



TEEN STAFF REGISTRATION GUIDE

High school students may register for one or more desired Teen Staff session(s). 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 Program Coordinator 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 \$40. 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 register. 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. 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.

2026 Teen Staff Session 2 Jun 8 2026–Jun 12 2026

Check one, from the available options:

☒

2026 Teen Staff Session 2 Female

\$40.00

Available?

Previous

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.

Click to View Important Message

Please complete the forms that are marked required before proceeding to the next step.

Click on the Form to open the form for modification. System will cycle back to this screen after completion of each form. Once all forms are completed, use the [Next] button on this screen to go to the next step.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information.

Contact Us

Progress Indicator for Completing Registration

✓

✓

3

4

5

RegistrationsContactsFormsMedicationOptionals

Current Camper: Trixie User

List of forms required to be completed before registration is complete.

Teen Staff Information

Form completed or no items on form are required. Ok for next step.

Open

Prev

Save/Next

Optional Question: Your teen 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 Coordinator and Supervisors.

Optional Process Question

Do you need to add a cabin mate or friend request?
1. Add Cabin Mate / Friend requests.

No, I don't. Take me to the next step.

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](#) [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	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

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.