

Helpful Hints for Tapawingo Registration Summer 2019

This information is to help you familiarize yourself with our registration process.

As a final reminder: Tapawingo On-line Registration opens **Friday, October 26th, 2018 at 12:00 NOON EST.**

Here are some helpful tips and answers to frequently asked questions:

- **Don't try to logon to the same account using two separate devices.**
- **Ignore the "Enter a Discount Code For" that comes up in your cart. This is only for families who work at CAMP-of-the-WOODS.**
- **Friend requests are completed at a later date on the Follow-up Forms.**
- **Think ahead on how much you plan to put into your daughter's camper spending account (crafts/store items) for each session she is at Tapawingo. You will be required to select an amount you plan to include for each session, however this amount can be adjusted at a later date. (Suggested amount is \$75 for one week and \$25 for an additional week).**
- **Set this site as one of your favorites on your toolbar.**
<http://tapawingo.campbrainregistration.com>

-All Returning Camper Families:

1. Test your password.

Your password will be the same as last year. If you forget your password, click the password reset button (you can check prior to registration opening on October 26th, 2018). *My suggestion is to do this prior to registration day!

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.

Test your username and password. If it works, GREAT!

If you can't figure it out, reset your password.

- Under the maroon 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!

2. If you wish to add a sibling:

Login.

Scroll down to "Manage People and Household Information" and then scroll down to click on "add a child living in this household."

You may also go to "Household Details" to review/edit "Detailed Household Information" and "Emergency Contacts" prior to registration day. Click "Save changes."

-First Time Campers will be able to set up an account on Friday beginning at 12:00 NOON 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 October 26th, 2018: You will start an application.

On the Instructions page, click "Continue."

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 2018. (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 (note the example formatting in the background), select gender and select Grade as of Fall 2018.

-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 very quickly.

Choose Your Session(s)

Click on the Session(s)/Dates that you would like. From there, click on the green ("Add to Cart") button. **Once you have clicked on the green "Add to Cart" button (you must do this for each daughter) your spot will be held 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 Cart" button and then **immediately** scroll up above "Select sessions for..." OR scroll down to the bottom of the page, **click on the name tab of your 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 complete the required membership fee option and camp store account amount.

My First-Choice Session is Full (Screen will show – "Waitlist Available")

If your first-choice Session/Week is full, it is best to **first** select your second-choice Session/Week and **then** select "Add to waitlist*" for the week that is your first-choice. There are no limits on the number of Waitlist Sessions you may select. Complete and submit the application and the waitlist request will be sent to Tapawingo with a time stamp.

**Note that you do not need to complete any Session Options for a Waitlist Session.*

Session Options and Camp Store Account Money

-You MUST select a **Membership** option at this time.

-You MUST select one **Camp Store Account Money** option at this time for each session that you register for.

How much are you planning to put into your daughter's account for this week? (This amount will be added to your total balance due May 1).

- *Options Include: \$10, \$15, \$20, \$25, \$50, \$75, \$100*

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

Review

Please review "Your Cart" on the right hand side.

Continue

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

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 (Please note that the two Mandatory Forms have an asterisk(*) beside them).

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, The Essential Doctrines of the Faith, 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.**

To fill out the two mandatory on-line forms that are part of the registration process, you will scroll down to the bottom of the page and click on "Open form" below each form name.

HINT: You can leave the rest until later – for initial registration, you are only required to fill out the forms with a red asterisk.

YOU CAN DO THESE LATER...

Required Forms Due by May 1st

- Health History to be Completed by Parent or Guardian (for parent to complete per camper)
- Follow-Up Forms (per camper): **Camper Friend Requests are found in this form.**
- Tapawingo Social Media Policy and Consent Form (per camper)
- Meningococcal Meningitis Response Form (per camper)

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**

Once your required forms are completed, scroll down and select Continue.

Step 4/6: Choose a Payment Option

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

Select your payment option:

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- Credit card: I wish to pay the deposit now (\$DEPOSIT), and I authorize Tapawingo to automatically charge my balance on May 1st (\$BALANCE).
 - 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.

Once you've selected your payment option click Continue.

Step 5/6: Review and Submit the Application

Please review the application. If all is satisfactory, scroll down to the bottom right corner and press, "Submit 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.** In the past, there have been 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 between a week to two weeks to finalize everything, so please be patient during that time.

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

Kindly,

Miss Joy

Joy Huseland
Tapawingo Director
www.camp-of-the-woods.org/tapawingo