

**KURIAKIS**

## **Returning Camper Registration**

**Been to camp before? These instructions are for you!**

Apr 2010

You can access online registration from our website at [www.kuriakos.ab.ca](http://www.kuriakos.ab.ca).

A screenshot of the 'Registration' page on the Kuriakos website. On the left is a dark blue navigation menu with white text: 'WELCOME', 'ABOUT US', 'PROGRAMS', 'REGISTRATION' (circled in red), 'RENTALS', 'SUPPORT', 'STAFF', and 'CONTACT'. The main content area has a green header 'Registration' and a sub-header 'Register Online'. Below this, there is text: 'To Login or Register Online, click [HERE](#).', '\*Parents - use the middle link on the linked page', and 'Mail-in registration available [HERE](#)'. Under 'HELPFUL HINTS:', there are sections for 'User Accounts' and 'Online Payment'. At the bottom of the page is a dark blue footer with three white buttons: 'Register Online' (circled in red), 'Paperwork', and 'Financial Assistance'.

WELCOME  
ABOUT US  
PROGRAMS  
REGISTRATION  
RENTALS  
SUPPORT  
STAFF  
CONTACT

## Registration

### Register Online

To Login or Register Online, click [HERE](#).  
\*Parents - use the middle link on the linked page  
Mail-in registration available [HERE](#)

**HELPFUL HINTS:**

User Accounts  
If you are new to Kuriakos, you will need to create a user account. If you registered in 2009, please use the username you created last year. User Accounts allow you to store information year to year. All family members should be listed under the same user account. If you did not receive a user account last year, please contact us so we can connect your profile with a new account.

Online Payment  
Payment is accepted online using Mastercard and Visa. The website acts just like a physical terminal. Your information is only stored if you choose to save it. The camp will never be able to see your full information, only the last 4 digits of your card. This system has the highest security rating.

[Register Online](#) | [Paperwork](#) | [Financial Assistance](#)

Please select the middle link.

A screenshot of the 'Camp Kuriakos' registration options page. At the top is a dark blue banner with the text 'CAMP KURIAKOS' in white. Below the banner is a white header with 'Welcome to Camp Kuriakos' and a blue question mark icon. A yellow box contains the text: 'Please select from one of the options listed below. **Note:** Once you make a selection the system will direct you to the next applicable window.' Below this is a section titled 'Choose an option:' with three blue links: 'Click Here to Request A Brochure or to make an Inquiry About Our Camp', 'Click here to use our Online Registration Process' (circled in red), and 'Click Here to use Camp's Online Group Registration Process'.

CAMP KURIAKOS

Welcome to Camp Kuriakos

[Click Here To Learn More...](#) [\(Hide Details\)...](#)

Please select from one of the options listed below.  
**Note:** Once you make a selection the system will direct you to the next applicable window.

Choose an option:

[Click Here to Request A Brochure or to make an Inquiry About Our Camp](#)

[Click here to use our Online Registration Process](#)

[Click Here to use Camp's Online Group Registration Process](#)

If you remember your username, enter it here. **If you've forgotten your username or haven't registered online before, please contact camp staff.**

<< Prev

[Click Here To Learn More...](#) [\(Hide Details\)...](#)

Enter your UserName/Sign in and Password. Then click on the 'Sign in' button. If you do not have a UserName/Sign in then click on 'Create a New UserName/Sign in'.

If you forgot your password, then enter your UserName/Sign in and enter something in password and click 'Sign in' and you will then be able to request a new password.

**Need More Help? Call Toll Free 866-433-4548**

**Sign in to Camp Kuriakos**

UserName/Sign in:

Password:

[Create a New UserName/Sign in](#)



<< Prev

Welcome back! Here's your main screen. If you'd like to add a new camper, you'll find the full instructions in the *NEW CAMPER* version of this guide.

