

How to Register ONLINE for DAKYOUTH

Youth Pastors/Directors/Leaders – We ask that one person from each church registers your entire group at one time.

Please use the **DAKYOUTH GROUP Registration form** available on the [DAKYOUTH website](#) to gather required information about the youth and adult chaperones from your church who will be attending DAKYOUTH. Once you have completed this form, please Log into the [Dakotas UM Camps registration system](#). Log in as though you were registering for a camp. If you do not already have an account, please create one.

If you need assistance with your Username or Password, please contact the Camping office at 855-622-1973. Thank you for NOT creating duplicate accounts!

This is what the log in screen looks like:
(Pictures and colors may change from year to year.)



Click to View Important Message

Welcome to our online registration system. To get started, click Create New Account if you're new, 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

Already have an account? Login here.

Username:

Password:

LOGIN

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

First-time user? Create a NEW account here

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

Once you log into your account, click on the **Register (New)** button next to ***your name*** under the **Current Campers in Your Account** section. (See red arrow in image below.) If you are not listed as a camper, it is okay to use the name of someone else (youth or adult) already on your account. **Note:** If you need to go back into your account to make changes to T-Shirt sizes once you have completed registration, click **Update Info** button on this screen to access forms.



Click to View Important Message 

Please Select An Option To Begin

[Add Camper](#) [Make A Payment](#) [Account](#) [Logout](#)

Current Camper: Baby Bear

Current Camper(s) In Your Account

Baby Bear	Register (New)	Update Info
Elementary Bear	Register (New)	Update Info
Fozzie Bear	Register (New)	Update Info
Funshine Bear	Register (New)	Update Info
Henry Fonda Bear	Register (New)	Update Info
Mama Bear	Register (New)	Update Info
Paddington Bear	Register (New)	Update Info

On the **Program Classifications?** screen, choose **CCYM/DakYouth Events**. Then click **Save/Next**.



Current Camper: Mama Bear

Program Classifications?

If you are unsure about which classification to use, make no selection and select NEXT to move to the next screen and see all available programs for which the Camper qualifies.

Check all that are applicable:

- CCYM/DakYouth Events
- Lake Poinsett
- Storm Mountain
- Wesley Acres

← Prev Save/Next →

Select Programs from Available Session by clicking the box next to **DAKYOUTH**. This will automatically take you to the next screen. You **do not** need to click Save/Next.



Current Camper: Mama Bear

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 810 DAKYOUTH Nov 11 2022--Nov 13 2022

Check one, from the available options:

DAKYOUTH

MROC Enabled Program.
Select to pick from available options.

[Details...](#) [Available?](#)

Prev Save/Next

Scroll down. [This is the screen where you will register ALL the people who will attend DAKYOUTH with your group.](#)

Begin by entering the **# of Female Youth** you are registering with your group. **(Type a ZERO if you have NO female youth to register.)** In the example below, I entered the number **ONE** in the Female Youth field. After you enter your number, tab or click anywhere on your screen and a section will pop up to add the information about your Female Youth. If your attendee is *already listed* as a camper in your account, you can pull their information from the database. To do that, make sure the **"Pick from Contacts"** box has a green check mark. Then use the **drop-down arrow** to choose that person. The section will auto-fill with their information. (If you realize that you should have chosen a higher number of campers, click the **Add More** button.)

If you wish to add a camper who is not already in your account, choose **"Add a New Person"** from the drop-down arrow and then fill in the First Name, Last Name, Birthdate, Grade, Gender, and Phone information.

Continue by adding the **# of Male Youth, Female Chaperones** and **Male Chaperones**. (Type a **ZERO** if you have none for a category). Either choose campers from your account or by adding new people.

No need to enter a birthdate for adults. Click **Save/Next** after you have entered everyone.

