



**WISCONSIN
CONFERENCE**
UNITED CHURCH OF CHRIST



Youth Faith Formation Retreat Registration Process

United Church Camps, Inc. and the Wisconsin Conference UCC are growing their partnership further by having UCCI host registrations for all collaborative youth events.

UCCI's Youth Event registration process allows leaders to hold space for their group while simultaneously keeping individual health & liability information private. Our registration program has upgraded their software, creating a way for groups to hold space and individuals to register for one of those reserved spots. **This process is new for 2018, so please follow these directions carefully. In an effort to streamline this process and make it as easy as possible, Pilgrim Center staff** will set up a "group pre-order" in your church's registration account. You will call Pilgrim Center to reserve spots for your group, divided by gender. Then you will have to distribute individual registration instructions to participants, allowing students to link their registration to the group pre-order so that you can see who has registered. Individual instructions are attached.

In order to reserve space for your group, you must contact Pilgrim Center by Feb. 8, 2019. We will hold spaces for your group until Feb. 15, 2018. In other words, individual registrations must be complete by Feb. 15, 2018. This way we can make an accurate food order and menu, and we can open last minute spots to waitlisted individuals.

Before you start you will need:

- Total number of attendees (including youth & adult chaperones)
- # of male & female attendees (including youth & adult chaperones)
- Which event you are attending (Feb. 22-24 or Mar. 1-3)
- Whether you plan to take advantage of \$50 association scholarships

Step 1:

Call or email Pilgrim Center before Feb. 8, 2019. You can call (920)748-6750, email Laura at laura@ucci.org or Donna at donna@ucci.org. In order to create your group's preorder, we will need to know how many people are in your group (including chaperones), and the number of male and female participants in your group. We will also need to know which event you are planning to attend, your church name and location, and whether you plan to take advantage of the \$50 scholarships that the associations are offering for these events.

THERE IS A LOT OF INTEREST IN THESE EVENTS. They WILL fill quickly. Even if you don't know exact numbers, send us a close estimate ASAP and we can modify these preorders later.

Step 2:

Pilgrim Center will confirm your preorder. We will send you an email confirming we have set up a preorder for your group with the correct information and giving you login information for your church account so you can monitor individual reservations. If you already have a church account set up, we will use that account. If not, we will send you new login info so you can access the preorder. See below for directions.

Step 3:

Distribute individual instructions to participants, including chaperones (see last two pages of this document). They will have to complete an individual reservation so that we can gather health forms, liability forms, etc. We will only hold spots for people to complete this step until Feb. 15, 2018.

Step 4:

Pay for individual participants. As people register, their fees will be charged to your church's account. Once your group is registered in full, you are welcome to log in and pay at any time with a credit card. If you would prefer to send a check, you are also welcome to do that. If individual participants are paying for a portion or all of their fees, the church is responsible for collecting those fees and getting the money to Pilgrim Center.

Step 5:

Let us know about any changes ASAP. Unfortunately, you cannot change quantities of participants through your church account. If you know that your numbers are changing, please contact Pilgrim Center so that we can make those edits promptly. Again, space will be at a premium this year.

Note:

- The four associations of the Wisconsin Conference United Church of Christ have generously underwritten the Youth Faith Formation retreats by providing \$50/person scholarships. We will apply these scholarships to the individual registrations after they are registered. If your church is able to cover the full amount and would not like the scholarship, please let us know.
- The preorder process merely holds spots for your group. This DOES NOT count as a registration. All individuals in your group will have to log in to their individual accounts to register, fill out forms, etc. **THIS INCLUDES YOUR OWN PERSONAL REGISTRATION, if you are attending the event. You must make an individual registration for yourself.**
- **If you discover that you will not need all of your reserved spots, please contact Pilgrim Center ASAP.** As long as you hold on to these spots, we can't offer them to anyone else. We will hold your reserved spots until registration closes 2 weeks before your event. You must contact Pilgrim Center in order to change the number of spots you have reserved.
- **Please share the attached instructions and share with participants.** Individual participants must complete registration. We will only hold your reserved spots until 2 weeks before your event.
- If you have any questions or would like to edit your preorder, call Pilgrim Center at (920)748-6750 or email Donna Johnson, donna@ucci.org, or Laura Pine, laura@ucci.org.