**Add Additional Camper** [Make Payment/Logout](#)

[Click Here To Learn More...](#) [\(Hide Details\)...](#)

You can do several things from this screen:

1. If you have more than one camper, you may click on a camper name to review that camper's information.
2. Click on any of the blue text below to review or change that information. For example click on 'Address' to change or review the address.
3. Click on the 'Add Another Program' button to register your camper for another program.
4. Click on 'Add Additional Camper' button to register another child.
5. Click on 'Make Payment/Logout' to make a payment.

**Need More Help? Call Toll Free 866-433-4548**

Campers	Programs	Camper Information	Optional Items
- Kuriakos Camper <a href="#">Delete</a>		- Address - Contacts - Profile - Heard About	- Emergency Contacts - Medical - Cabinmate Requests - Billing

After that, you can select your desired camper on the left.

Please review each camper's information, and update it as required for this year.

[Add Additional Camper](#) [Make Payment/Logout](#)

[Click Here To Learn More...](#) [\(Hide Details\)...](#)

You can do several things from this screen:

1. If you have more than one camper, you may click on a camper name to review that camper's information.
2. Click on any of the blue text below to review or change that information. For example click on 'Address' to change or review the address.
3. Click on the 'Add Another Program' button to register your camper for another program.
4. Click on 'Add Additional Camper' button to register another child.
5. Click on 'Make Payment/Logout' to make a payment.

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<b>Camper</b> <a href="#">- Kuriakos Camper</a> <a href="#">Delete</a>	<b>Programs</b>	<b>Camper Information</b> <a href="#">- Address</a> <a href="#">- Contacts</a> <a href="#">- Profile</a> <a href="#">- Heard About</a> <a href="#">- Emergency Contacts</a> <a href="#">- Medical</a>	<b>Optional Items</b> <a href="#">- Cabinmate Requests</a> <a href="#">- Billing</a>
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Simply select one of the (*Show Details*)... buttons on the right.

[Add Additional Camper](#) [Make Payment/Logout](#)

[Display Heard About Information for this Camper](#) [\(Hide Details\)...](#)

[Click Here To Learn More...](#)


You may click on any of the blue text at the top of the page. Click on **Programs, Activities, Camper Information or Optional Items** will take you to a new page. Click on any of the items under Camper Information or Optional Items will open a panel and you may review and change any of the information. You can then click on another of the blue items at the top of the page or click on any of the 'Show Details' to open and review that panel.

When you are ready to make a payment or logout click **Make Payment/Logout**.

<b>Camper</b> <a href="#">- Kuriakos Camper</a> <a href="#">Delete</a>	<b>Programs</b>	<b>Camper Information</b> <a href="#">- Address</a> <a href="#">- Contacts</a> <a href="#">- Profile</a> <a href="#">- Heard About</a> <a href="#">- Emergency Contacts</a> <a href="#">- Medical</a>	<b>Optional Items</b> <a href="#">- Cabinmate Requests</a> <a href="#">- Billing</a>
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Name: Kuriakos Camper    Age: 60 Years and 3 Months  
Date Of Birth: 01/01/1950    Gender: Male  
Grade: Graduate

**Camper Photo** [\(Show Details\)...](#)



**Camper Address Information** [\(Show Details\)...](#)

**Parent/Guardian Information** [\(Show Details\)...](#)

**Emergency Contact Information** [\(Show Details\)...](#)

**Profile Information** [\(Show Details\)...](#)

**Medical Information** [\(Show Details\)...](#)

**Heard About the Camp From Information** [\(Show Details\)...](#)

[Add Additional Camper](#) [Make Payment/Logout](#)

Next, you can add new programs to each camper.

[Add Additional Camper](#) [Make Payment/Logout](#)

[Click Here To Learn More...](#) [\(Hide Details\)...](#)

You can do several things from this screen:

1. If you have more than one camper, you may click on a camper name to review that camper's information.
2. Click on any of the blue text below to review or change that information. For example click on 'Address' to change or review the address.
3. Click on the 'Add Another Program' button to register your camper for another program.
4. Click on 'Add Additional Camper' button to register another child.
5. Click on 'Make Payment/Logout' to make a payment.