Current Camper: Mama Bear

Female Youth		Enter # of Female Youth : *		1	✕	Add More +
First Name	Last Name*	D.O.B.*	Grade*	Gender*	Phone	
<input checked="" type="checkbox"/> Pick From Contacts?		Valid age (13) as of 11/08/2019	Please enter the camper's grade during the 2018-2019 school year. For Adults use grade 'Graduate/Adult'.			
Funshine Bear		01/01/2006	Grade 8	F		✕

Male Youth Enter # of Male Youth : * Add More +

Enter the # of Male Youth and tab out of the field to create blank rows. Use the [Add More] buttons to add one row at a time.

Female Chaperone Enter # of Female Chaperone : * Add More +

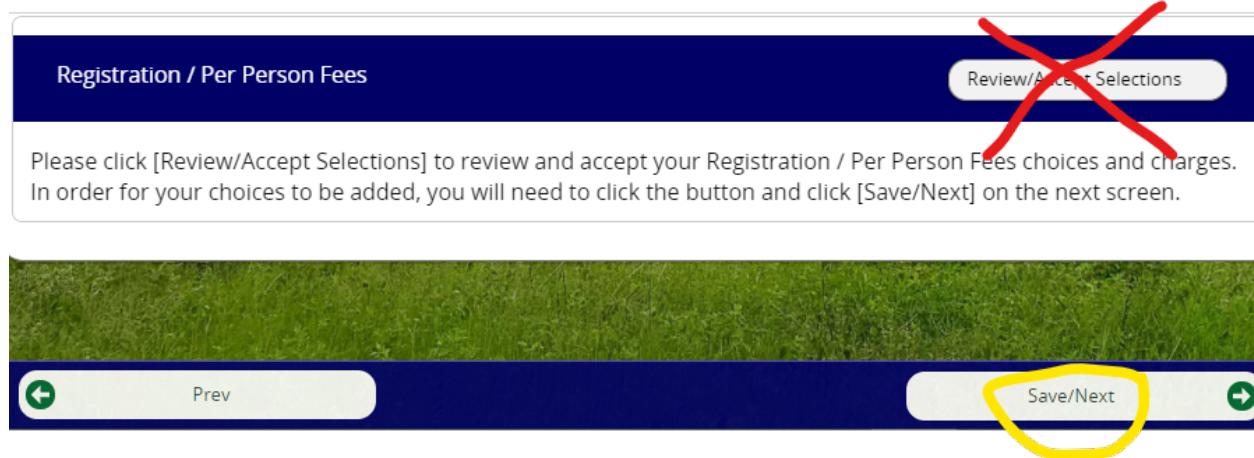
Enter the # of Female Chaperone and tab out of the field to create blank rows. Use the [Add More] buttons to add one row at a time.

Male Chaperone Enter # of Male Chaperone : * Add More +

← Prev Save/Next →

If you have not included all the required information for campers, you will need to return to the screen and fill it in before you can continue.

Next you can review your selections. **Click Save/Next** to continue. **(Avoid clicking Review/Accept Selections. It may cause a glitch that will slow down your registration.** You will see the exact same information by clicking on **Save/Next.**)



This screen gives you a summary of the total *Female Youth*, *Male Youth*, *Female Chaperones*, and *Male Chaperones* you registered. Double check that you have entered all your counts correctly. If you have changes, click on **“Prev”** until you return to the page where you listed the number and registration information for your campers. If everything looks good, click **Save/Next**.

	Count	Fees	Total
Female Youth - [Youth - Female]	1	\$65.00	\$65.00
Male Youth - [Youth - Male]	2	\$65.00	\$130.00
Female Chaperone - [Adult - Female]	1	\$65.00	\$65.00
Male Chaperone - [Adult - Male]	1	\$65.00	\$65.00
Registration / Per Person Fees Charges:			\$325.00
Total Tax:			\$0.00
Total Registration / Per Person Fees:			\$325.00

Registration / Per Person Fees

Prev Save/Next

I bet this screen looks familiar. You are right back where you started. 😊 Click **Save/Next** to move on.



