

## CHURCH GROUP: First Presbyterian Church of Waunakee

Hello Parents!

To register online with your church, you will need to go to the site below and follow the directions below to access the online registration system.

You will set up a new account and log in, which can be used now and, in the future, to access your account and sign-up for other programs.

**Your GHR ID (Group Hold Registration ID) is: FPCAB2023**

CLICK HERE to access our NEW [website](#) and online registration system.

How to Register:

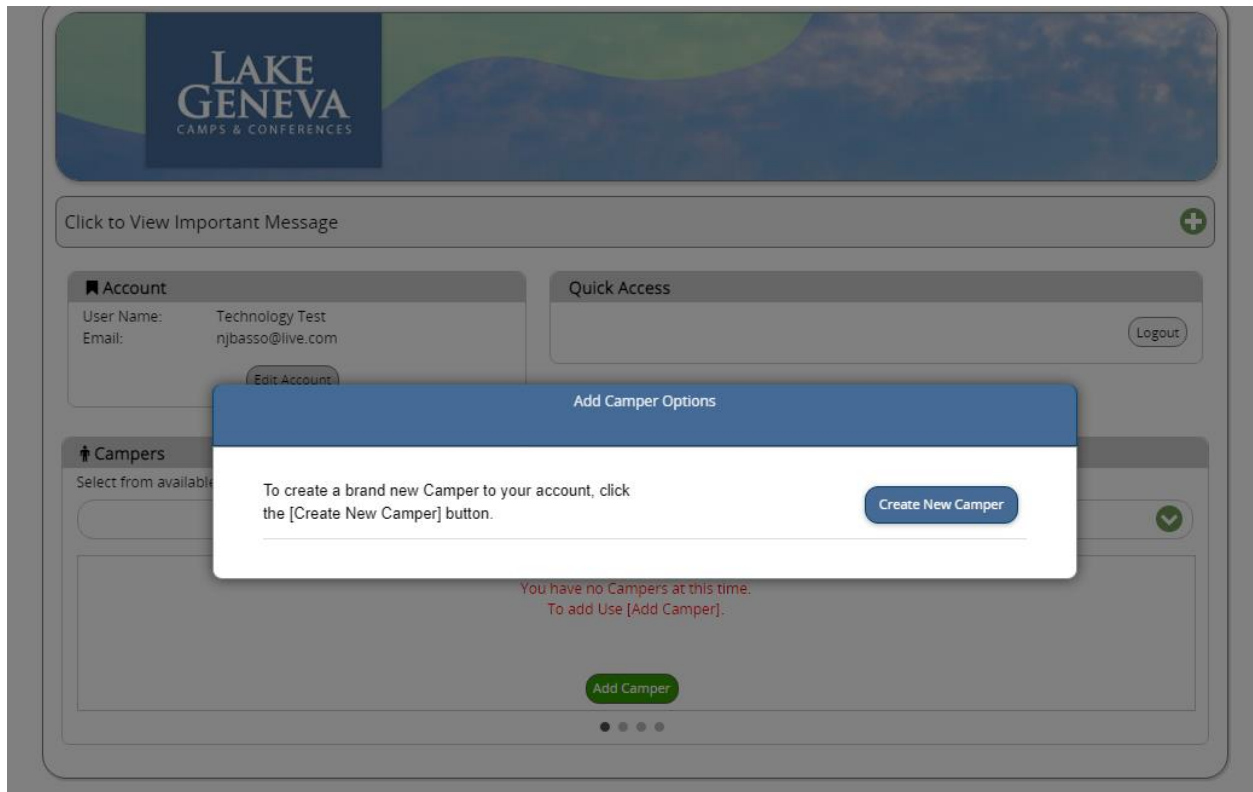
1. Click on the LINK above to go to the online registration page. When you get to the Login page, click on the button that says, "Create New Account."
2. The first screen is where you set up your username and password. The name and email address are for yours, not the person you are registering. Keep the username and password in a secure place and use it whenever you wish to return to update information or register for other camp sessions.

[Click to View Important Message](#)

Welcome to our **NEW** online registration system! All users should select **Create New Account** to get started *(even if you had an account in our old system.)*  
Once you set up an account, you may access your information by selecting **LOGIN** to an existing account.  
  
Click/Tap on the screen to Display or Hide the Save/Next button.  
If you need additional assistance, please click the [Contact Us] button to get our contact information. [Contact Us](#)

<div>Already have an online account? Login here</div> <div><div>Username:</div><input type="text"/></div> <div><div>Password:</div><input type="password"/></div> <div><div>LOGIN</div></div> <div><a href="#">Forgot Username?</a> <a href="#">Forgot Password?</a></div>	<div>Are you a new user? Create a new account here.</div> <div>Create a new account. An account will enable you to:</div> <ul style="list-style-type: none"><li>&gt; Return to view or edit forms</li><li>&gt; Return to fill out additional forms</li><li>&gt; Continue a partially completed form or registration</li><li>&gt; Return to register online for camp again next year</li></ul> <div><div>Create New Account</div></div>
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3. Once you have entered and confirmed the information, click NEXT, and the system walks you through each screen in the registration process.



