

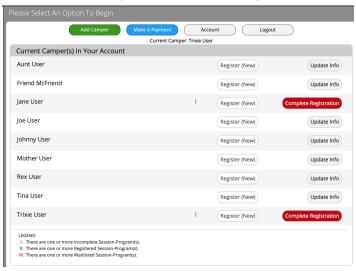
## TEEN STAFF REGISTRATION GUIDE

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.

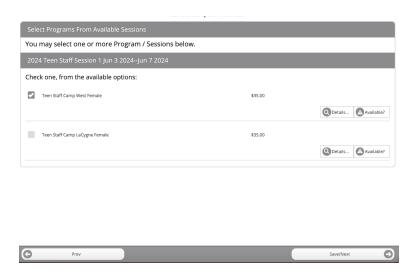
A minimum \$10 deposit is required to register and secure a spot in a Teen Staff session or join the waitlist. This deposit is non-refundable. The full cost of a session is \$35. The full payment balance is due no later than 7 days prior to the session. Failure to make full payment by this date may forfeit 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 <a href="here">here</a>.

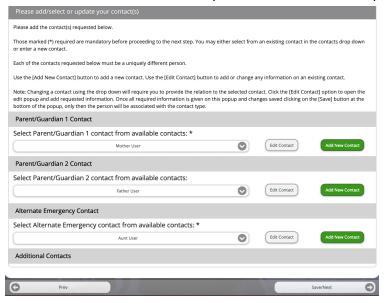
**Step 1:** The Home screen presents a list of all campers assigned to your account. Choose **Register (New)** to sign up for a Teen Staff session. Choose **Update Info** to make a payment, update camper information, view forms, add allergies and medications, and more. Choose **Complete Registration**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



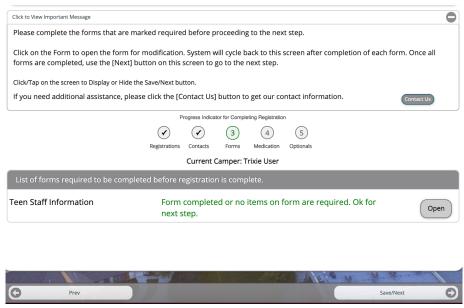
**Step 2:** All eligible sessions will be listed in order by date. For each session, there will be a choice of Camp West (Edgerton) or Camp LaCygne. You must choose one. When all selections have been made, click Save/Next at the bottom left of the screen.



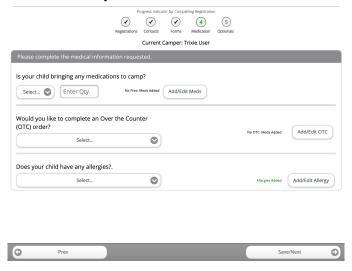
**Step 2:** Choose Parent/Guardian and Emergency Contacts. You may choose from previously used contacts, edit contact information, and add new contacts. When complete, click Save/Next to proceed.



**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.



**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.



**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.



**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**.

Name			View Options: List III Til	
	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	Deselect
Joe User	\$35.00	\$0.00	Selected	Deselect
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	Deselect

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.