Current Camper: Mama Bear

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 810 DAKYOUTH Nov 11 2022--Nov 13 2022

Check one, from the available options:


<input checked="" type="checkbox"/>	DAKYOUTH	\$195.00	Edit
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[Details...](#) [Available?](#)

[Prev](#) [Save/Next](#)

If there is not a **Billing Contact** associated with the account, you will now be required to select one using the drop down **or** add a new contact and **click Save**.

Manage Billing Contact

Click to View Important Message 

Please assign a billing contact to each selection. Use [Add Contact] button to add a new contact and assign the new contact as a billing contact.

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: Papa Bear

Please select billing contact(s)

Please select the billing contact for each Session-Program. If the billing contact has not been added yet, click on the Add new contact button. Use the [Save] button on each Session-Program section to save the billing contact for the session.

2021 810 DAKYOUTH Nov 12 2021–Nov 14 2021 - DAKYOUTH

Select Billing contact: *

 Not Saved. Please click Save.

Once your Billing Contact information has been saved, click the **Save/Next** button to continue.

The next section is **Required Forms for Registration**. For DAKYOUTH, there are only two forms in this *online* section. All other required forms must be completed by hand. (More information on that to follow.)

Click on the [open button](#) to the right of the form **Home Church**. Complete the form using the dropdown menu.

Click on the [open button](#) to the right of the form **DAKYOUTH T-shirt Sizes for Church Group**.

These forms are **required**, and **the system will not let you continue until you fill them out**.

Click to View Important Message

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

Click on the Form name to open the form to complete or edit. The 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.

Current Camper: Mama Bear

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

Home Church	Form is REQUIRED to attend camp. Form must be completed at time of registration in order to make a payment. Please complete form before next step.	Open
DAKYOUTH T-shirt Sizes for Church Group	Form is REQUIRED to attend camp. Form must be completed at time of registration in order to make a payment. Please complete form before next step.	Open


Prev Save/Next

Please complete each section of the form. The questions in red are required, and the form will not save until those are completed. Click **Save/Next** when you have entered all your information.

DAKYOUTH T-shirt Sizes for Church Group

Please provide the information requested below:

From the dropdown, please **select your church**: *

Select... 

Name of person responsible for picking up T-shirts at DAKYOUTH: *
1000 Chars Left

Email address of person responsible for picking up T-shirts at DAKYOUTH: *
1000 Chars Left

PLEASE NOTE: DAKYOUTH T-shirts are available in **adult sizes only**.

Please list the **QUANTITY** of **X-SMALL** T-shirts needed:
1000 Chars Left

Please list the **QUANTITY** of **SMALL** T-shirts needed:
1000 Chars Left

Please list the **QUANTITY** of **MEDIUM** T-shirts needed:
1000 Chars Left

Please list the **QUANTITY** of **LARGE** T-shirts needed:
1000 Chars Left

Please list the **QUANTITY** of **X-LARGE** T-shirts needed:

Next, you will see the **Manage Camper Form** screen with a message that you may log back into your online account at any time to make changes to this form from the *online dashboard*. **If you need to make T-shirt size or quantity changes after October 17, 2022, please email Pastor Jeff Lathrop directly at pastorjefflathrop@gmail.com**. Click **Save/Next** to move on and return to the Online Registration Dashboard.

DAKYOUTH T-shirt Sizes for Church Group

You may update the information on this form by logging back into your online registration account and selecting **DAKYOUTH T-shirt Sizes for Church Group Form** from the *Forms* section of your online dashboard. **If you need to make changes after October 21, 2022, PLEASE EMAIL Pastor Jeff Lathrop directly at pastorjefflathrop@gmail.com**.

Your screen will circle back to the **Required FORMS for Registration** page and show (in green) that your forms are complete. Click **Save/Next** to continue.

