

Parent Log in Instructions-Caraway Children's Church Camp 2020

The church group leader registers the whole group and pays. Then, the group leader will give the GHR (Group Hold Registration) code to each parent/guardian, and chaperone to claim their spot online, which will give you access to required forms. If you do not have this GHR code, ask your church group leader and then follow the step-by-step directions below. Once you log in you will be able to access and complete the forms required to attend Camp Caraway. The forms must be completed online 4 weeks before your camp start date.

1. Go to www.campcaraway.org> In the middle of the page Click – **Program Registration**> Click – **Children's Church Camp**> Scroll to the bottom of the page under Parent Info and Click- **Complete Forms Online**
2. **If you are a New User** you must create a new account – **One account per family**
 - a). Fill in all required fields (password must be 8-14 characters) Click – **Save/Next**
 - b). Attendee Personal Information for the child whom you are registering– fill in all required fields, then click – **Save/Next**
 - c). Attendee Address of the child whom you are registering – fill in required fields then click – **Save/Next**
 - d). Parent/Guardian Phone and Email– Fill in required info. (If you do not have a home phone, just enter the same # twice)
Your account is created. Click – **Save/Next**
Save your username and password and keep it in a safe place so you may login again later as needed.
3. **If you already have an account** – Fill in your Username and Password. Click **LOGIN**
You are now on your dashboard.
4. To register for camp, click –**Add New Event**, next type in the GHR (Group Hold Registration) that the group leader has given you, click **Save/Next**
5. Click 'Children's Camp' - Click – **Save/Next**
6. Under Parent/Guardian 1 contact – click 'Add New Contact.' Fill in the contact information for the legal guardian of the child who you are registering. Click- **Save/Next**
Under Parent/Guardian 2 contact – click 'Add New Contact' Fill in a second parent/guardian information, if applicable. Click – **Save/Next**
Under 'Alternate Emergency Contact' click 'Add New Contact.' *This person needs to be someone other than the parent/guardian. - Click – **Save/Next**

7. **Mandatory** Forms Page –

Click ‘Camper Medical Information Form’ Fill out the required medical information of the camper attending - click **Save/Next**

Click ‘Waiver form for Caraway Programs’-Type in the dates the child will be attending Camp, (example: July 20-24, 2020.) Type in the church with whom the child will be attending.

If someone other than the church approved driver will pick up the child, type their name under the ‘other drivers with permission to pick up camper’ If the child will be picked up early, list the date and time. Read the waiver form, type in your name as your signature, and date the form.

Click-**Save/Next**.

8. Medication Section.

If the child **WILL NOT** be bringing any prescription medication to camp, select ‘**No**’ on the drop down box marked ‘Select’ (You may skip to #9 if no medication.)

If your child **WILL** bring prescription medication(s) to camp, select ‘yes’, and enter how many they will be bringing, and click on the ‘Add/Edit Meds’ button. This button takes you to a page where you will put in the name of the medication strength, dosage, etc. It will also have a ‘Comments’ section, if you need to inform the camp nurse specific information regarding the medication for the child.

At the bottom of this page, you need to click ‘Select Sessions.’ The camp you have selected will pop up on the screen, and you will need to click on the camp the child is attending, you will not be able to go the next page if you do not click on the camp attending. You will see a check when you have selected the camp attending.

Click - ‘Create a Schedule.’ You will see all of the dates that the child will be at Caraway. Click on the dates and what time of day the child needs to take the medication. You will repeat this process for every prescription medication that the child will have at camp.

Click- **Save/Next**

9. Click – Add/Edit OTC. Click on the over the counter medications that the camp medical team may give your child as needed. If the child is allergic to another OTC medication that is not listed, you can add it in the comments section. Also in the comments section include special instructions for allergic reactions. Click - **Save/Next**

10. The medication page will pop up again, and if you do not need to make any changes, click ‘**Save/Next**’

11. Next, the registration system will ask you ‘What you would like to do?’ If you have no other children/chaperones that you want to register, click on ‘View Dashboard’ If you have a second child that you need to register, or if you are attending as a chaperone, or want to register for another one of our programs, click on ‘Add New Attendee’ and start the process again.

Frequently Asked Questions:

Q: What if my contact information changes?

A: You may log onto your account at any time with the username and password that you created and change any of the information.

Q: What if my child has a medication added right before camp?

A: Log onto the account with your username and password that you created. Go to the child's dashboard and click 'Add Medication.'

Contact:

If you have questions or need help, contact Shelly Gandy at 336-521-9210 or sgandy@caraway.org