

Tips for Online Registration- Metro Camp 2019



If possible, parents should have the following information readily available when they are ready to login and register their camper:

- Insurance Information
- Digital copy of insurance form (to upload)
- Your camper's t-shirt size

NOTE: They can return to the system to input that information, if necessary.

Step 1- Parent goes to <http://bendcamper.org>.

Step 2- Parent clicks "Create New Account".

Step 3- Parent enters information for himself/herself as the parent/guardian. This creates an account for the family.

As each screen is completed, parent will have the options to navigate the process:



If they click an option "Go to Dashboard", they will see all of their completed information in one place. Special attention

should be paid to the section called "Forms". They are NOT finished registering their camper until there are green check marks all the way down the center column this "Online Forms" tab.

Form Name	Status	Message
Open Metro Welcome	✓	No Required Items or Required Items Complete. Ok for Registration.
Open Metro Camp Church Name	✓	No Required Items or Required Items Complete. Ok for Registration.
Open Participant Selection	✓	No Required Items or Required Items Complete. Ok for Registration.
Open Metro Release Waiver Over 18	✓	No Required Items or Required Items Complete. Ok for Registration.
Open Camper Information	✓	No Required Items or Required Items Complete. Ok for Registration.
Open Medical Information Form	✓	No Required Items or Required Items Complete. Ok for Registration.
Open Consent Form	✓	No Required Items or Required Items Complete. Ok for Registration.
Open Personal Conduct & Courtesy	✓	No Required Items or Required Items Complete. Ok for Registration.
Open Metro Medical Form	✓	No Required Items or Required Items Complete. Ok for Registration.

At one point, they will be prompted enter a code to select the appropriate camp.

Camp Code = Metro2019

This will enable them to select Metro Camp 2019 as the camp their child(ren) will be attending.

At another point in the process, the parent will be asked to **choose the name of the church** their child is attending with.

Once you have completed all the items on the Online Forms tab, you are not finished!

A digital copy of the parent’s Health Insurance card **MUST** be uploaded via the tab “Upload Forms”.



Lastly, the parent will be given the opportunity to “Add Camper” once they are finished with their first camper. This will easily take the back to the sections that need to be completed for that next child/camper.

Before the parent logs out, please have them go back to their dashboard to confirm their emergency contact information, provide medication information (which they will need to update, if necessary, just prior to camp) and all contact information.

NOTE: Parents should only register their own child. If their child is bringing a friend, that friend’s parent must use the same link to register their camper.

Forms NOT included in this registration process:

- **Packing List**
- **Background Check for anyone over age 18**
- **A link to a payment site (if you use one). That will need to be handled by each church individually.**

There is no need for church leaders to also ask parents to complete a paper copy of a form. You will have access to all of this information online prior to and during camp. Trust the process... it’s been proven!

*Please direct all additional suggestions and questions to Shari via:
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