CampBrain Family Camp Tutorial

Using Lutherlyn's Online Registration Portal

lutherlyn.campbrainregistration.com

Online Registration

Homepage

Welcome to Lutherlyn's Online Registration Portal! We are excited that you are here!

This online portal is where you can register for summer camp and our year-round retreats as well as help us keep your information up to date in our system. If you ever need help navigating the parent portal, please contact us at 724-865-2161 or registrar@lutherlyn.com

For more information about Summer Camp or other aspects of Camp Lutherlyn, please visit www.lutherlyn.com.

Logging in

You can access your account at any time on the internet. Go to
lutherlyn.campbrainregistration.com and enter the email address you used to register for
camp. If you forgot your password or have an email on file with Lutherlyn but have not used
CampBrain before, simply click "reset password" under the Sign-In option and a link will be sent
to your email. If this is your first time using the online portal, you can create a profile using the
"sign-up" option on the right. Please use your name for the initial sign up process. You will be
able to add an additional parent and children later.
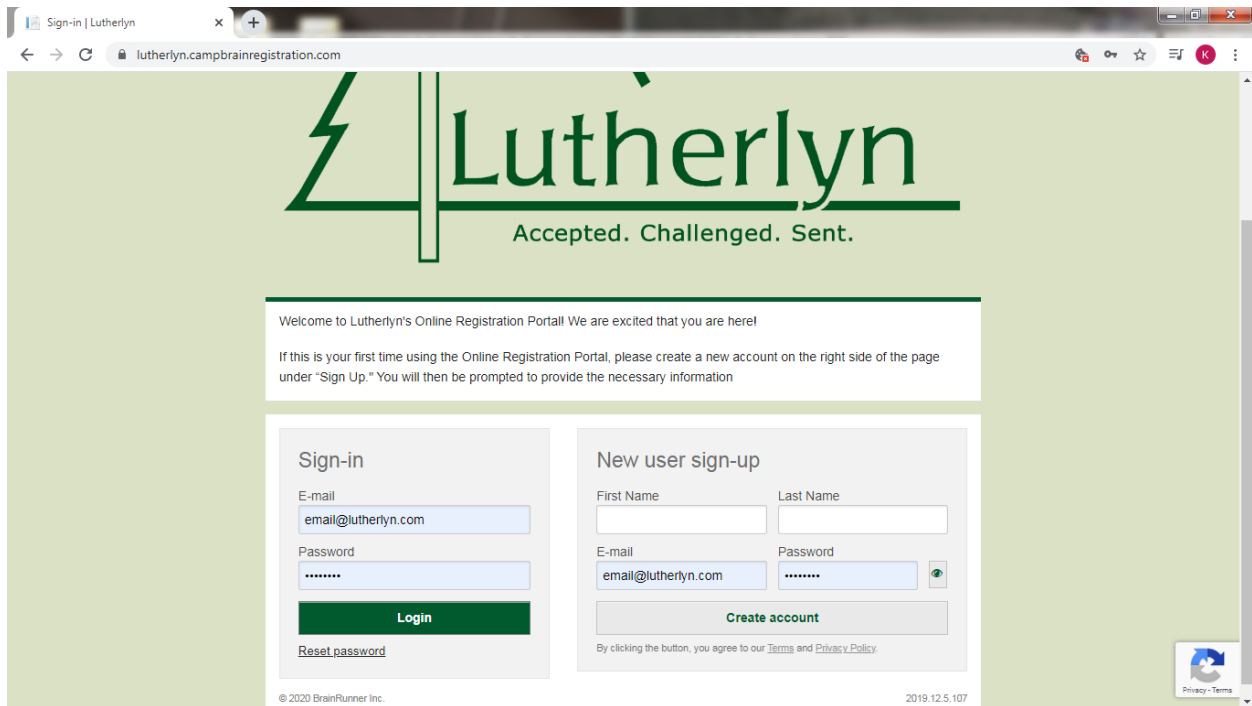
New Family (if you are returning, you may skip this part and go straight to page 4)

