



# SUPER Detailed Registration Instructions

Step 1: Go to [www.stxkidmin.org/kids-camp](http://www.stxkidmin.org/kids-camp) and click on the 'Register Here' Button.

A new window with the online registration form will open.

Read the details, then toggle over to 'Register'

Step 2: Create a Group

Each church needs to create their own group. The group leader should be the primary camp organizer/leader.

The name of your group should be your church name and city (i.e Northwood Spring; New Life Kingwood; First AG Huntsville)

Step 3: Select Your Groups Registration Type

Select the registration that will be most common depending on which camp deadline you think the majority of your group will meet.

Step 4: Add Your Email Address

This should be the email address for the primary group organizer/leader.

Step 5: Create a Passcode for your group - something simple and easy to remember.

Step 6: Create a Passcode for managing your group.

This should be a little more selective. Management access should only be given to primary group leaders to minimize confusion and limit who can make changes to the group.

Step 7: Add name and contact information for primary group organizer/leader

Next, you have a few options...

Option 1: Designate a Camper Registrar

- Hand out the 'Camper Registration Form for Church Use Only'
- Forms are turned in to Camp Registrar
- Camp Registrar handles online registration

Option 2: Parents Register

- Email out the Online Camp Registration Link to parents.
- Parents register their individual kids

## Payment Options

### Credit Card/Online

Credit Card Payments can be made online. A 4% fee will be added to the total. Minimum online payment is \$100 (plus 4%) for the camper deposit and \$50 (plus 4%) for leader deposits. Final Balances may be paid onsite at registration. Any payment make to STXKidMin are non-refundable. Transfers may be made up to 2 weeks before the start of camp.

### Check

Groups can collect funds and send one church check or parents can send checks directly to our office. Checks for deposits must be postmarked by registration deadline to confirm camp price. If parents are mailing checks, please list campers name and church name in the memo. Total camp balance can be paid onsite at registration. Any payment make to STXKidMin are non-refundable. Transfers may be made up to 2 weeks before the start of camp.

### Cash

Please do not mail cash, but cash can be used to pay final camp balance onsite at registration.

### Pre-Purchase Options/Add Ons

Camp Shirt and Money Cards can be pre-purchased during online registration. The total amount will be added to your group camp balance and payment in full will be required onsite at registration.