

## Camp Lutherhoma Summer Programs- Step by Step Registration Guide

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If you are having trouble or need help at any point in this process feel free to call 918-458-0704 or email [Lutherhoma@lutherhoma.com](mailto:Lutherhoma@lutherhoma.com).

1. If you have previously registered a child for Camp Lutherhoma, you don't need to create a new account. The first time you log into the system you can use your email address as the username and reset your password.
2. Creating your account- as a NEW parent or adult user
  - a. Go to [www.lutherhoma.com](http://www.lutherhoma.com)
  - b. Click "Account Login"
  - c. Click "New User"
  - d. Fill in all required information about yourself then click "Next"
  - e. You will then see your Account Page- this is the first screen you will see each time you log in. A few important buttons:
    - i. Menu- three line icon in top left corner helps you quickly navigate different parts of the website
    - ii. My Account- person icon- Manage your personal information and account members (Family Members)
    - iii. Cart- when you make reservations they will appear in your cart.
    - iv. Message Center- envelope icon- View messages from Camp Lutherhoma or send an email to your camper while they are at camp.
3. **Registering your camper**
  - a. Once you are logged in and at your Camp Lutherhoma Account click "Reservations"
  - b. Click "Explore Sessions" to see our full summer camp schedule.
  - c. Click "Register" on the session you want to register your child for.
  - d. Select the Individual you are registering or click "+ A Person" and fill out the details about your child.
  - e. Confirm Information for Primary Account holder. Please fill out necessary information about yourself then click NEXT.
  - f. Authorized Pick-Up- List individuals who are authorized to pick up your child at the end of their week of camp, and then click NEXT.
  - g. Membership Information- Please select the church you attend from the drop down list. If you are receiving financial aid from your church or organization, please select the organization.
  - h. Campership Fund- If you are not requesting financial aid, click NEXT.
    - i. If you ARE requesting financial aid from Camp Lutherhoma's campership fund please select the Gayle Ross Memorial Campership fund. You will receive an application for assistance in your confirmation email.
    - ii. If you are coming to camp with the Big Brothers Big Sisters program please check the box indicating that.
  - i. Adventure Options- Campers in Force, Energy, and Dynamic Sessions must select 2 Adventure Options your child would like to experience during his/her week at camp then click Next.
  - j. Cabin Mate Request- If your camper would like to be in the same cabin as a same-gender friend within two years of your age, name the friend in the space provided.
  - k. Health Form- Answer the following health history and medical questions about your child to the best of your ability. Please read the Authorization for Health Care and digitally sign.
  - l. Medication- Please input any routine medication that your child will bring to camp- including vitamins.
  - m. Photo/Media Release- Let us know if we have permission to use your child's image in photos and videos.
  - n. Store Deposit- Campers will get 2 snacks each day for free. You can put money on your child's Camp Store Credit Account so they can purchase t-shirts or souvenirs during the week if you'd like. This is not required.

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- o. Discounts
  - i. Bring a Friend- If your child has attended Camp Lutherhoma in the past and is bringing a NEW friend to camp, you and the new friend get a discount! Select this discount and write the name of your friend if you are the Returning Camper or the New Friend. We will approve this discount once both campers have registered.
  - ii. Sibling Discount- The first camper pays the full fee, each additional registered camper from your family receives a \$30 discount. Automatically applied at check out.
- p. Donation Options- Consider a one-time or recurring donation to support the ministry of Camp Lutherhoma.
- q. My Cart- Scroll down and click the plus sign next to the session name to review your registration details.
  - i. If you intend to register another child click "Add additional reservations"
  - ii. If you are finished registering, click "Proceed to Payment"
- r. Payment Options
  - i. Select your preferred payment amount and method.
  - ii. If you are applying for a campership or are part of the Big Brothers Big Sisters of Tulsa please select "Mail in Payment". This will allow your registration to process without requiring a deposit.
- s. Once you have completed your registration you will receive a confirmation email with details from your registration and more information including a packing list.
- t. If you are applying for campership funds you will receive a campership fund application in your confirmation email. Please fill out and submit your campership fund application to [john@lutherhoma.com](mailto:john@lutherhoma.com) or
  - i. John Busch  
Camp Lutherhoma  
PO Box 1672  
Tahlequah, OK 74465
  - ii. Once we receive your campership application we will contact you.