

STEP 1

Login Screen

Returning Campers:

complete Username and Password

New User: create account



Click to View Important Message ⊖

WELCOME TO OUR ONLINE REGISTRATION SYSTEM!

To get started, click **Create New Account** or **LOGIN** to an existing account *if you've used this site before.*

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

Returning to view or update information.
Login Here

Username:

SCBCtestuser

Password:

●●●●●●●●

LOGIN

[Forgot Username?](#) [Forgot Password?](#)

New User. Create A New Account

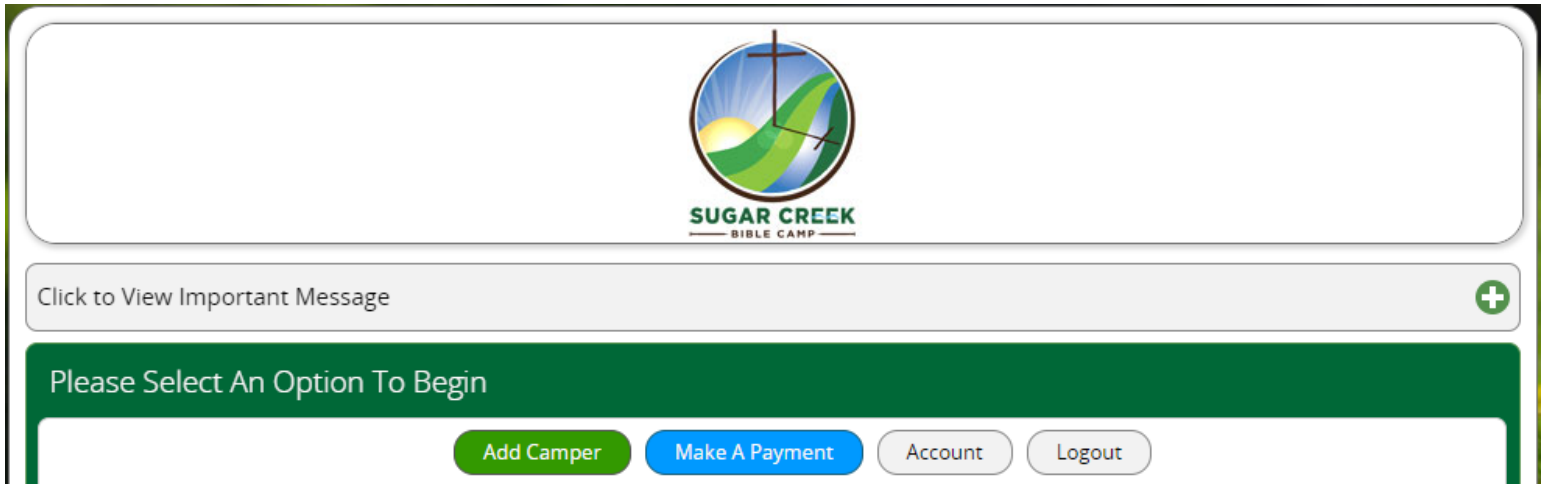
Create a new account. An account will enable you to:

- › Return to view or edit your submitted applications and forms
- › Return to fill out additional forms
- › Continue a partially completed form or registration
- › Return to register online for camp again next year

Create New Account

STEP 2

Click the **Add Camper** button



The screenshot displays the Sugar Creek Bible Camp website interface. At the top center is the logo, which features a circular emblem with a cross, a sun, and green hills, with the text "SUGAR CREEK BIBLE CAMP" below it. Below the logo is a light gray bar with the text "Click to View Important Message" and a green plus icon on the right. A dark green banner below that contains the text "Please Select An Option To Begin". At the bottom, there are four buttons: "Add Camper" (green), "Make A Payment" (blue), "Account" (light gray), and "Logout" (light gray).

STEP 3

GHR ID

Enter your **GHR ID**: 1LCONA

Click **Save/Next**



Click to View Important Message 

If you are part of a group and have been given a Group Hold Registration ID, enter it here and click NEXT. If you are part of a group but do not have a Group Hold Registration ID, contact your Group Leader for the ID. If you are not part of a group and are registering as an individual, click NEXT to proceed.