Once you have created your new username and password, you will be able to select the option to start an application for Family Camp (blue arrow below).
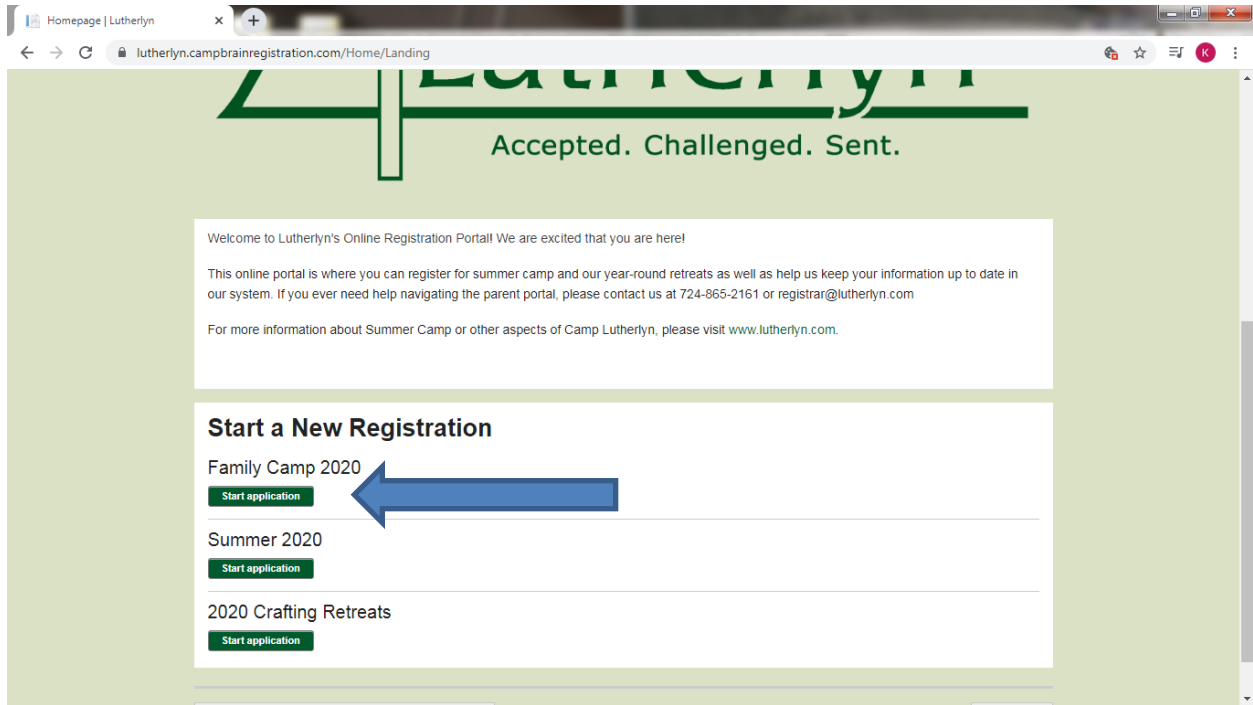
You will then be invited to add individuals to your household. When you click "add a child" or "add a parent" you will be prompted to fill in the necessary information about each person as shown below (birth dates are only necessary for campers under 18).

Add new people and select the people that you would like to register for camp.

Select people you want to register:

☐ **Katie Lutherlyn**

   + Add Parent

   + Add a child

Step 1/7: Select People for Registration

Previous   Continue

Select people you want to add more sessions for and people you want to register:

☑ **Katie Lutherlyn**

   Gender
   | Female ▼ |

☐ **John Lutherlyn**

☐ **Celia Lutherlyn**
☐ **Mary Lutherlyn**

☑ First Name   Middle Name (optional)   Last Name
   | First Name | | Middle Name | | Last Name | 🗑

   Date of Birth   Gender
   | Month ▼ | | DD | | YYYY | | Select gender ▼ |

+ Add a child

Step 1/7: Select People for Registration
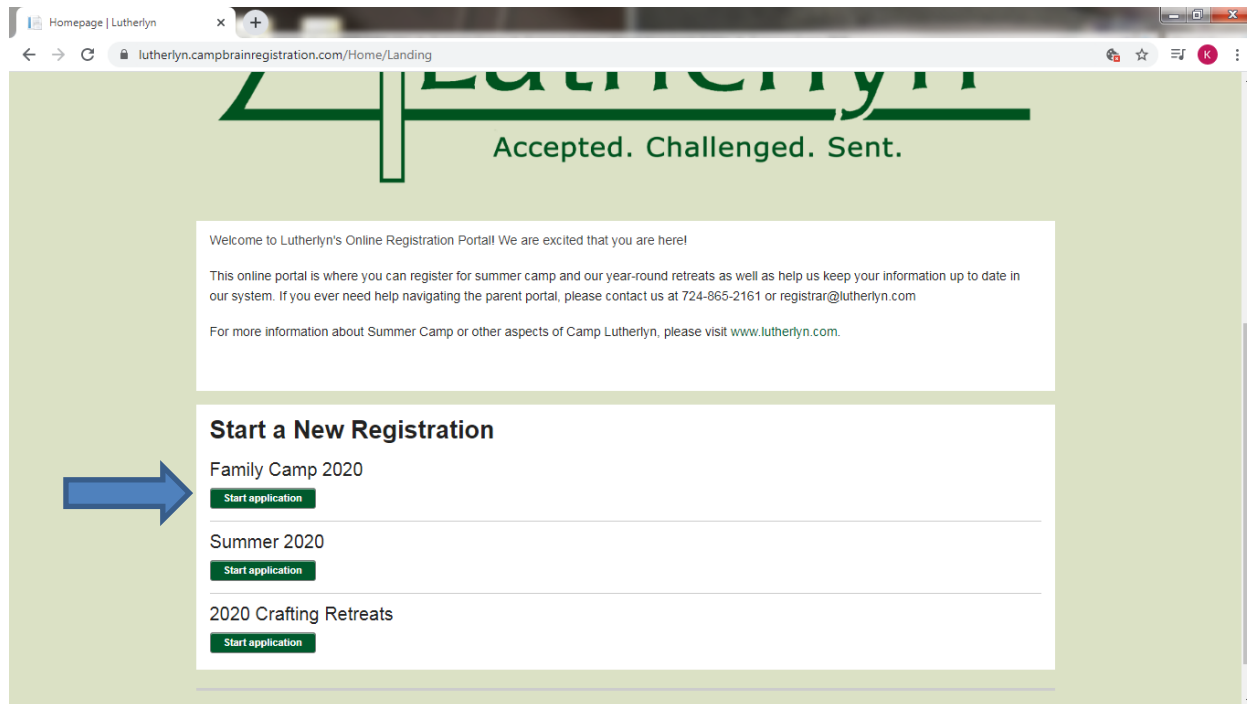
Previous   Continue

