

Camp Lutherhoma Journey in January- 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. Logging into your Camp Lutherhoma Account
 - a. Go to www.lutherhoma.com
 - b. Click "Account Login"
 - c. If you are registering a church group log in with your church account Username. If you are registering a member of your family log in with your family account Username.
 - i. The first time you log into our new registration system you need to reset your password- click "Forgot your login information?" and follow the prompts to reset your password.
 - d. Log in using your Username and password.
 - e. Once you log in you will see your Account Summary. A few important buttons on your Account Menu:
 - i. "My Account"- Look at a summary of your account including balances due, account members, and upcoming sessions.
 - ii. "Reservations"- Begin a new registration for a camp session and view past sessions
 - iii. "Make a Payment"- Make a payment on a registration balance.
 - iv. "Contact Us"- Camp Lutherhoma's contact information.
 - v. "Additional Options"- Upcoming sessions, message center, donations, email a camper, and document center.
 - vi. "Log Out"- Log out of your Camp Lutherhoma account when you are finished.
2. Registering your Group
 - a. Once you are logged in, make sure all participants you plan to register are in your account.
 - i. Under "Account Details" 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. Fill in the required information about the individual (name, gender, birthdate) and click "Save"
 - b. Once all your participants are in your account, click "Make a Reservation"
 - c. Click "Make a family / small group reservation" to register for Journey in January and other group retreats.
 - d. Select Journey in January 2021
 - e. Select each individual who is attending Journey in January with your church group.
 - f. Let us know your housing choices and t-shirt sizes
 - i. If your group wants to stay in Pine and Aspen Retreat Cabins please designate the number of males and females you are bringing (males stay in Pine, females stay in Aspen).
 - ii. If your group wants to stay in the Summer Cabins please put the total number of participants in the Summer Cabins selection.
 - iii. Indicate the number of each shirt size you need for your group.
 - g. Read and agree to the following statements about supervision and background checks. If either of these statements is not agreeable please contact Camp Lutherhoma.
 - h. Click "Proceed to Checkout"
 - i. 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"
 - j. Select the Payment Option you desire and fill out the necessary information.
 - k. Once you click "Complete Order" you are finished with your registration.
 - l. You will receive a confirmation email with a summary of your reservation and more information about the event.

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- m. Your Confirmation Email will include a health form attachment. Each participant must have a completed health form to attend Journey in January.
- n. Please email the health form to each participant's parent or print and distribute the health form to each family. Completed health forms can be emailed to Lutherhoma@lutherhoma.com, printed and brought to the event, or uploaded to your account.

How to upload health forms to your Camp Lutherhoma Account

- Once participants have filled out their health form you can digitally upload it to your account. Our online system will keep this document on file for use in future events. Health forms must be updated each year. The health forms stored in the church group account are not the same as those submitted for summer camp programs.
- When you have participant health forms as digital documents (pdf or jpeg) on your computer follow these steps to save them in your account:
 1. Go to www.Lutherhoma.com and click "Account Login"
 2. Log in to your account using your username and password.
 3. Click on "Additional Options" then "Document Center"
 4. Under Retreat Health Form click "Upload"
 5. Select the individual for which you would like to upload a form.
 6. Select the document from your computer or device (pdf or jpeg) and click "Upload Document"
 7. You will then return to the Document Center where you can repeat steps 4-6 for additional participants.