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

Current Camper: Test User

Group Hold Registration?

If you do not have a Group Hold ID, click NEXT.

If you are part of a group and have been given a Group Hold Registration ID (GHR ID), enter it here and click NEXT.

Enter GHR ID:

1LCONA



Prev

Save/Next



STEP 4

Select Overnight or Days Only option
Click **Save/Next**

Click to View Important Message 

Please select from available Programs.

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](#)

Current Camper: Test User

Select Programs From Available Sessions


You may select a Programs from one or more sessions. However, you may select only one Program per session.

2022 First Lu Play Days Oct 7 2022--Oct 9 2022

Check one, from the available options:


First Lu Play Days Overnight

MROC Enabled Program.
Select to pick from available options.

 Available?


First Lu Play Days-Saturday Only

MROC Enabled Program.
Select to pick from available options.

 Available?

First Lu Play Days-Sunday Only

MROC Enabled Program.
Select to pick from available options.

 Available?



Prev

Save/Next



STEP 5

Enter the number of family members

Enter # of First Lu Family camp: (the number in your family)
Enter Name, DOB, Gender and Phone for each camper
Click **Save/Next**

Click to View Important Message ⊖

Please provide the number of people in your party/family attending camp. Please enter count for each category type that your party may have. Enter individual names and additional information for each section. Blank rows will automatically be created to enter names once the count is entered. User can also use the [Add More] button to add additional blank rows on any section. Once completed click [Next]

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

Current Camper: Test User

First Lu Family Camp		Enter # of First Lu Family Camp : *		3	Add More +
First Name	Last Name*	D.O.B.*	Grade	Gender*	Phone*
<input checked="" type="checkbox"/> Pick From Contacts?			Please list the grade your camper will be entering in the Fall of 2022.		
Select...			Select...	S	
<input checked="" type="checkbox"/> Pick From Contacts?			Please list the grade your camper will be entering in the Fall of 2022.		
Select...			Select...	S	
<input checked="" type="checkbox"/> Pick From Contacts?			Please list the grade your camper will be entering in the Fall of 2022.		
Select...			Select...	S	

← Prev Save/Next →

STEP 6

Make/Review Selections

Saturday or Sunday Only Campers:


Review/Accept Selections

Click **Save/Next**

Overnight Campers:

Make Selection Overnight (2 nights) or Overnight (1 night)

Click **Save/Next**



SUGAR CREEK
BIBLE CAMP

Click to View Important Message

Please click [Make Selections] to add/edit your Registration choices, there are one or more selections that are required to be added. Once completed click [Next]

Attention: For OVERNIGHT registrants, please click on ' Make Selection ' based on the number of nights you are staying.

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

Current Camper: Test User

Registration

Review/Accept Selections

Please click [Review/Accept Selections] to review and accept your Registration choices and charges. In order for your choices to be added, you will need to click the button and click [Save/Next] on the next screen.

Overnight (2 Nights)

Make Selections

Please click [Make Selections] to add/edit your Overnight (2 Nights). You will need to click [Make Selections] then pick your choices by providing the appropriate count and click [Save/Next] on the next screen.

Overnight (1 Night)

Make Selections

Please click [Make Selections] to add/edit your Overnight (1 Night). You will need to click [Make Selections] then pick your choices by providing the appropriate count and click [Save/Next] on the next screen.

← Prev

Save/Next →

STEP 7

Select your lodging preference

Indicate how many rooms you need under Count.

Click **Save/Next**

Please make selections to add your choices, there may be one or more selections that are required to be added. Once completed click [Next]

Attention: When making a lodging selection, please indicate how many rooms/cabins you would like to reserve.