**Need More Help? Call Toll Free 866-433-4548**

<b>Campers</b> - Kuriakos Camper <a href="#">Delete</a>	<b>Programs</b>	<b>Camper Information</b> - Address - Contacts - Profile - Heard About	<b>Optional Items</b> - Cabinmate Requests - Billing
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**Programs**

**Kuriakos Camper** [Add Another Program](#)

**No Programs have been selected. Click the 'Add Another Program' button to add a new Program.**

[Add Additional Camper](#) [Make Payment/Logout](#)

Since you do not have a *Group Registration ID*, select no.

**Program Classifications**

**(Optional) Select any Program Areas of Interest**

**After you have made your selections, click the 'Proceed' button.**  
**Keep in mind that if you are part of a Group and have been given a Group Registration ID, you will need to use it here in order to register to the session/program selected by your Group Leader.**  
**If are not part of a Group and you do not have a Group Registration ID select [No]. You can then make your selections on your areas of interest.**  
**If your are not sure in the areas of interest, you do not have to make any selections in order to Proceed.**

**Do you have a Group Registration ID provided by your Group Leader?**

Yes  No

Enter Group Registration ID:

[Proceed](#)

[Close](#)

Next, pick your camper's programs. Only programs available for his or her age will show up.

Select one or more sessions that the camper would like to attend then click on **'Next'**.

**Please Select Programs**

Enter Coupon Code:

Enter Coupon Code here, if provided.

[Apply Coupon Code](#)

<b>2010 Family May Days: 5/21/2010 - 5/24/2010</b> (Hide Details)...		
<input type="checkbox"/>	Family Work Weekend	\$0.00
<b>2010 Bike.Walk.Hike-Athon: 6/4/2010 - 6/6/2010</b> (Hide Details)...		
<input type="checkbox"/>	Bike-a-thon	\$0.00
<input type="checkbox"/>	Hike-a-thon	\$0.00
<input type="checkbox"/>	Walk-a-thon	\$0.00
<b>2010 Prime Time Retreat: 6/27/2010 - 6/30/2010</b> (Hide Details)...		
<input type="checkbox"/>	Prime Time Retreat	\$120.00
<b>2010 Family Camp I: 7/11/2010 - 7/16/2010</b> (Hide Details)...		
<input type="checkbox"/>	Family Camp 2010 - First Adult	\$0.00
<input type="checkbox"/>	Family Camper 2010 - Second Adult	\$0.00
<b>2010 80th Anniversary: 7/31/2010 - 8/1/2010</b> (Hide Details)...		
<input type="checkbox"/>	80th Anniversary (2010)	\$0.00
<b>2010 Family Camp II: 8/8/2010 - 8/13/2010</b> (Hide Details)...		
<input type="checkbox"/>	Family Camp 2010 - First Adult	\$0.00
<input type="checkbox"/>	Family Camper 2010 - Second Adult	\$0.00
<b>2010 Fall Family Work Days: 10/15/2010 - 10/17/2010</b> (Hide Details)...		
<input type="checkbox"/>	Family Work Weekend	\$0.00
<b>2010 Fall Women's Retreat: 11/5/2010 - 11/7/2010</b> (Hide Details)...		
<input type="checkbox"/>	Women's Retreat	\$130.00

<< Prev      Cancel Process      Next >>

Now, if applicable, choose your subprograms.

[Add Another Program](#)      [Restart Program Selections](#)      [Next >>](#)

[Click Here To Learn More...](#)      [\(Hide Details\)...](#)

Select any subprogram. These are optional items. Only click **'Restart Program Selections'** if you want to start over. If you want to select another program click **'Add Another Program'**. When you are ready to continue click **'Next'**.

