

## Summer 2024

### **Registration Step-by-Step Instructions**

You can manage your household prior to registration day by logging into CampBrain and selecting this button  $\rightarrow$ 

#### Step 1 - People

After selecting the season "2024 Summer Family Week", select everyone in your immediate household that is coming to Barnabas Landing. You will have the option of adding any missing family members to your household at this step. Make sure everyone's birthday is correct.

#### Step 2 – Sessions

For every family member, you will need to register them in various 'Sessions', such as Program, Accommodation, and Special Diets. You will find a 'tab' for each family member just below the instruction box at the top of the page. You are registering the individual whose name is underlined (in this example, we are Select Sessions for ... beginning with registering 'Fake 1st Parent').

Program Fee July 2 - 7, 2024   Show Details	Program Fee July 2 - 7, 2024   Show Details Accommodation Fee July 2 - 7, 2024   Show Details	Week 2: July 2-7	
July 2 - 7, 2024   Show Details	July 2 - 7, 2024   Show Details Accommodation Fee July 2 - 7, 2024   Show Details	Program Fee	
	Accommodation Fee July 2 - 7, 2024   Show Details	July 2 - 7, 2024   Show Details	
Accommodation Fee	July 2 - 7, 2024   Show Details	Accommodation Fee	
July 2 - 7, 2024   Show Details		July 2 - 7, 2024   Show Details	
Special Diets			

Find the week that you wish to attend. Start first with the Program Fee. A Program Fee is MANDATORY for EVERYONE. Select "Add to Cart", and an age-appropriate Program Fee and relevant transportation details (for your reference) will automatically appear in your cart. Green means you have an option to select; red means this item is already in your cart.

Fake 2nd Parent

Fake 1st Parent

Next is Accommodation. This option will only be shown on a parent 'tab'. Select which accommodation option(s) you would like. Should your family wish to book a second room or accommodation option, you can do so from the second parent's 'tab' in your household. You can select a MAXIMUM of 2 accommodations per household. We reserve the right to change your accommodation, but in this unlikely circumstance, we would contact you first.



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Fake 2nd Child

Fake 1st Child

# Barnabas

Next is <u>Special Diet</u> – this is an optional step. If you have any unique dietary needs or food allergies, please select the appropriate option for anyone this pertains to in your family.

Repeat this process (minus the Accommodation step – this only applies to parents) for every family member by scrolling to the top of the screen and selecting the next family member 'tab' and proceeding with their registration.

As you work through the registration process for each person that is coming, your Cart Summary should begin to look like this. <u>Every person</u> selected needs to have a "Program Fee". <u>Every household</u> needs to have at least 1, and maximum 2, accommodations. Please ensure that everyone in your household is coming for the correct/same week! If you cannot click the 'Continue' button, it is because you have missed something essential.

If you have a discount code, for example for the Benevolent Fund Program, please apply it to the appropriate family member's registration here.

## Step 3 - Forms

At time of registration, only one form is mandatory. Please take the time to complete the <u>Household Form</u> fully, as this basic information is essential to caring for you and your family well. (\*Note – most of this information can be added to your profile in advance, using the "Manage Household Information" button on the Registration Homepage).

## Step 4 - Payment

At time of registration, we require the deposit to be paid using a payment card: either a Visa Debit card or a credit card. You then have other options to pay the remaining amount. Select the one that works best for you.

## Step 5 - Review

This is the time to review your registration selections and to make sure that:

- a) Everyone who is coming is listed in your cart,
- b) Everyone has a program fee,
- c) There is an accommodation option(s) selected,
- d) If there is a dietary need, it is selected for the appropriate person(s).

That's it! If you have any questions, please don't hesitate to email <u>summer@barnabaslanding.com</u> or call our office at 778-200-3553.

We hope to see you this summer!

The Barnabas Landing Team

#### Cart Summary

Fake 2nd Parent Family Week 2: July 2-7 Program Fee

- Adult Program
- Arrive: pickup from Gibsons Legion
- Depart: drop off at Gibsons Legion
- Special Diets
- Other Food Allergies/Complex Diet

+ Enter a Discount Code

#### Fake 1st Parent Family Week 2: July 2-7 Program Fee

- Adult Program
- Arrive: pickup from Gibsons Legion
- Depart: drop off at Gibsons Legion
- Accommodation Fee
   CH Standard Room

#### + Enter a Discount Code

## Fake 2nd Child Family Week 2: July 2-7

Program Fee
 Young Adult

- Program
- Arrive: pickup from Gibsons Legion
- Depart: drop off at Gibsons Legion
- Special Diets
   Gluten Free/Dairy Free/Vegan

#### + Enter a Discount Code

#### Fake 1st Child Family Week 2: July 2-7 Program Fee

Teen Program

- Arrive: pickup from Gibsons Legion
- Depart: drop off at Gibsons Legion
- + Enter a Discount Code