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

Current Camper: Test User

Overnight (2 Nights)

	Count	Min-Max (Person)	Fees	Total	
Log Cabins (2 Nights) Available (4)	<input type="text" value="0"/>	1-7	\$450.00	\$0	<input checked="" type="checkbox"/> Available?
Koinonia Lodge (2 Nights) Available (7)	<input type="text" value="0"/>	1-6	\$375.00	\$0	<input checked="" type="checkbox"/> Available?
Manna Center (2 Nights) Available (2)	<input type="text" value="0"/>	1-6	\$375.00	\$0	<input checked="" type="checkbox"/> Available?
Retreat Center (2 Nights) Available (4)	<input type="text" value="0"/>	1-8	\$375.00	\$0	<input checked="" type="checkbox"/> Available?
Your RV (2 Nights) Available (6)	<input type="text" value="0"/>	1-99	\$250.00	\$0	<input checked="" type="checkbox"/> Available?
Your Tent (2 Nights) Available (99)	<input type="text" value="0"/>	1-99	\$250.00	\$0	<input checked="" type="checkbox"/> Available?
Overnight (2 Nights) Charges:				\$0.00	
Total Tax:				\$0.00	
Total Overnight (2 Nights):				\$0.00	



Prev

Save/Next



STEP 8

Review

Click **Save/Next**

Click to View Important Message



Please review all your selections, use the [Prev] button to go back and make any changes. Please click the [Next] button and proceed to registration page to complete enrollment.

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

Current Camper: Test User

Registration

	Count	Fees	Total
First Lu PD Overnight	1	\$0.00	\$0.00
Registration Charges:			\$0.00
Total Tax:			\$0.00
Total Registration :			\$0.00

Overnight (2 Nights)

	Count	Fees	Total
Log Cabins (2 Nights)	1	\$450.00	\$450
Overnight (2 Nights) Charges:			\$450.00
Total Tax:			\$0.00
Total Overnight (2 Nights):			\$450.00

Final Total: \$450.00

Minimum Deposit at this time to confirm your reservation is \$50.00

Cancellation Policy:

A non-refundable \$100.00 will be charged if not cancelled 30 days prior to the camp start date. Within 30 days there

← Additional Cancellation charges up to 3% of each of the category totals.

Save/Next



STEP 9

Select Arrival Day

For 2-Night camp select **Arrival Friday**

For 1-Night camp select **Arrival Friday** or **Arrival Saturday**

Click **Save/Next**



Click to View Important Message 

Please select 2 activities from the available Sub Programs

For Art Camp: Please select 1 AM Activity and 1 PM Activity.

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

Current Camper: Test User

Select Sub Program For Selected Program

2022 First Lu Play Days Oct 7 2022--Oct 9 2022 - First Lu Play Days Overnight

Arrival Friday Available

Arrival Saturday Available



Prev

Save/Next



STEP 10

Complete forms

Click **Save/Next**



Click to View Important Message



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

Click on a specific form to open it 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

Current Camper: Test User

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

Family Camp Release,
Permissions & Health Form

Form is required. Registration incomplete unless required items are completed. Please complete form before next step.