Click to View Important Message

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

Click on the Form name to open the form to complete or edit. The 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.

Current Camper: Mama Bear

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

Home Church	Form COMPLETED or it is an OPTIONAL form. Ok for next step.	Open
DAKYOUTH T-shirt Sizes for Church Group	Form COMPLETED or it is an OPTIONAL form. Ok for next step.	Open

Prev Save/Next

You have now reached the **Add Coupon(s)** page.

If you have one, **enter your church's coupon code**. If you do not know your code, please complete the registration process. Then, contact the camping office at 855-622-1973, and we can add the code for you. If you do not have a church code, simply leave the field blank. Click **Save/Next** to continue.



Current Camper: Mama Bear

Do you have Coupon Code(s)? [More +](#)

Enter **discount code** provided by your church in the Coupon Code Extension field. Then click **NEXT**.

Coupon Code 0:

[←](#) [Prev](#) [Save/Next](#) [→](#)

What would you like to do next? Click **View Dashboard**.

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

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

To review all your information including registration selections, click [View Dashboard] option. You will be able to make payment from the Dashboard.

Mama Bear ✓

New Registration

Add New Camper

View Dashboard

You are now back at your **Online Registration Dashboard**. Confirm the **Registration** section says Dak Youth.

Account
User Name: Bear Jamboree
Email: stacey.edwards@dkmnareaumc.org
Edit Account

Quick Access
Add Camper Add Program Make A Payment
Refresh Home Tile View Logout

Campers
Select from available Campers:
Mama Bear ✓
Remove Camper
Personal Address Phones Emails
Date of Birth: 01/01/1945
Gender: Female
Grade: Graduate/Adult
Add Camper Edit Personal

Registration
2022 810 DAKYOUTH (11/11/2022-11/13/2022) - DAKYOUTH Registered
Add New Program

Financial
Available Family Registration Payment Voucher Amount: \$0.00
Available Person Registration Payment Voucher Amount: \$0.00
Session Program 2022 810 DAKYOUTH (11/11/2022-11/13/2022) - DAKYOUTH
Reg Bal \$65.00 Camp Store Bal \$0.00
View Transactions Make Payment

Notifications
There is either a Registration or Store Balance pending on 2022 810 DAKYOUTH (11/11/2022-11/13/2022) - DAKYOUTH for the selected Camper Options

