

Helpful Hints for Registration 2017

This information is to help you familiarize yourself with our registration process so that you are ready to go this Saturday.

As a final reminder: Tapawingo On-line Registration opens this coming **Saturday, November 5th, 2016 at 10:00 am EST. *Helpful Tip: Set this site as one of your favorites on your toolbar.**

Here are a few helpful tips and answers to frequently asked questions:

First Things First:

-All Returning Camper Families must reset their password because we have transitioned to a web-based system. You are able to do this NOW prior to the site going live. ***My suggestion is to do this today!**

Go to our website (see above) and click on the link listed there:

<http://tapawingo.campbrainregistration.com>

There is a Sign-in box on the left side with "E-mail," "Password," and "Login" just below it.

Under the red login box, click on the gray "Password reset" button.

Use the same e-mail you have used in the past.

Follow the instructions to reset your password!

-First Time Campers will be able to set up an account on Saturday beginning at 10:00 am EST.

-Other Helpful Tips

-Have your credit card handy if you will pay via that method.

-Know your daughter's date of birth.

-Fill out fields with an asterisk. Others are not necessary.

On November 5th, 2016: You will start an application.

Step 1/6 Select People for Registration

-Returning Campers

Check the box(es) on the left hand side of each returning camper that you wish to register. Select Grade as of Fall 2017. (Add a new sister if necessary using the +Add a Child feature).

-First Time Camper

To add a new camper click on +Add a child. Enter their first name, last name, date of birth, select gender and select Grade as of Fall 2017. (Note the example formatting in the background).

-Continue

When you have selected all campers you wish to register, click Continue.

Step 2/6 Select Sessions

***Note:** Have a second and third choice week in mind prior to registration. Historically Weeks 3, 4, 5 and 6 fill quickly.

Choose Your Session(s)

Click on the Session(s)/Dates that you would like. From there, click on the green ("Add to List") button. **This will hold your spot in the Session(s) for one hour as you complete your registration submission.** *Limit of 2 sessions per camper.

Registering Multiple Daughters

Select the desired Session(s) for your first daughter, click on the "Add to List" button and then **immediately** scroll up above "Select sessions for...", **select the next daughter and choose the desired Session(s) for her. Repeat for each girl coming to camp.**

Then go back and forth for each daughter to take care of the membership fee charge.

My First-Choice Session is Full

If your first-choice Session/Week is full, it is best to **first** select your second-choice Session/Week and **then** select the Waitlist Option for the week that is your first-choice. If you must sign up for the waitlist, complete and submit the application and the waitlist request will be sent to Tapawingo with a time stamp.

Session Options and Camp Store Account

You may choose to select Session Options (Early Arrival, Transportation To or From Camp) and Camp Store Amount *now*, or **you may come back and add those later.** (*All Session Options and Camp Store Amount are due with payment by May 1).

Review

Please review your registration summary on the right hand side.

Continue

When you have selected your Session(s) and reviewed Your Summary scroll down and select Continue.

***Make sure to complete all fields with a red asterisk as these are required fields.**

Other Helpful Tips:

***Can't proceed? Double check that you have filled out everything on that page with an asterisk!**

Step 3/6: Fill out Forms

Required Forms for Initial Registration

In order to register **you must complete the:**

-Household Form (per family) ***Hint: You only HAVE to fill out fields with an asterisk.**

-Waivers Form (per camper) ***This form informs you of our Christian beliefs, 7 Non-Negotiables, and other waivers. You must sign and date and then continue to the next page which is our risk disclosure and release of liability. Sign and date. You must do this for each camper.**

Click on the words **“Household Form”** and then **“Waivers Form.”**

HINT: Leave the rest until later – only fill out the forms with a red asterisk.

DO THESE LATER...

Required Forms Due by May 1st

-Medical Form (for parent to complete per camper)

-Follow-Up Forms (per camper)

-**Tapawingo Physical Examination Form 2017** (click on the link to download - this form is to be filled out by a Licensed Provider and is due by **May 1**)

Forms Required If...

-Legal Exemption to New York Immunization Law (required per camper for conscientious exemption to immunization) - **due by May 1**

-Transportation Form (required per camper if Transportation Service is needed) - **due 4 weeks prior to her arrival**

Step 4/6: Choose a Payment Option

***Hint: If you wish to pay by credit card, have it handy beforehand.**

Select your payment option:

- ☒ Credit card: I wish to pay the deposit now (105.00), and I authorize Tapawingo to automatically charge my balance on May 1st (\$B).
- ☐ Credit card: I wish to pay the total amount (\$TOTAL) now.
- ☐ Check: I will mail a check **today** for (\$DEPOSIT). I will mail a check for the (\$BALANCE) on or before May 1.

Mailing a Check

Please mail checks to:

Tapawingo
PO Box 250
Speculator, NY 12164

Make Checks Payable To:

Tapawingo

In the Memo Line

Please write your camper's full name and session registered.

Step 5/6: Review and Submit the Application

Step 6/6: Application submitted

You will see this message: Thank you for submitting your application. **You will receive an e-mail confirming your Tapawingo details. *Be sure to check your spam if you do not receive an e-mail at the account e-mail address.**

Questions? Please e-mail: tapawingo@cotw.org

-One of the most common questions I get is what to do with several sisters signing up. **See Step 2/6 Registering Multiple Daughters.** Last year there were a few instances where one sister would get in and the other would not due to the quickness of registration. The way registration is set up this year, I do not anticipate this being as much of an issue if you follow the instructions closely. I will still be holding out a certain number of spots on my end. So please register your first daughter and attempt to register any other girls right away. If you run into this problem, register your 2nd and 3rd daughter for a different week and/or then register her for the waiting list for your first-choice week. Send me an e-mail at tapawingo@cotw.org We will do our very best to work with you.

-While we are working through registration, the best way to contact me will be by e-mail: tapawingo@cotw.org It takes about a week to two weeks to finalize everything, so please be patient during that time.

Finally, please join us in praying for Saturday's registration. This past summer's staff and I will be praying for all of you. Keep an eye out for a newsletter in late November or early December as well.

Sincerely,

Miss Joy

Joy Huseland

Tapawingo Director

www.camp-of-the-woods.org/tapawingo