Open

Summer Camp Covid Waiver and
Release Form

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

Open



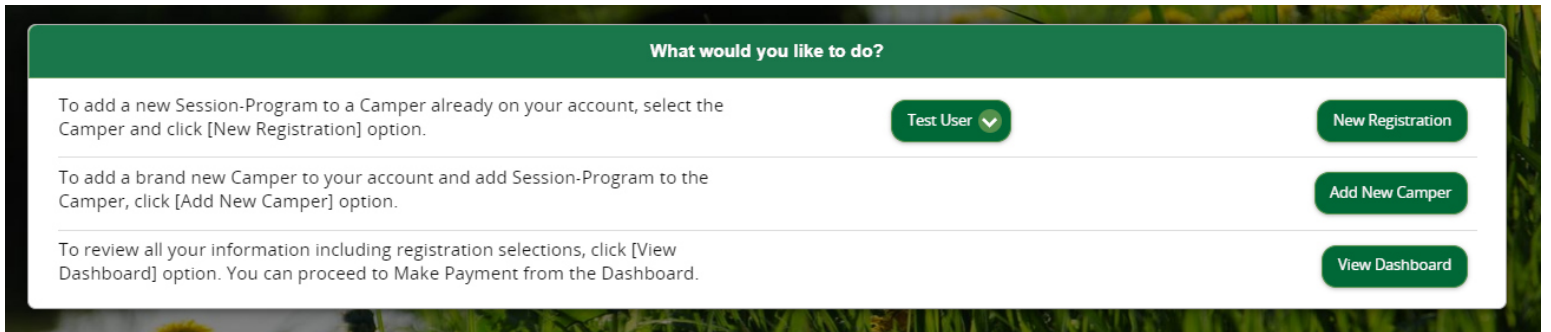
Prev

Save/Next



STEP 11

Click View Dashboard



The screenshot shows a user interface with a green header bar containing the text "What would you like to do?". Below the header, there are three rows of text and buttons. The first row contains the text "To add a new Session-Program to a Camper already on your account, select the Camper and click [New Registration] option." followed by a "Test User" dropdown menu and a "New Registration" button. The second