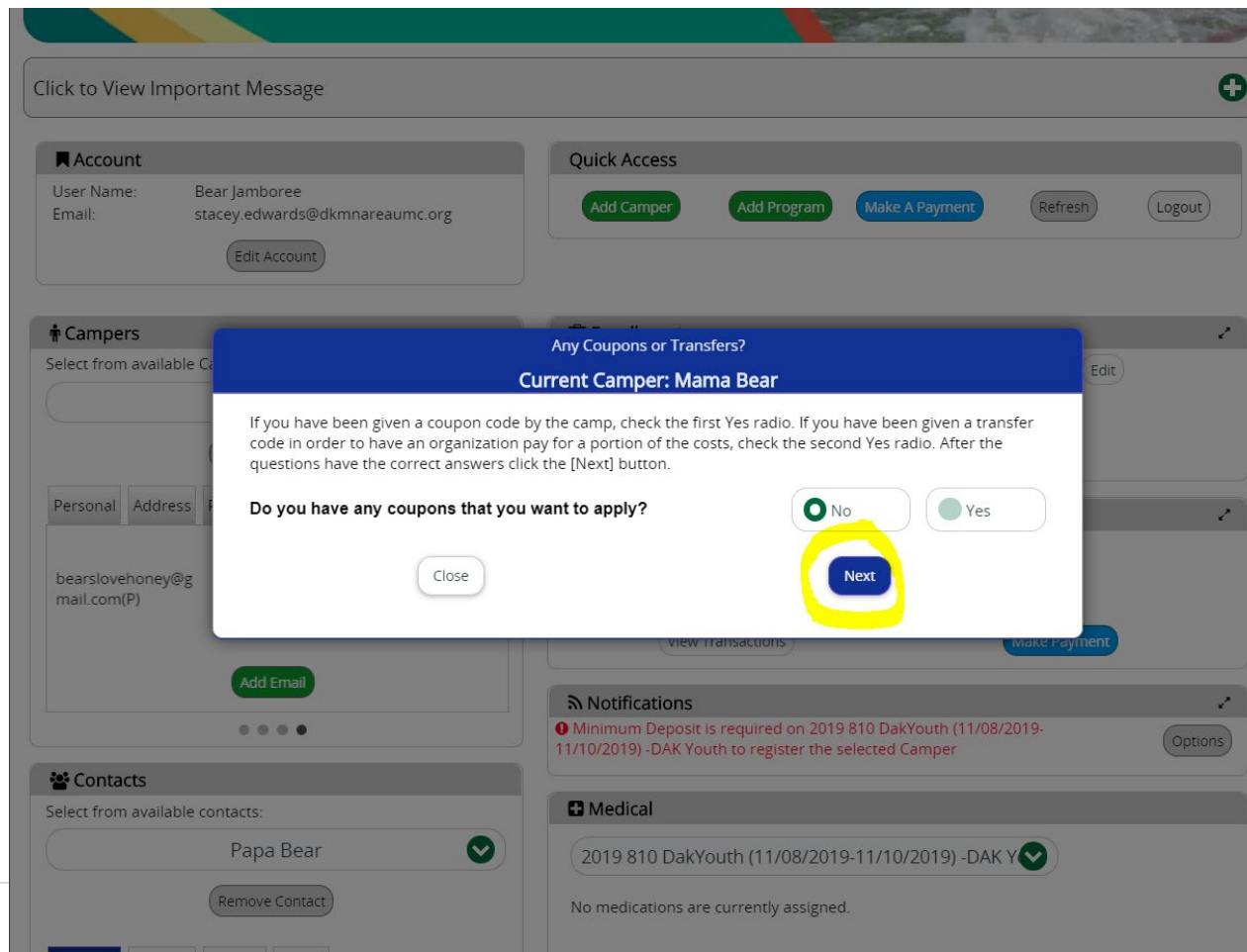
Medical
2022 810 DAKYOUTH (11/11/2022-11/13/2022) - DAKYOUTH ✓
No medications are currently assigned.
Allergies

Forms
Online Forms Download Forms
Home Church Form COMPLETED or it is an OPTIONAL form. Open
DAKYOUTH T-shirt Sizes for Church Group Form COMPLETED or it is an OPTIONAL form. Open

Payments

- If you **ARE MAKING A PAYMENT now** with a charge card, click on one of the two **blue Make A Payment** buttons.
- If you are **NOT MAKING A PAYMENT** at this time, click the **Logout** button in the upper right-hand corner. (You can log back in anytime to make a credit card payment.)
- If you are **MAILING in a CHECK PAYMENT**, please send your check to: Dakotas-Minnesota Area United Methodist Central Camping Office, 122 W Franklin Ave., Suite 400, Minneapolis, MN 55409.
****Note: We ask that all charges for Dak Youth be paid-in-full at least two weeks prior to the event.**

After you click **Make a Payment**, you will get another pop-up screen. This is a second opportunity to **enter a church code**. This is handy in case you make your payment after the day you register. ** If you get a pop-up screen that says, **"You have notifications pending,"** see instructions later in this document.



On the **Make Payment** screen, make sure to place a check mark by **the name of the person you registered your group under**. In this case, it is the same as the current camper. Under the Registration tab, choose if you want to make the **Full Payment** or **Other Payment**. The screen will default to Full Payment. If that is the amount you are paying, click **Save/Next**.

