

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