row contains the text "To add a brand new Camper to your account and add Session-Program to the Camper, click [Add New Camper] option." followed by an "Add New Camper" button. The third row contains the text "To review all your information including registration selections, click [View Dashboard] option. You can proceed to Make Payment from the Dashboard." followed by a "View Dashboard" button.

What would you like to do?

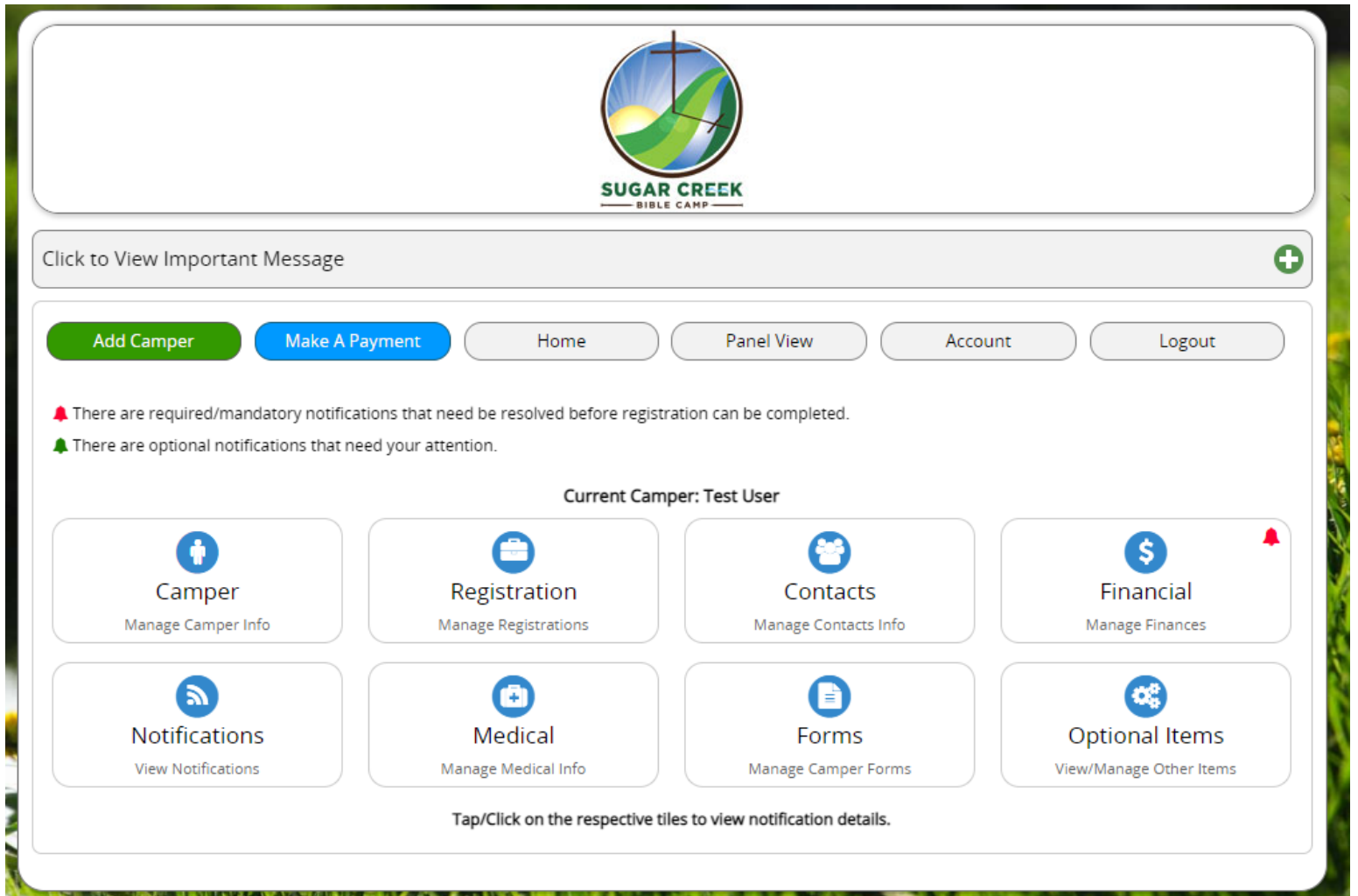
To add a new Session-Program to a Camper already on your account, select the Camper and click [New Registration] option. Test User New Registration