The screenshot displays the 'Make Payment' interface. At the top, a blue header contains the title 'Make Payment' and a 'Contact Us' button. Below the header, a yellow highlight indicates 'Current Camper: Mama Bear'. A section titled 'Select one or more Campers' lists several options: Baby Bear, Fozzie Bear, Mama Bear (checked), Papa Bear, Elementary Bear, Funshine Bear, Paddington Bear, and Papa Bear. A 'Dashboard' button is located to the right of the camper selection. Below this, a 'Registration' tab is active, and a 'View Transactions' button is visible. The main content area provides instructions on payment options and shows a 'Total Registration Payment: \$260.00'. Under 'Make Payment Using:', the 'Full Payment?' radio button is selected and highlighted in yellow. Below this, the camper 'Mama Bear' is listed with a 'Full Pmt: \$260.00' also highlighted in yellow. A 'Pmt Amt:' input field contains '260.00'. At the bottom, a blue navigation bar features a 'Prev' button and a 'Save/Next' button, which is highlighted in yellow.

If you are paying an amount other than the Full Payment, click **Other Payment** in **BOTH locations shown below**. Make sure to **TYPE** in the amount you will be paying now. Then click **Save/Next**.

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

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

Select one or more Campers **Current Camper: Mama Bear**

- Baby Bear
- Fozzie Bear
- Mama Bear**
- Papa Bear
- Elementary Bear
- Funshine Bear
- Paddington Bear
- Papa Bear

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: \$130.00

Make Payment Using:

- Min Payment?
- Full Payment?
- Other Payment?**

Mama Bear [2019 810 DakYouth (11/08/2019-11/10/2019)]

- Min Pmt: \$30.00
- Full Pmt: \$260.00
- Other Pmt:**

Reg Bal: \$260.00

Pmt Amt:

[←](#) Prev [Save/Next →](#)

Enter charge card information and complete payment. **Return to the Dashboard** and **Logout** when you have completed your transaction.

Registration **Payment Options** View Transactions

Payment Summary

Registration Balance Due: (Coupons, Automatic & Requested Discounts Included)	\$260.00
Total Discount Applied: (Coupons, Automatic & Requested Discounts Included)	\$0.00
Total Registration Payment Amount:	\$130.00
Final Payment Amount:	\$130.00

Method of Payment

You will be charged an amount of \$130.00 today.

Select your Method of Payment?

Credit Card

Enter Credit Card Details below:

Select Credit Card: *


Select...

