

Ready to go online and register for Kidquake 2012? Read over this first for helpful hints.

- Click REGISTER PARTICIPANTS HERE at the bottom of the webpage: [www.campgilmont.org](http://www.campgilmont.org) Programs Kidquake (If you have used this system to register a summer camper last year or this year, please create a new user/login for your role now as church contact. Thanks!
- Create user name and password. Write it down. You will need it in the future. (Scroll down if you don't see the "create new" button at first).
- Enter the first camper name and all information – All child participants and Adult Sponsors are to be added as CAMPERS... you will select ADULT under the GRADE for your sponsors. If you do not know the participant's birthday, please enter 1/1/2012. (I forgot to ask for this previously, but not a problem, we organize by grade). NEXT
- Select your FIRST choice for Kidquake weekend. IF IT DOES NOT APPEAR, the weekend is FULL, and has been removed so select your second choice, then click NEXT
- See this campers name at the top of the page and the weekend you selected, now answer the questions online. Note, we are asking you to submit your SECOND choice weekend on this page, however, if you have already chosen your second choice on the previous page because your first choice is no longer available, select your third choice. Also, particulars about food allergies and t-shirts for kids and adults. Then the Activity Preference section just for kids, choosing their top three, middle three, and last two choices in order; and then a couple of questions at the bottom if you're registering an adult. NEXT
- Camper Address Information is next, with email, phone, etc. NEXT
- Emergency Contact Information includes name and number. NEXT
- You have completed registration for your first camper (child/adult sponsor)! Click ADD ADDITIONAL CAMPER to continue with the next one.
  - Want to see a list of all you've registered so far? \*\*\* CLICK Make Payment/Logout to see a list of everyone you have registered under your user name/id. \*\*\*\* from this screen, to keep adding campers, simply CLICK "Return to Review Campers " and then "Add Additional Camper" at the bottom.

NOTE: if you receive a message that the camper is "Wait Listed" do not panic, this just means that this weekend is approaching filling up. Call Marie at 903-797-6400 before proceeding.

- Proceed to Checkout when you are ready to pay.
  - You will need to enter **\$115 in each of the red font blocks** next to the camper's name/program then proceed to checkout and there will be a total on that page.
  - Do not pay until all your participants are listed as **REGISTERED (DO NOT PAY IF ANY OF YOUR PARTICIPANTS ARE WAITLISTED)**. NOTE: full registration payment is required to finalize your registration; however, you may send a check in lieu of credit card, simply enter the check number and send it to Gilmont 6075 State Hwy 155 N, Gilmer, TX 75644, to arrive within seven days.
  - You may leave the session and come back by signing back in to add campers and make payments. IF you need to change a session (made a wrong click) or remove a camper, call Marie please 903-797-6400. I will need to make those changes on the "camp side" of the software.
- You will receive a confirmation email regarding your registration / payment within a day. If you don't receive this, please let me know: [gilmontregistrar@aol.com](mailto:gilmontregistrar@aol.com)

I look forward to working with you, Marie