To add a brand new Camper to your account and add Session-Program to the Camper, click [Add New Camper] option. Add New Camper

To review all your information including registration selections, click [View Dashboard] option. You can proceed to Make Payment from the Dashboard. View Dashboard

STEP 12

Click Make a Payment

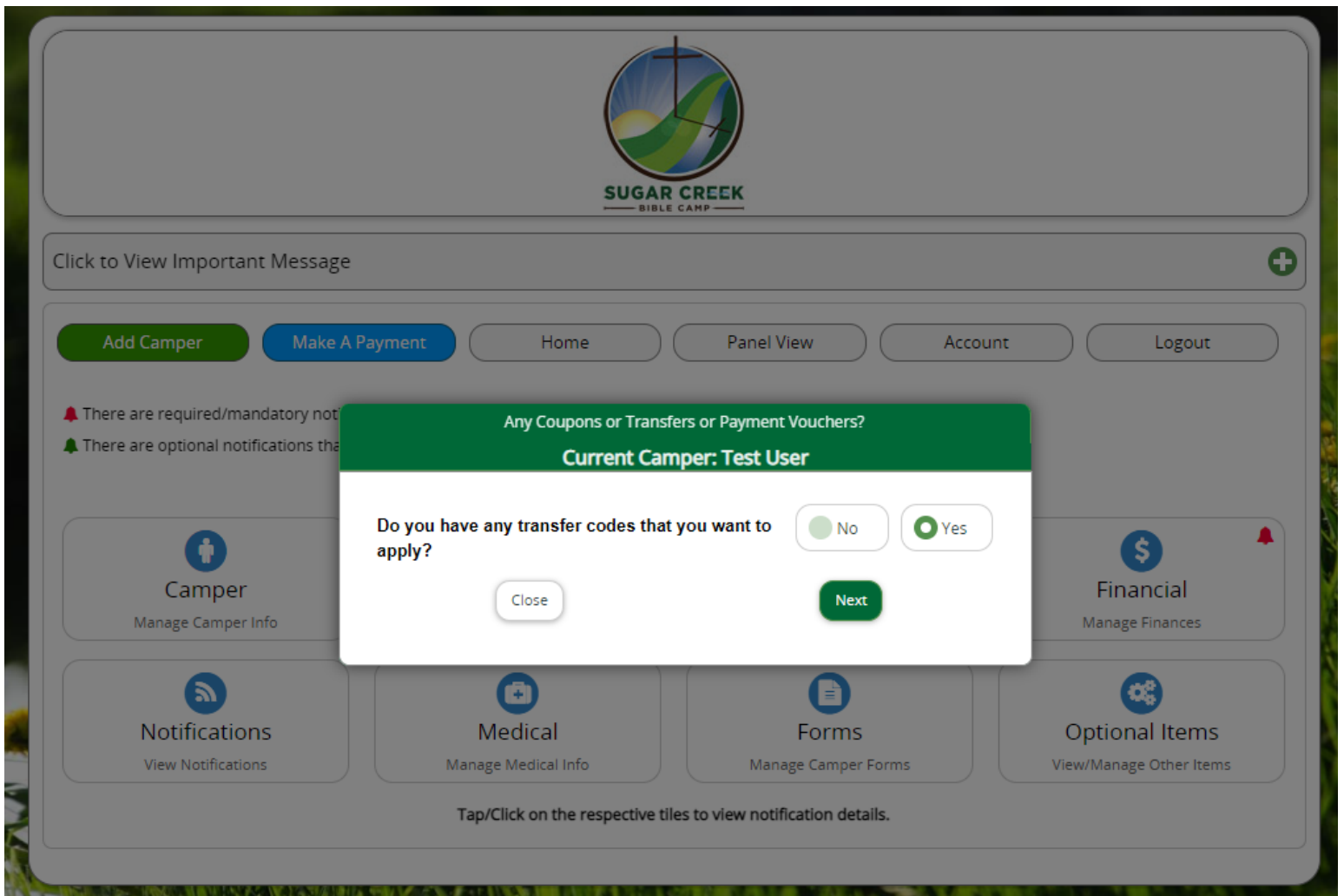


The screenshot displays the Sugar Creek Bible Camp mobile application interface. At the top center is the Sugar Creek Bible Camp logo, which features a circular emblem with a cross, a sun, and green hills, with the text "SUGAR CREEK BIBLE CAMP" below it. Below the logo is a grey bar with the text "Click to View Important Message" and a green plus icon on the right. A navigation bar contains five buttons: "Add Camper" (green), "Make A Payment" (blue, highlighted), "Home" (grey), "Panel View" (grey), "Account" (grey), and "Logout" (grey). Below the navigation bar are two notification lines: a red bell icon followed by "There are required/mandatory notifications that need be resolved before registration can be completed." and a green bell icon followed by "There are optional notifications that need your attention." The main content area is titled "Current Camper: Test User" and contains eight tiles arranged in a 2x4 grid. The top row includes "Camper" (Manage Camper Info), "Registration" (Manage Registrations), "Contacts" (Manage Contacts Info), and "Financial" (Manage Finances) with a red bell icon. The bottom row includes "Notifications" (View Notifications), "Medical" (Manage Medical Info), "Forms" (Manage Camper Forms), and "Optional Items" (View/Manage Other Items). At the bottom of the screen, a text instruction reads "Tap/Click on the respective tiles to view notification details."

STEP 13

Transfer Code?