Card #: * Expiration Month: * Expiration Year: *

Sec. Code: * Name on Card: *

International Keyboard? Email Receipt To: * Card Amount: *

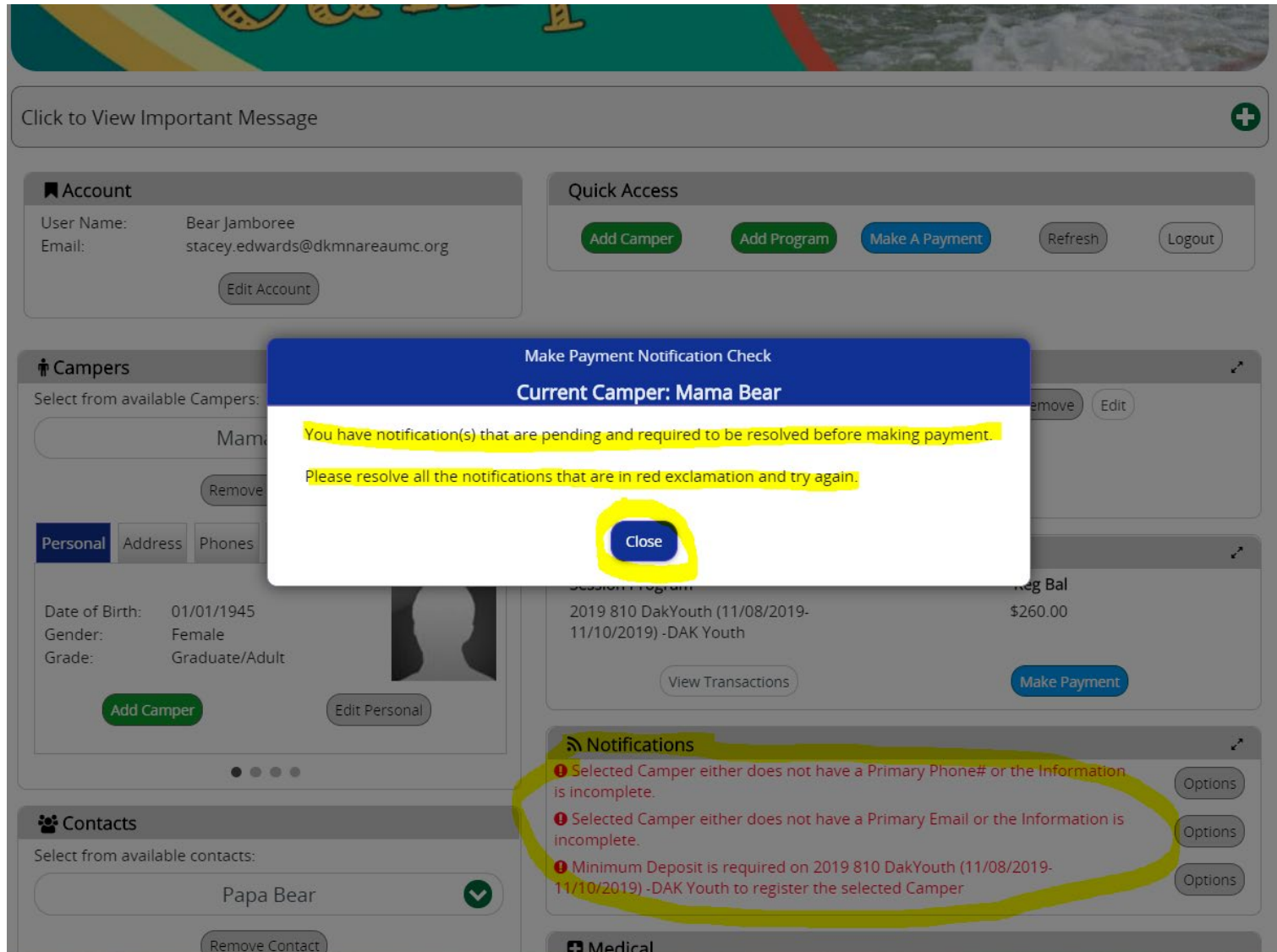
No \$130.00



Transaction will be processed in secured mode.

What to do if you get a pop-up screen that says, ***"You have notifications pending."***

If you clicked Make a Payment and the notification below popped up, the system is telling you that there is missing information needed to proceed.



In the **Notifications** section of the Dashboard below, you will see a **red exclamation mark icon** and the sentence: **“Selected camper either does not have a Primary Phone #, or the information is incomplete.”** To update your information, go to the **Campers** section in the upper left-hand corner and click on the **Phones** tab. Then click **Add Phone**. A new screen will pop up where you can type in your phone number. Make sure to select a **Phone Type**. When complete, click **Save**.

The image displays a screenshot of the Campwise dashboard for a camper named Mama Bear. The dashboard is divided into several sections:

