



Hume New England Registration Information

Winter Camps

Contents

[Deposit Due Dates](#)

[Cancellation Policy](#)

[Registration Check-In](#)

[Online Roster Instructions](#)

[Getting Started](#)

[Making Payments](#)

[Naming Attendees](#)

[Managing Your Roster](#)

[Adding Spots](#)

[Printing MARS Reports](#)

Deposit Due Dates

- \$25/spot initial deposit
- Additional Camper Deposit: \$50/spot due November 2nd (Total of \$75 deposit)
- Additional Counselor Deposit: \$45/spot due November 2nd (Total of \$70 deposit)
- Final group registration balance due upon arrival to camp

Cancellation Policy

The current deposit due is nonrefundable and will be forfeited at the time of cancellation. If there is a wait list, and we are able to fill your spot, a \$5 convenience fee will be charged and the remainder of the payment will be refunded.

Registration Check-In

Camp begins with registration at 3:00 p.m. for churches on Friday and concludes after lunch at around 12:00 p.m. the following Sunday. Dinner on the first night is served at 6:30 p.m.



Online Roster Guide

Getting Started

1. Go to the registration page at <http://register.humelake.org> or go to www.humeneuengland.org and select the “Log In” button at the top right-hand corner of the page.
2. If you already know your email and password, log in under “Existing Account”. If you have forgotten your password, select the “Forgot Your Password?” link follow the instructions to reset your password. Then log in with your email address and new password.
3. Select the “View Itineraries” button on the upper left side. This will bring you to the itinerary page, where you can see the camps you are registered for.
4. Find the dates of camp (i.e., 2016 July 4-9), then select “Manage Roster”.

Making Payments

1. To view your statement, once logged in, select “My Account” to take you to your “Account Dashboard”
2. Select “Make a Payment”. Select the itinerary (dates of camp) that you would like to pay for.
3. You can then choose to make a one-time payment, or set up an auto-pay schedule.
 - Note: As a group leader, only you are allowed to make payments for your group. At this time, parents are unable to make payments directly to us.

Group Admins: Naming Attendees

- Note: You’ll notice two or three divisions for each camp, one for campers, one for counselors, and one for counselors in lodge if applicable. When the spots are anonymous (un-named), they will display your church/school name.
1. Find the division you want to start adding names to and select “Invite” in the Actions column. Next, select “Send Request Code”.
 2. Enter the attendee’s name. For counselors, enter their own unique email address (adults cannot share an email address). For campers, select that they are a *minor*, and enter their parent’s name and **parent’s email address**. Select “Send Request”.



Group Admins: Managing Your Roster

- To remove an attendee, select “Remove Attendee” in the Actions column.
- If an email address entered is incorrect, remove the attendee, and then invite them again with the correct email address.
- To resend the request code email, select “Re-send” in the Actions column.
- A camper is enrolled when they no longer have a request code listed to the right of their name.
- Their registration is complete when the **medical form** and **terms and conditions** show as “completed” and “signed” in green under the status column.

Group Admins: Adding Spots (when there is no wait list)

- To add camper spots, go to the correct page under “Youth”, then “Summer Camp” on the website.
- From there, click the “Register” button next to the week you would like to attend and choose Group when asked who you are registering.
- Select the camp and the number of spots that you would like to add.
- You can then pay the additional deposit with a Visa or MasterCard. You can also pay the deposit with a check; the spots will be activated once we receive the check in our office.

MARS Reports

To print off the Medication Reports to put with your camper’s prescriptions:

- Log into your account and click “View Registrations”
- Click “Manage Roster”
- Click “Medication Chart” on the left column under “Forms”
- This will open a .pdf of the forms for you to print