

Spring Force Step by Step Registration Guide

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. "Document Center" Review and upload forms like health forms for participants.
 - v. "Sign Out"- Log out of your Camp Lutherhoma account when you are finished.

2. Registering your Group/Family

- a. Once you are logged in, make sure all participants you plan to register are in your 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. 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 Spring Force and other group retreats.
- d. Click "Register" next to Spring Force.
- e. Select each individual who is attending Spring Force with your church group or family. Then click "Next".
- f. Select your church affiliation using the drop down list. Lutheran churches are listed alphabetically by city.
- g. Confirm Contact Information for the Primary Contact
- h. Participant Type- Let us know how many attendees are female youth, male youth, female adults, or male adults. This allows us to manage housing capacity.
- i. Read and agree to the statements about background checks. If either of these statements is not agreeable please contact Camp Lutherhoma.
- j. 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"
- k. Select the Payment Option you desire and fill out the necessary information.
- l. Once you click "Submit Payment" you are finished with your registration.
- m. You will receive a confirmation email with a summary of your reservation and more information about the event.
 - i. Your Confirmation Email will include a health form attachment. Each participant must have a completed health form to attend an event at Camp Lutherhoma.
 - ii. 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.

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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 the menu on the left side of the top banner, then "Document Center"
 4. Click "Upload Document" then select "Retreat Health Form"
 5. Select the individual for whom you would like to upload a health 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.