

JOY Online Registration Guide

1. Logging into your Camp Lutherhoma Account

- a. Go to www.lutherhoma.com
- b. Click "Account Login"
- c. Log in with your church account Username and Password. If you don't know your church account username and password please contact Camp Lutherhoma. Your church account username should be your church's name and city all lowercase with no spaces or periods.
 - i. If you have forgotten your password, click "Forgot your login information?" and follow the prompts to reset your password.

2. Registering your Group

- a. Once you are logged in, make sure all participants you plan to register are in your church account.
 - i. Under "Account Members" you should see a list of everyone in your account.
 - ii. Click "Add Person" if you need to add a youth or adult to your account.
 - iii. Only fill in the required information about the individual (name, gender, birthdate) and click "Save"
- b. Once all your participants are in your account, click "Reservations" along the top menu banner.
- c. Click "Explore Sessions" to register for JOY and other group retreats.
- d. Click "Register" next to JOY.
- e. Select each individual who is attending with your church group. Then click "Next".
- f. Select your church affiliation using the drop down list. Lutheran churches are listed alphabetically by city.
- g. Confirm the contact information for the Primary Contact (if you are registering with a church account, the address should be your church address not your personal home address)
- h. Housing- Tell us how many people (youth and adults) will be in each housing option.
 - i. Aspen Retreat Cabin- if staying in Retreat cabins, type the total number of FEMALES in your group.
 - ii. Pine Retreat Cabin- if staying in Retreat cabins, type the total number of MALES in your group.
 - iii. Summer Cabins- if staying in the summer cabins, type the total number of people in your group. We will divide you into cabins by gender.
 - iv. Because of the rising number of COVID cases, we will not mix groups within housing units. Churches will have their own male and their own female housing space. Therefore you must provide appropriate chaperones for each gender.
- i. **Participant Type- Select the number of each participant types for your group.**
 - i. **This step includes registration pricing so please look closely and make sure each attendee is included in your count.**
- j. T-Shirt Sizes- Please let us know how many of each t-shirt size you need for your group. You need to keep track of what size each attendee requested, we will only know the total number of each size you registered for.
- k. Read and agree to the statements about youth supervision and adult background checks.
- l. Your Cart will show the total balance due. You can click the small plus sign + to view the details of your registration. Then click "Proceed to Payment"
- m. Select the Payment Option you desire and fill out the necessary information. If you are paying by check please select "Mail in Payment".
- n. Once you click "Submit Payment" you are finished with your registration.
- o. You will receive a confirmation email with a summary of your reservation and more information about the event.