



## TEEN STAFF REGISTRATION GUIDE

High school students may register for their desired Teen Staff session(s) and camp location (LaCygne or West). The required Teen Staff Information Form will ask for desired roles, contact information, and more. Parents and students will be contacted by email to confirm the session and location. Role assignments based on need will be made by the High School Ministry Director and Teen Staff Supervisors. Teen Staff will be informed of their role and trained on the first day of the session.

A minimum \$10 deposit is required to register and secure a spot in a Teen Staff session or join the waitlist. This deposit is non-refundable. The full cost of a session is \$35. The full payment balance is due no later than 7 days prior to the session. Failure to make full payment by this date may forfeit the reservation. Cancellations at least 7 days prior to the session are eligible to receive a refund of all monies paid other than the deposit. Cancellations less than 7 days prior to the session are non-refundable but may be transferred to another session or to another family member for use by August 31 of the same calendar year.

In your account, the **Online Registration Dashboard** allows you to access and update your profile and manage your registration. Log into your existing account or create a new account [here](#).

**Step 1:** The Home screen presents a list of all campers assigned to your account. Choose **Register (New)** to sign up for a Teen Staff session. Choose **Update Info** to make a payment, update camper information, view forms, add allergies and medications, and more. Choose **Complete Registration** to finish a registration that was started. If you need to add a new family member, click the green Add Camper button.

Please Select An Option To Begin

Add Camper
Make A Payment
Account
Logout

Current Camper: Trixie User

Current Camper(s) In Your Account	
Aunt User	Register (New) Update Info
Friend McFriend	Register (New) Update Info
Jane User	Register (New) Complete Registration
Joe User	Register (New) Update Info
Johnny User	Register (New) Update Info
Mother User	Register (New) Update Info
Rex User	Register (New) Update Info
Tina User	Register (New) Update Info
Trixie User	Register (New) Complete Registration

LEGEND  
I: There are one or more Incomplete Session-Program(s).  
R: There are one or more Registered Session-Program(s).  
W: There are one or more Waitlisted Session-Program(s).

**Step 2:** All eligible sessions will be listed in order by date. For each session, there will be a choice of Camp West (Edgerton) or Camp LaCygne. You must choose one. When all selections have been made, click Save/Next at the bottom left of the screen.

Select Programs From Available Sessions

You may select one or more Program / Sessions below.

2024 Teen Staff Session 1 Jun 3 2024--Jun 7 2024

Check one, from the available options:

☒ Teen Staff Camp West Female

\$35.00

Details...

Available?

☐ Teen Staff Camp LaCygne Female

\$35.00

Details...

Available?

Prev

Save/Next

**Step 2:** Choose Parent/Guardian and Emergency Contacts. You may choose from previously used contacts, edit contact information, and add new contacts. When complete, click Save/Next to proceed.

Please add/select or update your contact(s)

Please add the contact(s) requested below.

Those marked (\*) required are mandatory before proceeding to the next step. You may either select from an existing contact in the contacts drop down or enter a new contact.

Each of the contacts requested below must be a uniquely different person.

Use the [Add New Contact] button to add a new contact. Use the [Edit Contact] button to add or change any information on an existing contact.

Note: Changing a contact using the drop down will require you to provide the relation to the selected contact. Click the [Edit Contact] option to open the edit popup and add requested information. Once all required information is given on this popup and changes saved clicking on the [Save] button at the bottom of the popup, only then the person will be associated with the contact type.

Parent/Guardian 1 Contact

Select Parent/Guardian 1 contact from available contacts: \*

Mother User

Edit Contact

Add New Contact

Parent/Guardian 2 Contact

Select Parent/Guardian 2 contact from available contacts:

Father User

Edit Contact

Add New Contact

Alternate Emergency Contact

Select Alternate Emergency contact from available contacts: \*

Aunt User

Edit Contact

Add New Contact

Additional Contacts

Prev

Save/Next

**Step 3:** Complete required form(s). Completed forms will appear in green but can be opened and edited. Incomplete forms will appear in red. Click Save/Next to proceed.

This screenshot shows the 'Forms' step of a registration process. At the top, a message box instructs the user to complete required forms and provides instructions on how to open, save, and contact support. Below this is a progress indicator with five steps: Registrations, Contacts, Forms (highlighted in green), Medication, and Optionals. The current camper is identified as 'Trixie User'. A list of required forms is shown, with 'Teen Staff Information' marked as 'Form completed or no items on form are required. Ok for next step.' and an 'Open' button. At the bottom, there are 'Prev' and 'Save/Next' navigation buttons.

**Step 4:** Add medications, allergies, and give permission to administer over the counter medication to your camper. If your camper requires a gluten-free or dairy-free diet, this should be indicated in the Allergies section. This information can be edited at any time.

This screenshot shows the 'Medication' step of the registration process. The progress indicator at the top shows 'Medication' as the current step (highlighted in green). The camper is 'Trixie User'. The screen prompts the user to complete medical information. It includes three sections: 'Is your child bringing any medications to camp?' with a dropdown and 'Add/Edit Meds' button; 'Would you like to complete an Over the Counter (OTC) order?' with a dropdown and 'Add/Edit OTC' button; and 'Does your child have any allergies?' with a dropdown and 'Add/Edit Allergy' button. At the bottom, there are 'Prev' and 'Save/Next' navigation buttons.

**Optional Question:** Your student may request up to 3 friends or family who they would like to bunk or serve with. We do not make cabin assignments for Teen Staff as all females and males sleep in separate dormitory style housing. We will do our best to accommodate friend requests in role assignments, however this is at the discretion of the Teen Staff Director and Supervisors.

This screenshot shows an 'Optional Process Question' screen. It asks the user: 'Do you need to add a cabin mate or friend request?' followed by the instruction '1. Add Cabin Mate / Friend requests.' There are two buttons: 'No, I don't. Take me to the next step.' and 'Yes, I do.'

**Step 5:** The first page of the payment process will show all registrations with balances due. Click the green Process Selected Campers button to proceed to checkout. **You must complete any notifications in red prior to making a payment.**

Select Campers and click [Process Selected Campers] button :

[Deselect All Campers](#) [Process Selected Campers](#)

View Options: [List](#) [Grid](#) [Tile](#)

Name	Reg Bal	Str Bal	Status	Action
Aunt User	\$0.00	\$0.00	No Balance Due	
Friend McFriend	\$0.00	\$0.00	No Balance Due	
Jane User	\$235.00	\$0.00	Selected	<a href="#">Deselect</a>
Joe User	\$35.00	\$0.00	Selected	<a href="#">Deselect</a>
Johnny User	\$0.00	\$0.00	No Balance Due	
Mother User	\$0.00	\$0.00	No Balance Due	
Rex User	\$0.00	\$0.00	No Balance Due	
Tina User	\$0.00	\$0.00	No Balance Due	
Trixie User	\$35.00	\$0.00	Selected	<a href="#">Deselect</a>

If you do not have any balance due or do not want to make a payment at this time, click on the [Dashboard] button. This will take you to the application Dashboard.

[Dashboard](#)

Proceed through all the payment steps (see progress indicator check marks) until you have reached the final confirmation page. *Check back in the Spring to add Camp Bucks in the Store tab of your account. Teen Staff receive \$5 in Comp Camp Bucks from Youthfront for each week they attend.*

**Questions?** Please contact us at 913-262-3900 or [info@youthfront.com](mailto:info@youthfront.com).