Your Cart

New Child ✗

Katie Lutherlyn ✗

Registering for Camp (start here if you have already added your household members)

Once you are logged into the system, you may select which camp for which you are registering.

Once you select for which camp you'd like to begin a registration, you will see a brief instructions page as shown below. Simply click "Continue" to move to the first step of registration.
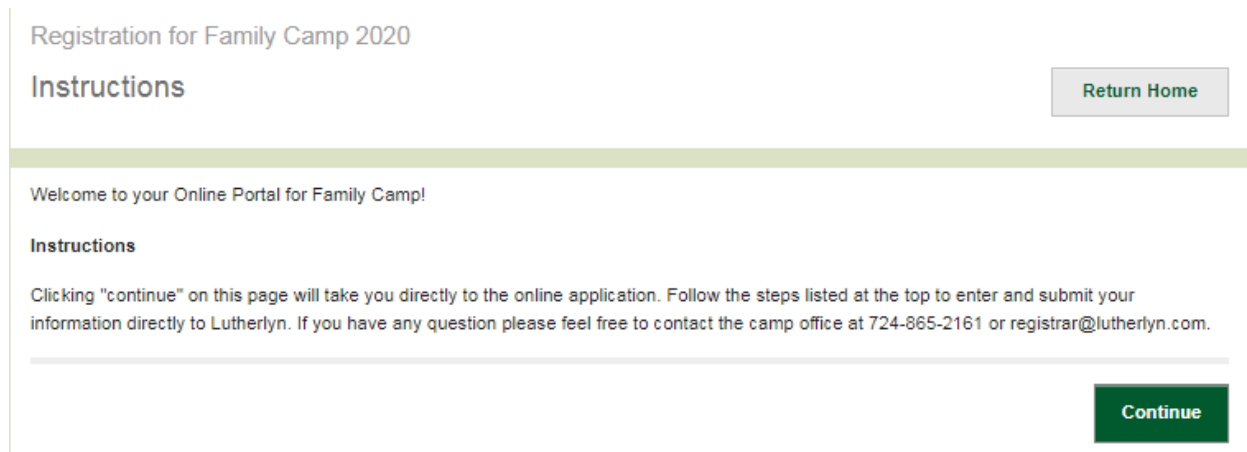
You will need to select all individuals whom you are registering. In this tutorial, we will register Katie and Celia for Family Camp. Select the individuals by clicking on the boxes to the left of the names. If you are adding a new individual, click "add a child" or "add a parent," depending on who you are adding, and fill in the information as prompted. When a camper is selected, please check that the birthdate and gender are accurate (or just gender for adults). When you are done, click "continue" to select the programs.
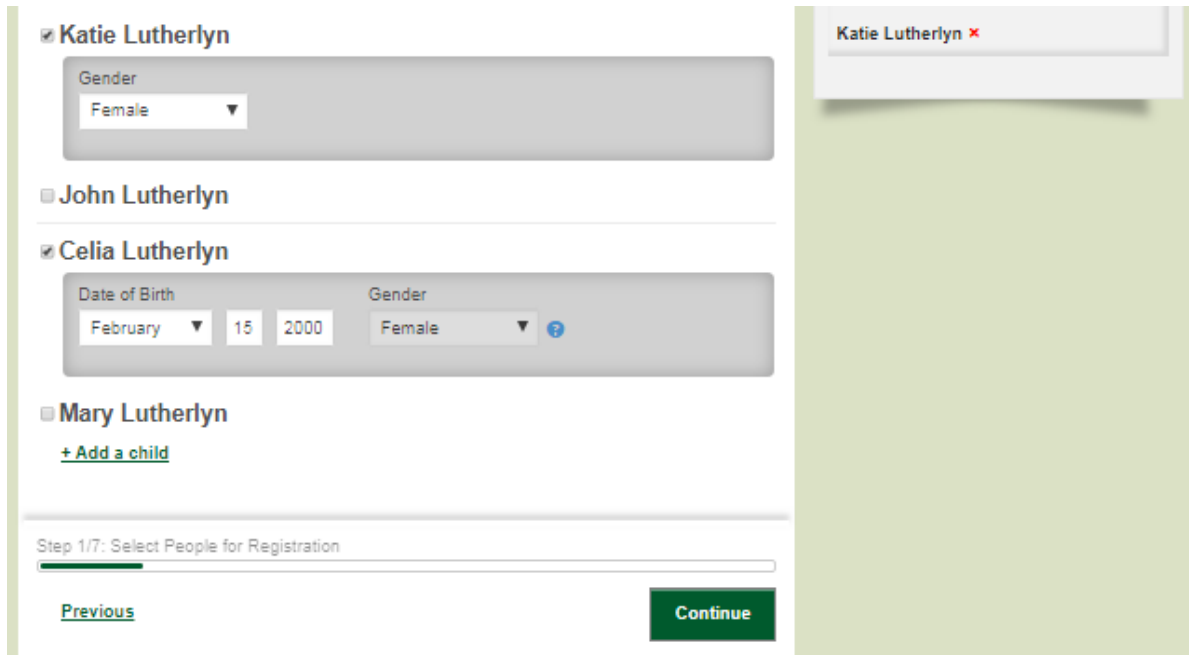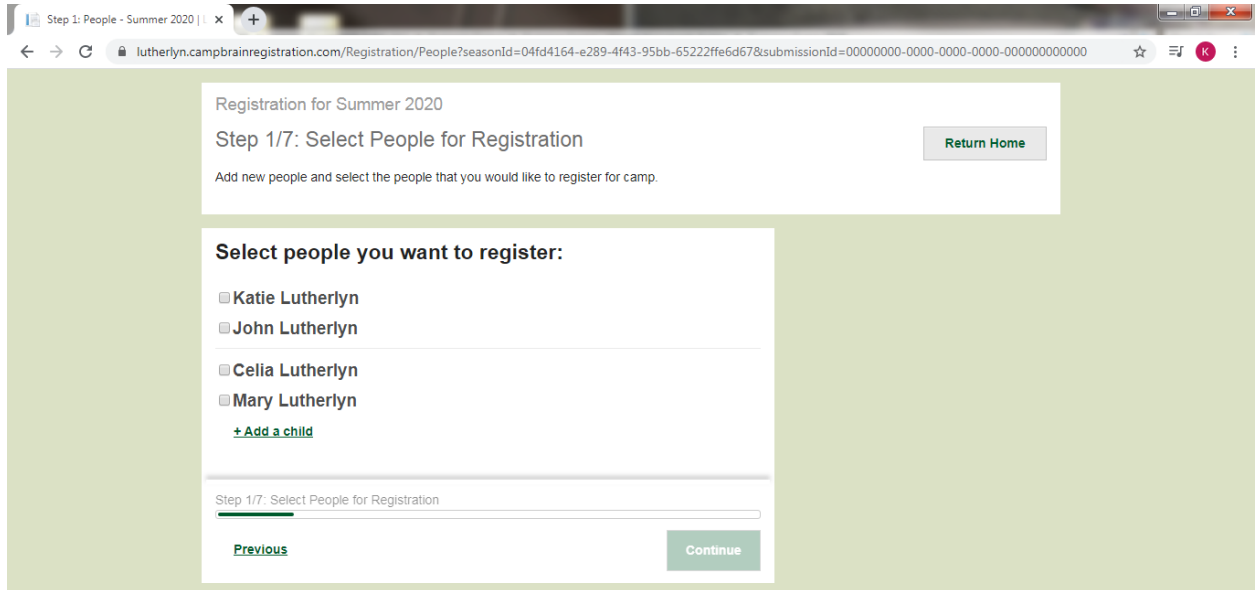
Selecting the Programs

Under the instructions, you will see tabs for each of the campers selected in the previous step. Simply click on each name to shift between campers. NOTE: Campers appear in alphabetical order by first name. Parents/Guardians may not be the first ones to show. In this family, Katie is the parent and Celia is the child.

Step 2/7: Select Sessions   Return Home

Selections are made by clicking on the item and selecting "Add to Cart." Please select your housing preference only under one person in your household.

Select the age-appropriate "Program and Meals" option for each member of your household. "Family Program and Meals" is for parent(s) and dependent children. "Full Week Guests Program and Meals" is for friends, grandparents, grandchildren, cousins, etc. This does not count toward the 'Family Maximum' charge. Guests not staying for the whole week will be charged a $10 daily programming fee plus meals. You can pay for these guests when you fill out a "guest pass" at check-in on Sunday.

Additionally, you may sign up for one of activities requiring pre-registration at this step. Please contact the camp at 724-865-2161 or registrar@lutherlyn.com if you have any questions or concerns.