To see which of your group members has registered:





Step 1

Visit www.ucci.org, click "Register" and log in to your church's account. Scroll down to the Reservations tab and click on your group preorder.

Account Summary

Primary Contact: **Dad Test**
Account Balance: **\$1,080.00**
Payments Scheduled: **\$0.00**
Current Reservations: **2**

Common Tasks

-  [Make a Payment >>](#)
-  [Make a Reservation >>](#)
-  [View my Finances >>](#)
-  [Add a Person to my Account >>](#)

Account Details


Account Members

Name	Roles	Age	Grade	Gender
Dad Test	Primary Contact	Adult		Male
Mom Test	Secondary Contact	Adult		Female
Try It Test		Adult		Female
Sr Hi Test		18	College	Female
Daughter Test		16	11	Female
Hopeful Test		11	6	Female
Junior Test		9	3	Male
—		5		Female
New Kid Test		1	5	Female
New Kid Test		1	6	Female

[Add a person to my account >>](#)

Reservations

Current Reservation

Session	Begin Date	Balance
Group Preorder 6086 - WCUCC - Youth Faith Formation Pilgrim Center 7 participants	2/23/2018 7:00 PM	\$0.00 

Step 2:

Registered participants will appear under "Member Attendees."



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Individual Registration: Youth Faith Formation

Our church will be attending a youth event at Pilgrim Center on _____ (insert date). We have reserved spots allocated for our group, but we must register individually so that Pilgrim Center has personal information, health & liability forms, and medication information for all participants. Please follow these instructions in order to register for this event.

Step 1:

Do you have a registration account through UCCI? If so, visit www.ucci.org, click “Register” and log in to your account. Click “Make a Reservation” on the lower left side of the page, and click on your name under “New Reservations.”

If you do not have a registration account through UCCI, visit www.ucci.org, click “Register,” and then click “Create an Account.” Select “Individual / Family” as the type of account, and add your information as the primary contact, and any other participant’s information as another person on the account. After you create the account, click “Make a Reservation” on the lower left side of the page, and click on the participant’s name under “New Reservations.”

Step 2:

Select “I belong to a group that has already reserved space.” Select the event for which you would like to

Registration Type

You have 52 unread messages.

Indicate the description which best describes the type of reservation you are attempting to make.

I am a group leader >>

I belong to a group that has already reserved space >>

I am registering as an individual >>

register.

Step 3:



Select your group. Select your church's name, making sure that you have the correct location for your church. If you cannot access your group, please call Pilgrim Center at (920)748-6750 or email Donna at donna@ucci.org or Laura at laura@ucci.org.

Step 4:

Continue with registration. After sharing the necessary information, you will be asked to proceed to checkout. Your church will pay \$148 of the \$198 cost; the last \$50 is covered by the associations of the WCUCC. The payment from your church of \$148 will be applied automatically, but Pilgrim Center has to manually apply the \$50 association scholarships to your account. You should see a \$50 balance, but it will go away as we apply these scholarships.

Review your order for accuracy. Once you have verified that everything is correct, click the button to proceed. ✕

Click to view details

		6456 - WCUCC - Youth Faith Formation	\$ 50.00
<p>Pilgrim Center 11/9/2018 - 11/11/2018</p> <p>llovepreorders Test</p>			

Total: \$ 50.00

[Add a gift certificate or promotional code](#) >>

[Make additional reservations](#) >>

Proceed to Payment >>

Select "Check or Money Order" so that Pilgrim Center can apply the \$50 payment to your account.

Select your desired payment method from the options below.

Credit Card >>

Check or Money Order >> ←

Sponsorship Code >>

Gift Certificate >>

If your church is asking your family to cover part or all of the fees for this event, please make the payment through your church. Group leaders will take responsibility for getting the money to us.