



REGISTRATION INSTRUCTIONS FOR YOUTH RETREAT PARTICIPANTS

Your **GROUP HOLD REGISTRATION ID (GHR ID)** is: _____

1. Each camper and chaperone must register online individually. Campers who have participated in Lutherdale summer camp programs will already have an existing account. New campers, must create an account to register. If parents/guardians have questions regarding username or password of an existing account, please direct them to contact our Office at (262) 742-2352, Monday – Friday, 8:30 am – 4:00 pm. Your account will be used now and in the future for registration of programs at Lutherdale.
2. For ease of the instructions that follow, we recommend participants sign into their account from a computer, not a tablet or phone.
3. Participants will register by clicking the ‘sign in’ button in the upper right hand corner of Lutherdale’s website www.lutherdale.org. Select ‘Register New’ next to the participant name. A prompt to input a GHR ID will appear. Put in the GHR ID and select Save/Next.
4. Select your retreat. Select Save/Next.
5. Choose a meal plan. Lutherdale is able to accommodate individuals with a variety of special dietary needs including Vegetarian, Vegan, Dairy Free, and Gluten Free. Due to the high cost of these specialty items, we have an additional fee of \$2 per meal. When selected, it will apply for all meals the participant eats at camp. These meals are not ala carte. If selected during registration, this WILL raise the cost of the individual’s registration fee. Select Save/Next.
6. Continue through all of the screens (emergency contact, forms, allergies) in the registration process – until you arrive on a prompt to View Dashboard.
7. On your Dashboard will be a tab titled ‘\$ Financial’. Select ‘View Transactions’. Click the ‘+’ symbol to see the breakdown of charges for the retreat. If a church is paying a portion of the registration fee or the full cost, it will appear as a Discount. Your payment is due two weeks prior to the start of the retreat.

If you experience any difficulties during the registration process, you will see a ‘Contact Us’ button at the top of the screen that includes the technical support phone number and the camp phone number.

Please call our Office at (262) 742-2352 if you need assistance.

We are excited about the registration process provided to you to register now, update information later and to make payments at your convenience.