Celia	Katie

Select sessions for Celia: expand all

Filter by: All ▾   Search by name...

Family Camp

Lodging Request
Jun. 28 - Jul. 4 | show details

Family Program and Meals
Jun. 28 - Jul. 4 | show details

Your Cart

Celia Lutherlyn

Katie Lutherlyn

Subtotal: 0.00
Taxes: 0.00

Total cost: **0.00**

Please select your housing preference under only one person in your household; we recommend using the parent under whose email the family account log in is (Note that we selected "Katie's" account before moving on). To make your lodging request, click "view details" under "Lodging Request."

"Add to Cart" will select the program.

Repeat this process for "Family Program and Meals," selecting the age appropriate option for each individual in the household attending Family Camp.

Additionally, you may sign up for one of activities requiring pre-registration at this step. Please contact the camp at 724-865-2161 or registrar@lutherlyn.com if you have any questions or concerns.

Celia	Katie

Select sessions for Katie: expand all

Filter by: All ▾   Search by name...

Family Camp

Lodging Request
Jun. 28 - Jul. 4 | hide details

Add to cart

Session Options
(add session to your cart before adding options)

Lodging	
Main Camp Hot Water Cabin (sleeps 6)	280.00
Shaulis Hot Water Cabin (sleeps 10)	280.00
Rustic Campsite with Electric	150.00
Rustic Tent Site	100.00

Your Cart

Celia Lutherlyn

Katie Lutherlyn

Subtotal:	0.00
Taxes:	0.00
Total cost:	**0.00**

See Katie's registration:

Lodging Request
Jun. 28 - Jul. 4 | hide details

Remove from cart

Session Options

Lodging

Main Camp Hot Water Cabin (sleeps 6)   280.00
Add to cart

Shaulis Hot Water Cabin (sleeps 10)   280.00
Remove from cart

Rustic Campsite with Electric   150.00
Add to cart

Rustic Tent Site   100.00
Add to cart

Family Program and Meals
Jun. 28 - Jul. 4 | hide details

Remove from cart

Session Options

Program & Meals *
1 item required. ✔ You have 1 in the cart.

Ages 65 & older   255.00
Can't add to cart

Ages 12-64   330.00
Remove from cart

Ages 6-11   240.00
Can't add to cart

Your Cart

Celia Lutherlyn

Katie Lutherlyn
Family Camp
Lodging Request ✖
  ▪ Shaulis Hot Water Cabin (sleeps   280.00
    10) ✖
Family Program and Meals ✖
  ▪ Ages 12-64 ✖   330.00

Subtotal: 610.00
Taxes: 0.00

Total cost: **610.00**

And Celia's:

Celia | Katie

Select sessions for Celia: expand all

Filter by: All ▾

Search by name...

Family Camp

Lodging Request
Jun. 28 - Jul. 4 | show details

✓ **Family Program and Meals**
Jun. 28 - Jul. 4 | hide details

Remove from cart

Session Options

Program & Meals *
1 Item required. ✓ You have 1 In the cart.

Ages 65 & older   255.00
Can't add to cart

Ages 12-64   330.00
Can't add to cart

Ages 6-11   240.00
Can't add to cart

Ages 3-5   155.00
Remove from cart

Ages 2 & under   0.00
Can't add to cart

Your Cart

Celia Lutherlyn
Family Camp
Family Program and Meals ✗
  ▪ Ages 3-5 ✗   155.00

Katie Lutherlyn
Family Camp
Lodging Request ✗
  ▪ Shaulis Hot Water Cabin (sleeps   280.00
    10) ✗
Family Program and Meals ✗
  ▪ Ages 12-64 ✗   330.00

Subtotal: 765.00
Taxes: 0.00

**Total cost:**   **765.00**

You may also add one of the additional classes offered during Family Camp for each person during this step. You can also return to your registration at a later time to add one of these.