4. You must enter a **GHR ID (FPCAB2023)** to connect your child with the church you are attending. You can find this code in the highlighted section near the top of these instructions.

A screenshot of the Lake Geneva Camps & Conferences registration interface, specifically the 'Group Hold Registration?' section. The interface has a dark blue header with the 'LAKE GENEVA CAMPS & CONFERENCES' logo. Below the header is a 'Click to View Important Message' button with a green plus icon. The main content area is divided into two sections: 'Account' and 'Quick Access'. The 'Account' section shows 'User Name: Technology Test' and 'Email: njbasso@live.com' with an 'Edit Account' button. The 'Quick Access' section has a 'Logout' button. Below these is a 'Campers' section with a 'Select from available' dropdown and an 'Add Camper' button. A modal titled 'Add Camper Options' is open in the center, displaying the text: 'To create a brand new Camper to your account, click the [Create New Camper] button.' with a 'Create New Camper' button. Below the modal, it says 'You have no Campers at this time. To add Use [Add Camper].' with an 'Add Camper' button. The 'Group Hold Registration?' section is highlighted in blue and contains the text: 'If you are part of a group and have been given a Group Hold Registration ID (GHR ID), enter it here and click Save/Next. If you do not have a Group Hold ID, just click Save/Next.' Below this text is a text input field labeled 'Enter GHR ID:'.

5. If you are registering more than one person, you will complete the registration for the first person and then click on "Add Camper."

What would you like to do?

To add a new Session-Program to a Camper already on your account, select the Camper and click [New Registration] option

To add a brand new Camper to your account and add Session-Program to the Camper, click [Add New Camper] option.

To review all your information including registration selections, click [View Dashboard] option. You will be able to complete registration and make deposit and/or final payment from the Dashboard.

Tech Test ✓

New Registration

Add New Camper

View Dashboard

Or – you can visit the Dashboard for an overview of your account. You can access waivers and medical forms, as well as and complete any other open items here.

**Campers**

Select from available Campers:

Tech Test ✓

Remove Camper

Personal Address Phones Emails

Date of Birth: 01/01/2010  
Sex: Male  
Grade: Grade 10

Add Camper Edit Personal

**Contacts**

Select from available contacts:

No Contacts ✓

Remove Contact

You have no Contacts at this time.  
To add Use [Add Contact].

Add Contact

**Enrollment**

2022 - Arctic Blast 2 - Mixed (01/21/2022-01/23/2022) -Sr High Boys - Arctic 2

Registered

Billing

Add New Program

**\$ Financial**

Session Program	Reg Bal	Camp Bank Bal
2022 - Arctic Blast 2 - Mixed (01/21/2022-01/23/2022) -Sr High Boys - Arctic 2	\$0.00	\$0.00

Req Discounts

View Transactions Make Payment

**Notifications**

Selected Camper does not have a Parent/Guardian1 Contact. Options

Selected Camper does not have an Alternate Emergency Contact. Options

**Medical**

2022 - Arctic Blast 2 - Mixed (01/21/2022-01/23/2022) -Sr High ✓ Add Medication

2022 - Arctic Blast 2 - Mixed  
none

View Remove

Over The Counter Allergies

**Forms**

Online Forms Download Forms Upload Forms Upload History

Open Arctic Blast	✓	Form completed or no items on form are required.
Open Activity Waivers	✓	Form completed or no items on form are required.
Open Camper Medical Information Form	✗	Form is required. Registration incomplete unless required items are completed.

### What else do you need to know?

Please make your payments to the church you are going with rather than through our system. You can make the payment through your church, *First Presbyterian Church of Waunakee*, here: [FPC Waunakee Payment](#)

Experience any difficulties during the registration process? You will see a **Contact Us** button at the top of the screen that includes the technical support phone number and the camp phone number.

You may also reach us at [registrar@lgyc.org](mailto:registrar@lgyc.org) – which is monitored regularly in the evenings and weekends.

Call or email us if you need assistance. We are so excited that your group is joining us this year at our upcoming Arctic Blast winter camp!

Taylor & Uma  
The Registration Team at Lake Geneva Youth Camp  
[registrar@lgyc.org](mailto:registrar@lgyc.org)  
262-248-5500  
[www.lgyc.org](http://www.lgyc.org)