Do you have a Transfer Code: **Click Yes**
Click **Next**

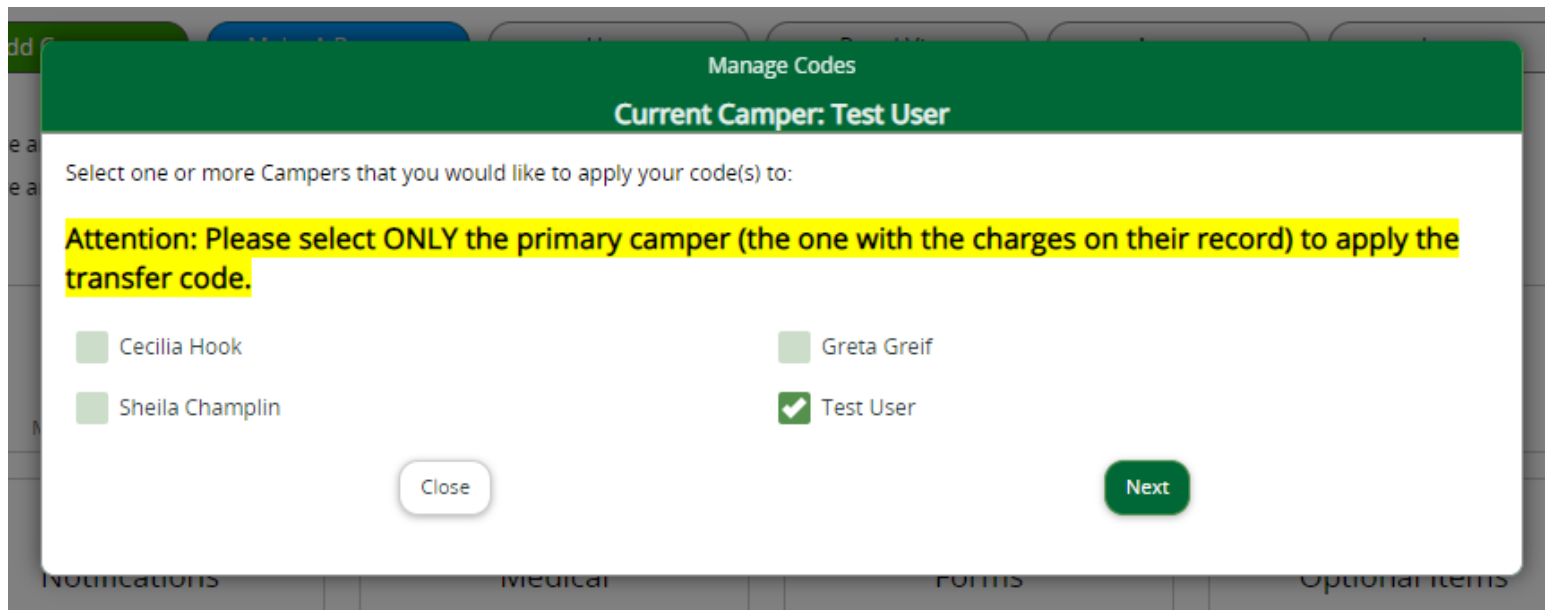


STEP 14

Select Primary Camper

Select the name of the primary camper
(the one making the reservation and paying the bill)

Click **Next**



The screenshot shows a 'Manage Codes' dialog box with a dark green header. Below the header, the text 'Current Camper: Test User' is displayed. The main content area contains the instruction 'Select one or more Campers that you would like to apply your code(s) to:' followed by a yellow highlighted warning: 'Attention: Please select ONLY the primary camper (the one with the charges on their record) to apply the transfer code.' Below this, there is a list of four campers, each with a checkbox: Cecilia Hook, Sheila Champlin, Greta Greif, and Test User. The 'Test User' checkbox is checked. At the bottom of the dialog, there are two buttons: 'Close' and 'Next'.

Manage Codes

Current Camper: Test User

Select one or more Campers that you would like to apply your code(s) to:

Attention: Please select ONLY the primary camper (the one with the charges on their record) to apply the transfer code.

Cecilia Hook

Greta Greif

Sheila Champlin

Test User

Close

Next

STEP 15

Enter Transfer Code

Enter your Transfer Code: **First Lu**

Click **Get**

Click **Save/Next**

Manage Codes
Current Camper: Test User

Do you have Transfer Code(s)? More +

Enter transfer codes provided by the camp here. If you have more than one, click MORE (in the bar above) to add more codes. After entering the transfer codes, if sessions are displayed, make appropriate session-Program selection if not already selected. Then click NEXT.
Note: Any transfer code that is previously applied for the session-Program, will not be re-applied to the same session-Program.

Attention: This is NOT your GHRID.

Transfer Code 0:

First Lu ✕ Get

Previous Save/Next

STEP 16

Checkmark the session you are attending
Click **Save/Next**

Manage Codes
Current Camper: Test User

Do you have Transfer Code(s)? More +

Enter transfer codes provided by the camp here. If you have more than one, click MORE (in the bar above) to add more codes. After entering the transfer codes, if sessions are displayed, make appropriate session-Program selection if not already selected. Then click NEXT.
Note: Any transfer code that is previously applied for the session-Program, will not be re-applied to the same session-Program.