**Please Select Sub Programs**

<b>2010 Bike.Walk.Hike-Athon: 6/4/2010 - 6/6/2010</b> (Hide Details)...		
<b>Program: Bike-a-thon</b>		
There are no available Sub Programs for this Program		
<b>2010 Family Camp I: 7/11/2010 - 7/16/2010</b> (Hide Details)...		
<b>Program: Family Camp 2010 - First Adult</b>		
<input type="checkbox"/>	First Adult (1-2 nights)	\$150.00
<input type="checkbox"/>	First Adult (3-5 nights)	\$250.00
<b>2010 80th Anniversary: 7/31/2010 - 8/1/2010</b> (Hide Details)...		
<b>Program: 80th Anniversary (2010)</b>		
There are no available Sub Programs for this Program		

[Add Another Program](#)      [Restart Program Selections](#)      [Next >>](#)

[Cancel Process](#)

Here, if applicable, you get to add any information pertinent to your chosen programs.

2010 Bike.Walk.Hike-Athon: 6/4/2010 - 6/6/2010 (Hide Details)...

**Program: Bike-a-thon**

Required fields are marked with a '\*'.  
Please indicate the size of t-shirt your camper would prefer. \*

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2010 Family Camp I: 7/11/2010 - 7/16/2010 (Hide Details)...

**Program: Family Camp 2010 - First Adult**

Required fields are marked with a '\*'.  
Please indicate your accommodation choice \*   
Do you have a specific request?   
Will you be joining us for camp meals? \*   
Please indicate which days you will be at camp.   
Please note that **Canteen and Craft cards** are not included with Family Camp registration fees. Cards can be purchased while you are at camp.

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2010 80th Anniversary: 7/31/2010 - 8/1/2010 (Hide Details)...

**Program: 80th Anniversary (2010)**

Required fields are marked with a '\*'.  
Please indicate your choice of accommodation (Sat evening):  
  
Specific request   
Which days will you be at camp (Saturday, Sunday, or both)   
Please indicate which meals you plan to enjoy at camp:  
Saturday Breakfast  Yes  No  
Saturday lunch  Yes  No  
Saturday Supper (banquet meal)  Yes  No  
Sunday Brunch  Yes  No

Here you can request cabin mates for you camper (max 1). Please ensure his or her requested cabin mate does the same. We will do our best to accommodate all requests.

Cabin Mate Information (Hide Details)...

**No Cabin Mates have been created for this Person/Session**

[Add a New Cabin Mate](#)

Cabin Mate Information (Hide Details)...

**No Cabin Mates have been created for this Person/Session**

[Add a New Cabin Mate](#)

Select a Session to add:

First Name	Last Name	
<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="X"/>

Done! If you'd like to register another camper, simply repeat the process for him or her.

If you're finished, review your selected sessions, then select *Make Payment/Logout*.

Programs

**\$250.00** [Add Another Program](#)

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**2010 Bike.Walk.Hike-Athon: 6/4/2010 - 6/6/2010 - Total: \$0.00** [\(Hide Details\)...](#)

Program Profile Exists [Revise Profile](#)

**Bike-a-thon** **\$0.00** **Registered**

Selected Program Sub Programs

No Sub Programs have been selected for this Program

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**2010 Family Camp I: 7/11/2010 - 7/16/2010 - Total: \$250.00** [\(Hide Details\)...](#)

Program Profile Exists [Revise Profile](#)

**Family Camp 2010 - First Adult** **\$0.00** [Remove](#)

Selected Program Sub Programs

First Adult (3-5 nights)	\$250.00	<a href="#">Remove</a>
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Other Non-Selected Sub Programs Available [\(Hide Details\)...](#)

<input type="checkbox"/> First Adult (1-2 nights)	\$150.00	<a href="#">Add</a>
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Other Non-Selected Programs Available [\(Hide Details\)...](#)

<input type="checkbox"/> Family Camper 2010 - Second Adult	\$0.00	<a href="#">Replace Current Program with this Program</a>
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**2010 80th Anniversary: 7/31/2010 - 8/1/2010 - Total: \$0.00** [\(Hide Details\)...](#)

Program Profile Exists [Revise Profile](#)

**80th Anniversary (2010)** **\$0.00** **Registered**

Selected Program Sub Programs

No Sub Programs have been selected for this Program

[Add Additional Camper](#) [Make Payment/Logout](#)

Next, enter the amount you'd like to pay now. The minimum deposit for your selected programs will appear in red. Registration is not confirmed until this deposit is received.

