

Parent Log in Instructions-Caraway Children's Church Camp

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. Chaperones need to register under the same 'Parent Info.' section as campers.

1. Go to www.campcaraway.org> Click – **Program Registration**> Click on the 'Children's Church Camp' button. Under the 'Parent Info' section of the Children's Church Camp page, you will need to click on 'Complete Forms Online' orange button.
2. **If you are a New User** you must create a new account
 - 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 Login ID and Password. Click **LOGIN**
You are now on your dashboard.
4. To register for camp, click –**the camp of your choice then Save/Next**
5. 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**
6. **Mandatory** Forms Page –
Click 'Camper Medical Information Form' Fill out the required medical information of the camper attending - click **Save/Next**
Click 'Waiver Form' -Type in the year your camper will be attending
If someone other than the legal guardian will pick up the child, type their name under the 'approved drivers' at the bottom of the waiver form. 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.**

7. Medication Section

If the child **WILL NOT** be bringing any prescription medication(s), vitamins, over the counter medications or supplements to camp, select '**No**' on the drop down box marked 'Select' (You may skip to #8 if no medication.)

If your child **WILL** bring prescription medication(s), over the counter medications, vitamins or supplements 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.

Caraway will NOT be able to administer any medications, OTC meds., vitamins or supplements, if they are not listed on the camper's online account.

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. This gives Caraway permission to give (if needed) the OTC meds you choose. Click - **Save/Next**

There is now an allergy section: list any allergies to foods, medications or environmental allergies as directed Click - Save/Next

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

9. You do NOT pay Caraway for your camper's fee for Children's Church Camp. We bill the church as a whole.

10. Next, the registration system will ask you 'What you would like to do?' If you have no other children that you would like to register, **Click >View Dashboard** Check to see if all your information on the dashboard is correct and you have registered the child for camp. If you do have another child you would like to register, or if you want to register for another event, 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.' If ANY vitamins, supplements, OTC meds. or Rx meds. are prescribed after the form due date (4 weeks before the start date of camp attending) legal guardians must enter it in the camper's online account and email Shelly to let her know you have done so, at camp@caraway.org. List the name of the camper, camp attending and the meds. added.

Contact:

If you have questions or need help with online registration, contact Camp Wise, the online registration system we use, for no charge to you, at 1-866-297-7111.

For Other Questions:

Shelly Gandy

Caraway Conference Center and Camps

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