- Campers:** Shows the camper's name, a 'Remove Camper' button, and tabs for Personal, Address, Phones, and Emails. A red message states: "You have no Phones at this time. To add Use [Add Phone]." An "Add Phone" button is circled in yellow.
- Enrollment:** Shows the camper's enrollment status as "Enrolled, NOT Registered" with "Remove" and "Edit" buttons. An "Add New Program" button is present.
- Financial:** Shows the session program and registration balance (Reg Bal) of \$260.00. Includes "View Transactions" and "Make Payment" buttons.
- Notifications:** Contains three red exclamation mark icons and the following messages:
 - Selected Camper either does not have a Primary Phone# or the Information is incomplete
 - Selected Camper either does not have a Primary Email or the Information is incomplete.
 - Minimum Deposit is required on 2019 810 DakYouth (11/08/2019-11/10/2019) -DAK Youth to register the selected Camper
- Medical:** Shows the camper's medical status and a note: "No medications are currently assigned."
- Forms:** Includes "Online Forms" and "Download Forms" buttons.
- Contacts:** Shows the camper's contact information, including relation, gender, marital status, and release status. Includes an "Add Contact" button.

An "Add Phone" modal is open over the dashboard, titled "Current Camper: Mama Bear". It contains the following fields and options:

- Phone Type: Cell Phone (selected with a checkmark)
- Primary Phone?: checked
- International?: No (selected)
- Phone#: 888-888-8888
- Ext.: (empty field)
- Buttons: Close and Save (circled in yellow)

The background dashboard is dimmed, and a red message at the top of the modal reads: "You have no Phones at this time. To add Use [Add Phone]."

In the **Notifications** section of the Dashboard below, you will see a **red exclamation mark icon** and the sentence: **“Selected camper either does not have a Primary Email, or the information is incomplete.”** To update your information, go to the **Campers** section in the upper left-hand corner and click on the **Emails** tab. Then click **Add Email**. A new screen will pop up where you can type in your email address. Make sure to select an **Email Type**. When complete, click **Save**.

The screenshot displays a dashboard for a camper named 'Mama Bear'. The top left shows the camper's name and a 'Remove Camper' button. Below this are tabs for 'Personal', 'Address', 'Phones', and 'Emails', with 'Emails' selected. A message states: 'You have no Emails at this time. To add Use [Add Email]'. A green 'Add Email' button is highlighted. The 'Contacts' section shows 'Papa Bear' as a contact. The 'Notifications' section contains a red warning: 'Selected Camper either does not have a Primary Email or the Information is incomplete.' and another: 'Minimum Deposit is required on 2019 810 DakYouth (11/08/2019-11/10/2019) -DAK Youth to register the selected Camper'. The 'Financial' section shows a registration balance of \$260.00. The 'Medical' section shows no medications. The 'Forms' section lists 'Open Camper Profile Sheet' and 'Open Release of Liability Form-Dakotas UM Confe' with green checkmarks. A modal window titled 'Add Email' is open, showing 'Current Camper: Mama Bear'. It has a dropdown for 'Email Type' set to 'Home' (checked), a checked 'Primary Email?' box, and a text input for 'Your Email Address: *' containing 'bearslovehoney@gmail.com'. A 'Save' button is highlighted at the bottom right of the modal.

Once all notifications have been resolved, click **Make a Payment** and follow the instructions on Page 14 to complete your transaction.

You can log into your online registration account any time to make additional payments or make changes to the T-Shirt size form.

After you have completed your DAKYOUTH registration online, to make ANY REGISTRATION CHANGES, you will need to contact the camping office at 855-622-1973. Please call them if you need to add, remove, or update registrations.

Be sure to bring to event check-in the **required forms** for each participant!!

DAKYOUTH - Event Covenant

DAKYOUTH - Release of Liability Waiver

DAKYOUTH - Health Form

There are two locations to find these forms:

1. The forms may be downloaded from the [DAKYOUTH webpage](#). You will find them under the heading **REQUIRED FORMS**.
2. In the **FORMS section** of your *online registration dashboard*, click on the **Download Forms tab**. Then click the **Download button** for each form. If you don't see the FORMS section, click on the UPDATE INFO button to access.

NOTE: These forms are FILLABLE PDF's.

At this point, your registration should be complete! Please contact us if you have any questions or concerns at **855-622-1973** or info@dakcamps.org

Blessings,

Dakotas United Methodist Camps Staff