



**WISCONSIN
CONFERENCE**
UNITED CHURCH OF CHRIST



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 www.ucci.org 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.

Log In

To access registration and account management features you must first create an account. If you already have an account, you may access it by entering your username and password below.

I already have an account

Username: *

Password: * Required

[Forgot your login information?](#)

Log In

I DO NOT have an account

Create an Account

Step 2

Step 3:

The church will be creating an organizational / group account.

Create an Account

Account Type

* = Required Field

Select Account Type: Corporate / Group

Organization Name: Test Church *

Organization Address: 123 Leviticus Lane

Organization City: Bethlehem

Organization Country: United States

Organization State: Wisconsin

Organization Zip: 54971

Organization Phone: 920-867-6309

Organization Fax:

Organization Website:

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.

Primary Contact for account

Enter the information for the primary contact for this account. This person must be an adult.

First Name:	<input type="text" value="John"/>	*	
Last Name:	<input type="text" value="The Baptist"/>	*	
Middle Initial:	<input type="text"/>		
Nickname:	<input type="text" value="John"/>		
Gender:	<input type="text" value="Male"/>	*	
Birth Date:	<input type="text" value="01/01/1972"/>	mm / dd / yyyy *	
Primary Phone:	<input type="text" value="920-867-6309"/>	<input type="text" value="Mobile"/>	*
	<input type="checkbox"/>	Allow Text Messaging	
Alternate Phone:	<input type="text"/>	<input type="text" value="Day"/>	
Ext.	<input type="text"/>	<input type="checkbox"/>	Allow Text Messaging
Alternate Phone 2:	<input type="text"/>	<input type="text" value="Mobile"/>	
	<input type="checkbox"/>	Allow Text Messaging	

Step 5:

Add additional chaperones and campers.

Current Reservations

To view, add to, or edit a current reservation, click in the session name below.

No current reservations

New Reservations

To make a new reservation, select from the options below.



Make an individual reservation for:

[John The Baptist](#)



Make a family / small group reservation >>



Add a person to my account >>



View Upcoming Sessions >>

Step 5



Step 6:

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

Step 6

Contact Information

☐ 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.



Make a family / small group reservation >>



Add a person to my account >>



View Upcoming Sessions >>

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

Pilgrim Center

Select	Session	Age / Grade	Cost	
Select	Knock Knock - WCUCC / UCCI 2016 11/18/2016 - 11/20/2016	N/A	\$186.00	info

The session passwords are:

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

Password Required

Access to this session requires a password. Please enter the password below.

Session Password:

Next >>

Step 9:

Select all the attendees coming.

Select Attendees

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 must checkout for this reservation to be complete.

Your order is not yet complete

Your cart contains 1 item(s). To complete the registration process, you must select the 'Proceed to Checkout' option below. ✕



Proceed to Checkout >>

Here you will have an opportunity to review all the items in your cart, make changes and enter payment information (if applicable).

Or

Add additional reservations >>

View Photo Gallery >>

Donations >>

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):

Payment Options

Select the desired payment option from the list below. ✕

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