Full Week Guests Program and Meals
Jun. 28 - Jul. 4 | show details

Blacksmithing Class
Jun. 28 - Jul. 4 | show details

Stamping Class
Jun. 28 - Jul. 4 | show details

Flag Raising
Jun. 28 - Jul. 4 | show details

Celia   Katie

Once the programs and options for each camper have been selected, click the green "Continue" button at the bottom of the page. If you have an additional camper you'd like to register, you may add that person at this stage by clicking the tan "Add/remove people" button.
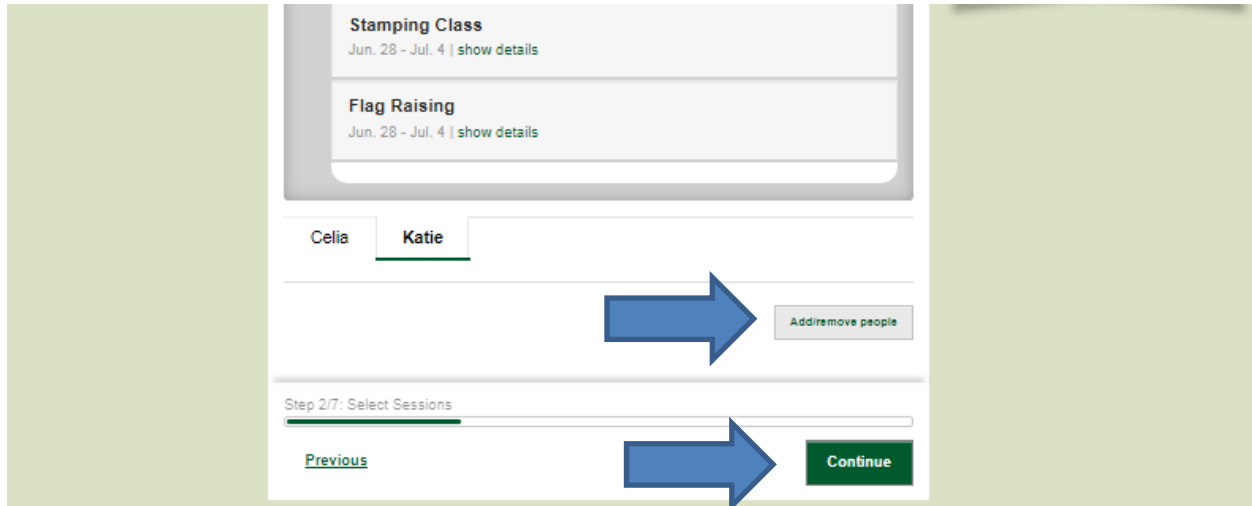
Adding a Camp Store Account

Campers may use their Store Account for craft cabin purchases, purchases at the camp store including snacks and other items, or to make a donation to the Under the Radar project during Wednesday evening worship. As a family, you may opt to have a store account for each member of the household or have one account for the entire family. If you choose to have one account for the family, please make note of under which name the store account. Unused store account funds will be returned as a cash refund at the end of the week.

To add a store account, type in the amount you wish to add in the box provided for each camper, and click "add." If you wish to edit the store deposit, you may do so at this time. After you submit your camp registration, you must contact the office at 724-865-2161 to make changes or add funds to the store account(s).
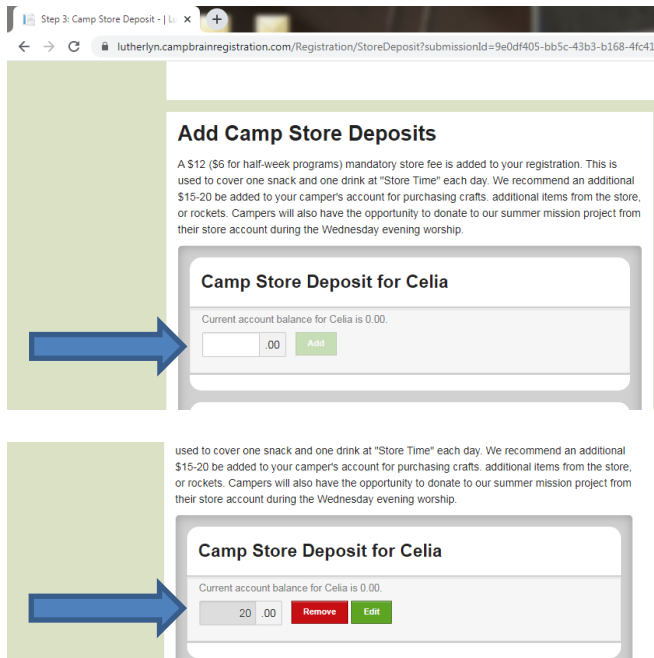
Finishing the Registration & Mandatory Form

Before you can submit your registration, you must complete/update your Household Form. This is the only form that must be filled out prior to registration. In this form is a place for one or two parent/guardians, an emergency contact, and a secondary household, if applicable. The emergency contact MUST be different than either of the parents/guardians. There is also space to add in your home church information, if applicable.

The Household Form:

Registration for Family Camp 2020
Family Information Form

First Parent or Guardian

Title   First Name*   Last Name*
Mr, Ms, .   Katie   Lutherlyn

E-Mail Address*
email@lutherlyn.com

Phone Numbers*

Number   Type
724-865-2161   Work

add new phone

Second Parent or Guardian

Title   First Name   Last Name
Mr, Ms, .   John   Lutherlyn

E-Mail Address

Phone Numbers

Number   Type
Number   Type

add new phone

Mailing address

Street Address*   City*
500 Lutherlyn Ln   Butler

State/Province*   Zip/Postal code*
Pennsylvania   16001

Secondary Household Information (if applicable)

If there is an additional parent or guardian living at a DIFFERENT address than above, enter their details below.

