





Church Group Registration

United Church Camps Inc, the Wisconsin Conference UCC and the Winnebago Presbytery are growing their partnership further by having UCCI host registration for all collaborative youth events. WCUCC's Knock Knock and Youth Faith Formation events and WP's Fall Youth Camp will be registering as a church group while WCUCC's Jesus Core event will be an individual registration event.

Church Group registration allows leaders to be in control of who is coming to the event from their congregation and community; as well as the financial aspects of the event. After registering as a group, UCCI staff will process the individual registrations, which include all liability, health, and medication information. These instructions demonstrate how to set-up a church group and enter youth and chaperones who will be attending the events.

Before you start you will need:

- All attendees' full names, birthday, and grade level
- Adult attendees' addresses, phone numbers and email addresses (You cannot use the church's information)
- Youth attendees' parent/guardian's addresses, phone numbers and email addresses (You cannot use the church's information)

Step 1:

Visit <u>www.ucci.org</u> and select the registration button on the home page.

Step 2:

If your church attended Youth Faith Formation or Knock Knock in 2016-2017, you should already have an account. Log in on the left and skip to Step 4.

If your church has never registered as a group before, click on the Create Account Button on the right side of the screen.

	ation and account management features yourname and password below.	ou must first create	an account. If you already have an account, you may access it by	
l already have an account			I DO NOT have an account	
Username:		*	Create an Account	Step 2
Password:		* Required		
	Forgot your login information?			

Step 3:The church will be creating an organizational / group account.

Create an Accou	unt				
Account Type					* = Required Fi
Select Account Type:	Corporate / Group	*			
Organization Name:	Test Church	*	Organization Phone:	920-867-6309	
Organization Address:	123 Leviticus Lane		Organization Fax:		
Organization City:	Bethlehem		Organization Website:		
Organization Country:	United States	•			
Organization State:	Wisconsin	\$			
Organization Zip:	54971				

Please use your church's information for all of these fields.

Step 4:

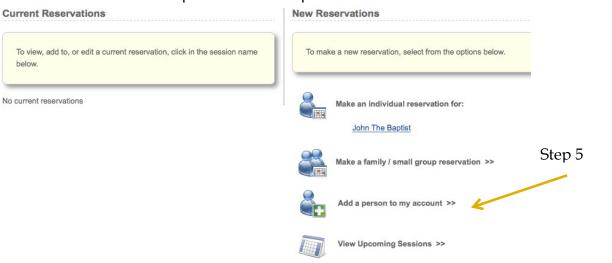
Please enter the CE or Pastor as Primary Contact. This person should be the individual who should be contacted with questions about the group. **Do not add any additional members to your account at this time.** Also please make sure you are not interfering with your own personal account for setting up your user name and password.

For those returning to the church's account, please verify that the primary information is still accurate.

Enter the informa	tion for the primary contact for thi	s account. This pers	son must be an adult.		
First Name:	John	*	Primary Phone	920-867-6309	Mobile \$
.ast Name:	The Baptist	*		☐ Allow Text Messaging	
Middle Initial:			Alternate Phone:		Day \$
Nickname:	John		Ext.		
Gender:	Male	•) •		☐ Allow Text Me	essaging
Birth Date:	01/01/1972		Alternate Phone 2:		Mobile \$
	mm / dd / yyyy *			☐ Allow Text Me	essaging

Step 5:

Add additional chaperones and campers.



Step 6:

It is <u>very important</u> that you UNSELECT *Contact information is the same as the primary contact's.* Please enter individual contact information for each participant.

Contact Information	Step 6
	Contact information for this person is the same as the primary contact's.
How would you like this account to be addressed in correspondence?	
Address:	

Step 7:

To add additional people, select Save Person and then repeat steps 5-7. When all individuals have been added, select Make new reservation and select Make family / small group reservation.



Step 8:

Select one:

9436 Fall Youth Camp (Winnebago Presbytery) – 10/27-29 at Pilgrim Center 9461 Youth Faith Formation (Wisconsin Conference) – 11/10-12 at Moon Beach 4466 Knock Knock (Wisconsin Conference) – 11/17-19 at Pilgrim Center



The session passwords are:

Fall Youth Camp – **WP2017**Youth Faith Formation – **YFF2017**Knock Knock - **KnockKnock2017**



Step 9:

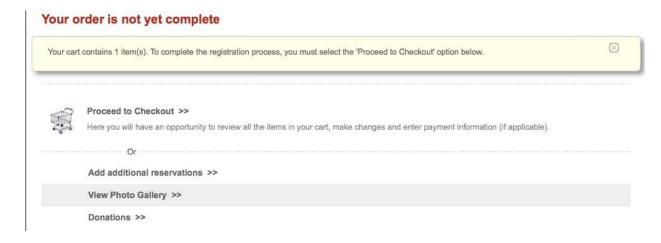
Select all the attendees coming.

Select EACH PERSON from your account who will be attending Knock Knock - WCUCC / UCCI 2016 by checking the box next to their name. If you need to add additional people to your account, please click here. | John The Baptist | Next >> |

Then confirm necessary information.

Step 10:

You <u>must checkout</u> for this reservation to be complete.



Step 11:

Proceed to checkout and review your registrations. Then Select proceed to payment. Once on the payment screen please pay the Minimum Amount Due (your group's deposits):

Pay all items in full >> \$186.00 OR Pay the minimum amount due >> \$30.00 The remaining balance for these items will be \$156.00. OR Other payment options >> Selecting this option will allow you to indicate an amount between the minimum amount due at this time and full payment.

Then you can process your payment submitting via check or credit card the minimum for your total group. Your church is responsible for collecting any individual payments from families. UCCI will reach out to the parents for medication, health, and liability forms.

If you have any questions or concerns about this process, please contact the following people:

Moon Beach Stephanie Ritter 715-479-8255 stephanie@ucci.org Pilgrim Center Marion Wiese or Laura Pine 920-748-6750 marion@ucci.org or laura@ucci.org