mini-Camp in CampInTouch

## **Steps for Troop Leader who already has a CampInTouch account.**

On GSME website Camp Registration page: <http://www.girlscoutsofmaine.org/en/camp/camp-registration.html>

***Be prepared to make ONE payment for the group. The system cannot take payments from each individual family. Leaders can make one payment and collect any funds due from parents separately.***

Click *REGISTER FOR CAMP* button.

You will be completing **just one registration for your Troop**, not one for each girl.

Log in using your CampInTouch email and password

Select: *season* [select the current calendar year]

Select: Select your troop listed under Campers.

\*If you do not see your Troop you will need to create an account - click *Another Child*

First Name: enter the word *Troop*

Last Name: Enter your troop number, then add enough 0's to make it 5 digits long

Date of Birth: enter any date, it doesn't matter

Grade: enter average age of most girls in troop

School: enter the one that most girls attend

Select *Begin Application*

### **Page 1: Find the camp you would like to attend.**

Select *Show Sessions* under Pondicherry or Natarzwi to see the available mini-camp dates

Select Troop program/dates you want to attend

Select *Continue*

### **Page 2: Household Information**

Review your *household information* and make updates.\***This information should be the primary contact for your troop's information i.e. Troop Leader**

Relationship: select *other* or *Guardian* and gender *M* or *F*

Select to *remove second parent UNLESS* you have a second troop leader who should be a second contact person for your troop. **\*This person will receive emails and notifications as well.**

Review *emergency contacts* and update

Select *Continue*

### **Page 3: Additional Options**

Select *Additional options*:

Select *Show Natarzwi or Pondicherry Troop Minicamp Options*

Register adults by checking the box next to *Adults*, and then enter the number of adults in the *Quantity* box..

Confirm you have the correct number entered for number of adults you are registering

Next, register girl troop members by checking the box next to *Girls*, and then enter the number of girls the *Quantity* box.

Confirm you have the correct number entered for number of girls you are registering

Select *Continue*

### **Page 4: Bunk requests: SKIP; questions don't apply**

*Continue*

### **Page 5: SKIP; questions don't apply**

*Skip to end of page and Select Continue*

## **Billing**

**Please skip to *step by step instructions for payment process* in Billing section below.**

## **Steps for New Troops registering in CampinTouch:**

**Use these steps if you have never registered your troop or any family members in CampInTouch.**

On GSME website Camp Registration page: <http://www.girlscoutsofmaine.org/en/camp/camp-registration.html>

Click *REGISTER FOR CAMP* button under Camp Registration tab

You will be completing just one registration for your Troop, not one for each girl.

***Be prepared to make ONE payment for the group. The system cannot take payments from each individual family. Leaders can make one payment and collect any funds due from parents separately.***

### **About You (Parent/Guardian)**

Please Enter: Troop Leaders First and Last Name

Email: provide best email address

Relationship: *select: I am a legal guardian/ custodial parent*

Select *Continue*

Create a password (please make a note and save your password)

Select: *season* [select the current calendar year]

First Name: enter the word *Troop*

Last Name: enter your troop number, then add enough 0's to make it 5 digits long

Date of Birth: enter any date, it doesn't matter

Grade: enter average age of most girls in troop

School: enter the one that most girls attend

Select *Begin Application*

### **Page 1: Select the camp you would like to attend.**

Select *Show Sessions* under Pondicherry or Natarzwi to see the available mini-camp dates

Select Troop program/dates you want to attend

Select *Continue*

### **Page 2: Household Information**

Fill in *house hold information* **\*this information should be the primary contact for your troop's information i.e. Troop Leader**

Relationship: select *other* or *Guardian* Gender: *M* or *F*

Select to *remove second parent* **UNLESS** you have a second troop leader who should be a second contact person for your troop. **\*This person will receive emails and notifications as well.**

Enter *Emergency Contacts* (should be another leader or parent)

Select *Continue*

### **Page 3: Additional Options**

Select *Show Natarzwi or Pondicherry Troop Minicamp Options*

Register adults by checking the box next to *Adults*, and then enter the number of adults in the *Quantity* box.

Confirm you have the correct number of adult participants entered

Next, register girl troop members by checking the box next to *Girls*, and then enter the number of girls in the *Quantity* box

Confirm you have the correct number of girl participants entered

Select *Continue*

### **Page 4: Bunk requests; SKIP, questions don't apply**

Select *Continue*

### **Page 5: SKIP, questions don't apply**

## Page 6: Billing Instructions for Both New and Returning Users

### Troops need to pay in full at time of registration.

There are two methods depending on whether you are a first time registrant in CampInTouch or not.

1. **First time users:** If this is your first time registering for **ANY** current year camp program through CampInTouch, **Select Pay In full** option.
  - Select *payment type* and enter payment method (reminder: make sure to use your troop credit/debit card)
  - *Select Continue*
  - Sign *Terms and Conditions*
  - Select: *Submit*
2. **Users with existing CampInTouch accounts:**
  - a. If you have personally registered others in your own family for a current year resident or day camp session **DO NOT** select **Pay In Full**. In that case, please select **Self pay.**
    - When **Self Pay** is selected you will only be charged for one minicamp individual upon signature.
    - Select *payment type* and enter payment method (reminder: make sure to use your troop credit/debit card)
    - *Select Continue*
    - Sign *term and conditions*
    - Select: *Submit*
    - Since payment in full is required for all participants, please go to the top of the page and select **My Account> Financial Management> Make a payment-** and pay the balance in full for Troop Mini Camp.
    - This is required to confirm your troop's spot at camp