Attention: This is NOT your GHRID.

Transfer Code 0:

✕ Get

*50.00% of the Reg. Bal. will be Transferred to First Lutheran Church-Onalaska
Code will be applied to the checked camper sessions.*

2022 First Lu Play Days - First Lu Play Days Overnight

2022 First Lu Play Days - First Lu Play Days-Saturday Only

2022 First Lu Play Days - First Lu Play Days-Sunday Only

PreviousSave/Next

STEP 17

Registration tab

Select Minimum Payment \$50.00

Or

Select Full Payment

Click **Save/Next**

Click to View Important Message ⊖

To make a payment:

1. Select the Camper(s) for whom you want to pay.
2. On the Registration tab, choose a payment option: minimum, full, or other.
(Min payment will default all payments to the minimum required payment amount (pmt amt). Full payment will default all payments to the full required payment amount. Other payment will default to minimum, but can be changed to an amount between minimum and full.)
3. Click NEXT or the Canteen tab to enter a Canteen payment amount for each session.
4. Click NEXT or the Payment Options tab to view your payment summary. Choose a payment method and fill in the required fields. Click NEXT to process the payment.

Note: DO NOT click any other buttons while payment is being processed.

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

Current Camper: Test User

Select one or more Campers

<input type="checkbox"/> Cecilia Hook	<input type="checkbox"/> Greta Greif
<input type="checkbox"/> Sheila Champlin	<input checked="" type="checkbox"/> Test User

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. You can use the [Make Payment] button inside the Financial section on the dashboard to get back to this payment screen at any time. Dashboard

Registration Payment Options View Transactions

Make Payment using the options available, use [Other Payment] to enter payment amount manually. Amount(s) entered below this section are for registration payment of the Campers Program

Note: Only Sessions with Balance Due will be displayed.

Total Registration Payment: \$20.00

Test User [2022 First Lu Play Days (10/07/2022-10/09/2022)] Reg Bal: \$20.00

<input type="radio"/> Min Pmt: \$0.00	<input checked="" type="radio"/> Full Pmt: \$20.00	<input type="radio"/> Other Pmt:
---------------------------------------	--	----------------------------------


Payment Amount:

← Prev Save/Next →

STEP 18

Payment Options tab

Complete your payment information
Click **Save/Next**


Click to View Important Message 

To make a payment:

1. Select the Camper(s) for whom you want to pay.
2. On the Registration tab, choose a payment option: minimum, full, or other.
(Min payment will default all payments to the minimum required payment amount (pmt amt). Full payment will default all payments to the full required payment amount. Other payment will default to minimum, but can be changed to an amount between minimum and full.)
3. Click NEXT or the Canteen tab to enter a Canteen payment amount for each session.
4. Click NEXT or the Payment Options tab to view your payment summary. Choose a payment method and fill in the required fields.
Click NEXT to process the payment.

Note: DO NOT click any other buttons while payment is being processed.

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. 

Current Camper: Test User

Select one or more Campers

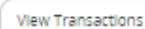
- Cecilia Hook Greta Greif
 Sheila Champlin Test User

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. You can use the [Make Payment] button inside the Financial section on the dashboard to get back to this payment screen at any time.



Registration

Payment Options



Payment Summary

Registration Balance Due: (Coupons, Automatic & Requested Discounts Included)	\$20.00
Total Discount Applied: (Coupons, Automatic & Requested Discounts Included)	\$0.00
Total Registration Payment Amount:	\$20.00
Final Payment Amount:	\$20.00

Method of Payment


You will be charged an amount of \$20.00 today

Select your Method of Payment

Credit Card


Enter Credit Card Details below:

Select Credit Card: *


Select... 

Card #: *

Expiration Month: *

Select... 

Expiration Year: *

Select... 

Sec. Code: *

Name on Card: *

International Keyboard?

No

Email Receipt To: *

Card Amount: *

\$20.00