

Camp Lutherhoma Summer Programs- Step by Step Registration Guide

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.

1. Creating your account- as a parent or adult user
 - a. Go to www.lutherhoma.com
 - b. Click "Account Login"
 - c. Click "Create New Account"
 - d. Fill in all required information about yourself then click "Create"
 - e. You will then see your Account Dashboard- this is the first screen you will see each time you log in. A few important buttons on your Dashboard:
 - i. "View Itineraries"- look at past and current registrations to make changes
 - ii. "Register Online"- begin a new registration for a camp session
 - iii. "My Profile"- change your personal information including your account password
 - iv. "Manage Guests"- allow friends and relatives to send emails while your child is at camp.
 - v. "Make a Payment"- make a payment on a registration balance.
2. Registering your camper
 - a. Once you are logged in and at your Account Dashboard click "Register Online"
 - b. Click "A Child" if you are registering your child for a camp session
 - c. The first time you begin to register your child you will need to add a new family and create your child's profile. Follow the prompts on the screen to add a child to your family group then click "continue".
 - d. Select the camp session your child will attend. (Only events that the child is eligible for will appear on the list) The event start date is listed on the right column.
 - e. For campers attending Force, Energy, or Dynamic camp sessions: Select 2 Adventure Options your child would like to do during his/her week at camp then click "Continue".
 - f. Answer the additional questions on this page then click "Continue"
 - g. Roommate Request- If your camper would like to be in the same cabin as a same-gender friend, fill out the Roommate Request form, listing the friend's name and the email address of the friend's parent.
 - h. Health Form- Answer the following health history and medical questions to the best of your ability. The more information we have the better we can care for your camper.
 - i. Add at least 2 Emergency Contacts- these are the people we would call first in the case of an emergency.
 - ii. Medication- Read the directions for Summer Campers then add any regular medication taken by your child that you will send with them to camp.
 - iii. Finish answering the medical information questions and indicate who is allowed to pick up your child at the end of the camp session.
 - iv. Read the Parent/ Guardian Authorization for Health Care and sign the statement.
 - i. Camp Store Credit Account- 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.
 - j. One-Way Emails- each family can send 10 emails to their camper while they are at camp! No action is required on this page, click "Continue"
 - k. Pending Registrations- Once you get to this page you have completed all the sections of the registration form. If this is the only camper you are signing up for camp, you can click "Check Out" and pay at least the deposit to secure your camper's spot.
 - l. If you are registering another camper from your family, you can click "Add another event" at the bottom of the screen. You will restart the registration process for your second child.