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 Natarswi 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 Natarswi 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 Natarswi to see the available mini-camp dates
Select Troop program/dates you want to attend
Select Continue

Page 2: Household Information
Fill in household 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 Natarswi 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