

## Caraway Children's Church Camp

### Leader's instructions to check online registrations

Thank you for registering your group for Caraway's Children's Church Camp. These instructions will show you how to log in to manage your group's account.

#### To manage your account:

1. Go to [www.campcaraway.org](http://www.campcaraway.org) > Click- Program Registration> Click – Children's Church Camp> Scroll Down – Under Church Leader Info – Click- Sign in to your account.
2. This will bring you to the Caraway sign-in page – Enter the username that you were emailed – Enter the one time use temporary password – summer You will then be able to create your own password.
3. This will bring you to the dashboard.

On this page you can:

- a) See who has signed up under your group hold registration and what chaperones and children need to register/fill out mandatory forms
- b) Make balance payments

#### Things to Remember:

You should have received an email with your church's GHR code. **You** are responsible to give this GHR code to camper's parents from your church. In another attachment are instructions to give to camper parent/guardians to register online to complete forms. When parents register their child online with the code you give them, it will take a spot that you have paid for. Caraway will **not** give out the code to parents if they call, to reduce confusion for you and us. Only you the group leader or other delegated church leaders may give out the code.

Please contact Shelly Gandy with questions: 336-521-9210 or [sgandy@caraway.org](mailto:sgandy@caraway.org).