Emergency Contacts

Emergency contact #1*	Emergency contact #2	Emergency contact #3
Full name	Full name	Full name
Jesus		
Relationship	Relationship	Relationship
Savior		
Cell phone	Cell phone	Cell phone
000-000-0000		
Home phone	Home phone	Home phone
Work phone	Work phone	Work phone

Additional Information

Please list your home church's name, if applicable.

Please list your home church's city and state if applicable.

Please list your home church's pastor's name, if applicable.

Please list your home church's denomination, if applicable.

Discard and Close   Complete this Form

The **Health History Form** and the **Dietary Concerns and Food Allergies Form** are mandatory for all campers and must be received at least **2 weeks** prior to your arrival (marked by blue arrows below). You may use the Cabin Request Form if you have a specific cabin or village you would like to request or if there is a family you would like to be lodged near. We try our best to honor cabin requests, but it is not guaranteed. You may return to the portal at any time to complete these forms. If you need to change something on a form already submitted, please contact the office at 724-865-2161 or registrar@lutherlyn.com.

Final Steps and Payment

You will have the opportunity to select one of several options of payment. Once you are ready for payment, select the appropriate payment option and click on the green continue button. You will have one more chance to look over everything before submitting.

Step 5/7: Choose a Payment Option   Return Home

Registration deposits are refundable until June 1. After June 1, the $100 deposit is non-refundable and non-transferable. The final payment is due **two (2) weeks** before coming to camp. Camp fees are not refundable or transferable for cancellations made within two weeks of the scheduled session except for medical reasons. The fee for campers leaving camp for medical reasons or family emergencies may be refunded on a pro-rated basis.
If paying by check, please make checks payable to "Lutherlyn" with "Family Camp" in the memo and send to PO Box 355, Prospect, PA 16052.

Select your payment option:

- ○ I will pay the full balance due of $765.00 now by credit card.
- ○ I will pay the $100.00 deposit now and will pay the $665.00 balance by June 15th.
- ○ I will mail a check for $100.00 now and will pay the remaining $665.00 either online or by check prior to June 15th.

Step 5/7: Choose a Payment Option

Previous   Continue

Your Cart

Celia Lutherlyn
Family Camp
Family Program and Meals
- Ages 3-5   155.00

Katie Lutherlyn
Family Camp
Lodging Request
- Shaulis Hot Water Cabin (sleeps   280.00
  10)
Family Program and Meals
- Ages 12-64   330.00

Subtotal: 765.00
Taxes: 0.00

Total cost: **765.00**

On this final step, you can review the registrations selected, forms completed, and the total amount due. You may go back and edit anything you wish to change at this time. Once you're satisfied, click on the green "submit application" button. You will be navigated to a submission confirmation page. You will also have a confirmation email sent to you with helpful information about getting ready for camp.

Please review before submitting:

Registration items   Add/remove sessions   Add/remove people

Celia Lutherlyn

Family Camp
- Family Program and Meals (June 28 - July 4, 2020)
  - Ages 3-5   155.00

Katie Lutherlyn

Family Camp
- Lodging Request (June 28 - July 4, 2020)
  - Shaulis Hot Water Cabin (sleeps 10)   280.00
- Family Program and Meals (June 28 - July 4, 2020)
  - Ages 12-64   330.00

Total: **765.00**

Forms   Edit forms

Household Form *	COMPLETED
Katie Lutherlyn: Health History Form	NOT STARTED
Katie Lutherlyn: Cabin Request	NOT STARTED
Katie Lutherlyn: Dietary Concerns and Food Allergies	NOT STARTED
Celia Lutherlyn: Health History Form	NOT STARTED
Celia Lutherlyn: Dietary Concerns and Food Allergies	NOT STARTED

Step 6/7: Review and Submit the Application

Previous   **Submit application**

Application submitted   Return Home

Thank you for completing your registration. We are looking forward to a very exciting week at camp! You will receive an email confirmation shortly. If you have any questions about your application or Lutherlyn, please contact the camp office at 724-865-2161 or registrar@lutherlyn.com. If you need to make any changes to a submitted form, contact the camp office to reopen the form.

Application submitted

View details

Going Back into Your Account

After your registration is submitted, you can log back into the portal at any time to review the information, update paperwork, and pay any balance remaining.