[Click Here To Learn More...](#) [\(Hide Details\)...](#)

Each session you selected is listed below. Be sure to read the '**Payment Procedures and Policies**'. If you wish to see the transactions that make up the balance for a session, click on the '**Magnifying Glass**' next to the Reg. Amount.

If you have not paid the deposit, then that amount will default into the '**Reg. Amount**'. If you wish to pay more than the minimum, simply change the Reg. Amount.

When you are ready to proceed, click on '**Proceed to Checkout**'.

**Need More Help? Call Toll Free 866-433-4548**

**Payment Procedures and Policies:**  
Refunds for cancellations made at least two weeks prior to the registered camp program or by physician's order may be made in full, less the \$50 non-refundable deposit. Cancellations made less than two weeks prior to the start of the program will not be refunded. No refund is available for dismissals due to discipline, late arrival or early departure.

**Please Enter Registration Payment Amounts**

Kuriakos Camper [\(Hide Details\)...](#)

Registration Payment Description		Balance	Payment Amount
2010 Family Camp II Aug 8 2010--Aug 13 2010	Online Reg Payment 2010 Family Camp II Aug 8 20	\$262.50	100.00

[Return to Review Campers](#) [Proceed to Checkout](#) [Logout](#)

Now, select the appropriate payment option (Credit Card or Cheque), enter the required information, and select *Process Payment*.

Return to Payment Details **Process Payment** Logout

[Click Here To Learn More...](#) [\(Hide Details\)...](#)

Note the '**Amount of Payment**' below will be the amount charged on your credit card. The '**Remaining Balance**' for Registration in the Payment Summary section is the amount remaining to be paid for all sessions.

Enter your credit card information and click on '**Process Payment**.' If there are no errors you will be taken to the next screen. If there are errors then those will be displayed.

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**Payment Procedures and Policies:**  
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**Payment Summary**

	Beginning Balance	Payment Amount	Remaining Balance
<b>Pay Toward Registration:</b>	\$262.50	\$100.00	\$162.50
<b>Amount of Payment:</b>		\$100.00	

**Specify Payment Options/Information Below**

Choose a Payment Type:  Credit Card  Mail-In Check

**Credit Card Information**

Credit Card Type:

Credit Card #:  Security Code: (what's this?)

Expiration Date:   Name as printed on Credit Card:

E-mail receipt to:  Payment Date: 4/15/2010

First Name:  State/Province:

Middle Name:  Country:

Last Name:  Phone Number:

Street:

Zip/Postal Code:

City:

Return to Payment Details **Process Payment** Logout

[Click Here To Learn More...](#) [\(Hide Details\)...](#)

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**Payment Summary**

	Beginning Balance	Payment Amount	Remaining Balance
<b>Pay Toward Registration:</b>	\$262.50	\$100.00	\$162.50
<b>Amount of Payment:</b>		\$100.00	

**Specify Payment Options/Information Below**

Choose a Payment Type:  Credit Card  Mail-In Check

**Check Information**

Check Type:  Where is 'Routing #', 'Account #' located?

Routing #:  Account #:

Check Number:  Name Of Bank:

Name(s) As On Check:

E-mail receipt to:  Submit Date: 4/15/2010

You'll receive a confirmation screen, and an email will be sent to the specified address.

[Account Information](#) [Logout](#)

[Click Here To Learn More...](#) [\(Hide Details\)...](#)

You may access account information such as the Campers associated with your account or change your account password using the 'Account Information' button or you can logout using the 'Logout' button.

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Thank you!....your mail-in cheque information has been received.

Upon receiving and approval of your cheque, this transaction will be posted within 2 business days.

**An e-mail confirmation will be sent to your e-mail on record when the transaction has been processed**

Thanks for your registration! We look forward to hosting your family at camp!

Please contact Camp Kuriakos if you have any questions about registration or about our programs.

CAMP KURIAKOS  
Box 372  
Bentley AB T0C 0J0

(403) 746-2702  
[info@kuriakos.ab.ca](mailto:info@kuriakos.ab.ca)