

Helpful Hints for Tapawingo Registration 2018

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

As a final reminder: Tapawingo On-line Registration opens **Friday, November 17th, 2017 at 12:00 NOON 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:

-Don't try to logon to the same account using two separate devices.

-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 November 17th, 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:

Go to "Manage People and Household Information" and then "add a child living in this household."

You may also go to "Household Details" to edit "Household Information" and "Emergency Contacts" prior to registration day.

-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 November 17th, 2017: 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 (note the example formatting in the background), select gender and select Grade as of Fall 2017.

-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 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 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.

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 Money

-You MUST select a membership option at this time.

-You may choose to select Session Options: Camp Store Account Money (Crafts/Store Amount), Early Arrival, Transportation To or From Camp *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 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 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 do this scroll down to "Fill out forms:" and click on, "Household Form.*" When finished do the same for "Waivers*").

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

- Medical Form (for parent to complete per camper)
- Follow-Up Forms (per camper): General information we need for camp. **Please note: Camper Friend Requests are found in this form.**
- Meningococcal Meningitis Response Form (per camper)
- Tapawingo Physical Examination Form 2018** (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:

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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 (\$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

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.** 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.

-Friend request: Friend requests come later on the Follow-up Forms.

-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 late November or early December as well.

Sincerely,

Miss Joy

Joy Huseland
Tapawingo Director

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