Click on "View Details" to view completed registrations.
Click on "Continue Application" to finish an application that has not yet been submitted.
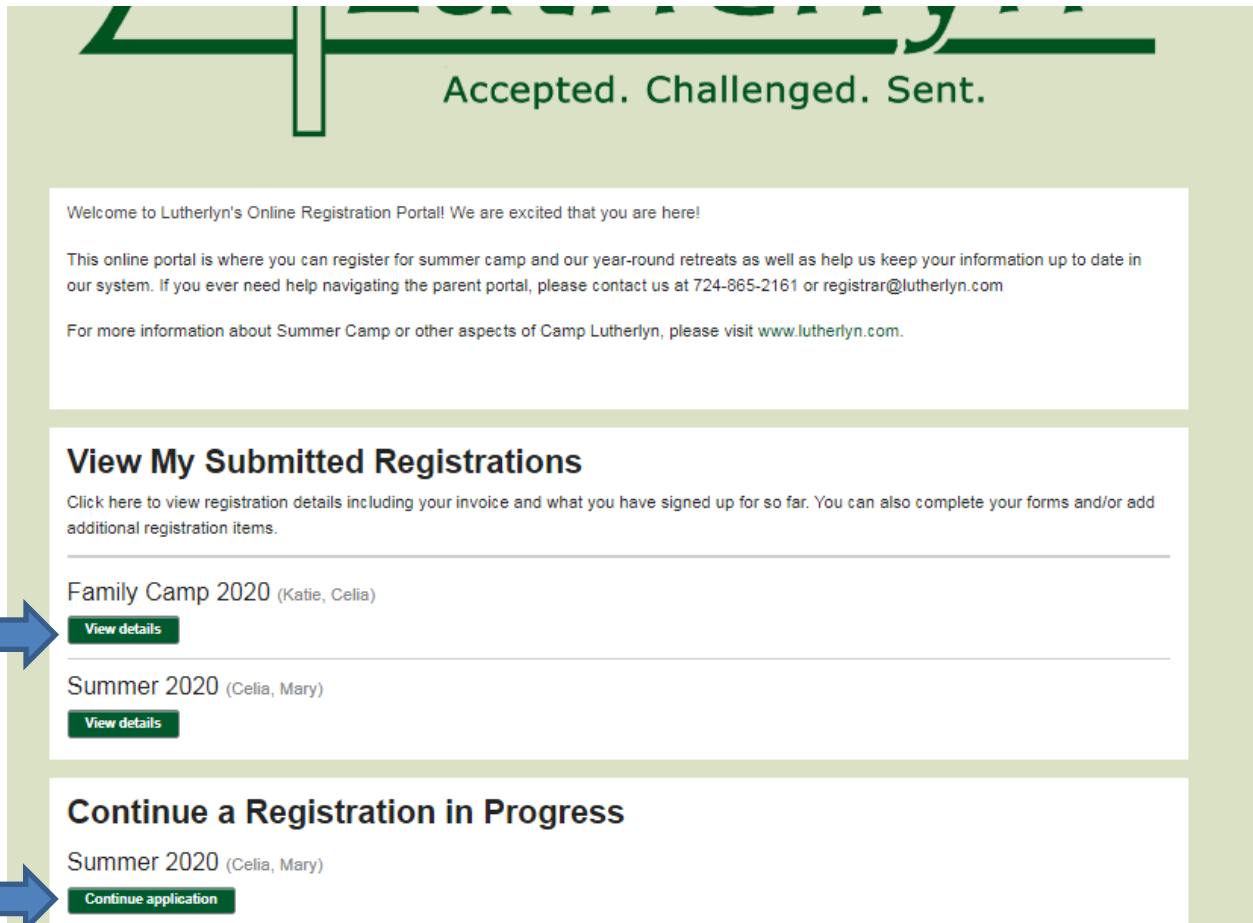
Once you click on "View Details" for a submitted registration, there are several things you can do:

(1) Add another camper or another program to an existing camper.
(2) Fill out any necessary remaining forms.
(3) Update Household information or download a copy of the registration confirmation.
(4) Download a copy of the current season account statement for your family.
(5) Make a new payment via credit card toward your remaining balance (Payments made by check will be applied upon receipt of the check).

Summary

Katie Lutherlyn

Family Camp
- Lodging Request (June 28 - July 4, 2020)   Registered ✓
  - Shaulis Hot Water Cabin (sleeps 10)   ✓
- Family Program and Meals (June 28 - July 4, 2020)   Registered ✓
  - Ages 12-64   ✓

Celia Lutherlyn

Family Camp
- Family Program and Meals (June 28 - July 4, 2020)   Registered ✓
  - Ages 3-5   ✓

Add people, sessions, options   ← 1

Forms

Katie Lutherlyn
- Health History Form TO BE COMPLETED
- Cabin Request   TO BE COMPLETED
- Dietary Concerns and Food   TO BE COMPLETED
  Allergies

Celia Lutherlyn
- Health History Form TO BE COMPLETED
- Dietary Concerns and Food   TO BE ← 2
  Allergies

Mary Lutherlyn
- Health History Form TO BE COMPLETED
- Dietary Concerns and Food   TO BE COMPLETED
  Allergies

- Update Household Information   ← 3
- Download Printable Registration Confirmation

Financial

4 → Download Printable Season Account Statement

Total charges	765.00
Amount Due	765.00

5 → **New Payment**

Back to Home

If at any point in the process you have any questions, difficulties, or concerns, please contact the office at 724-865-2161 or registrar@lutherlyn.com.