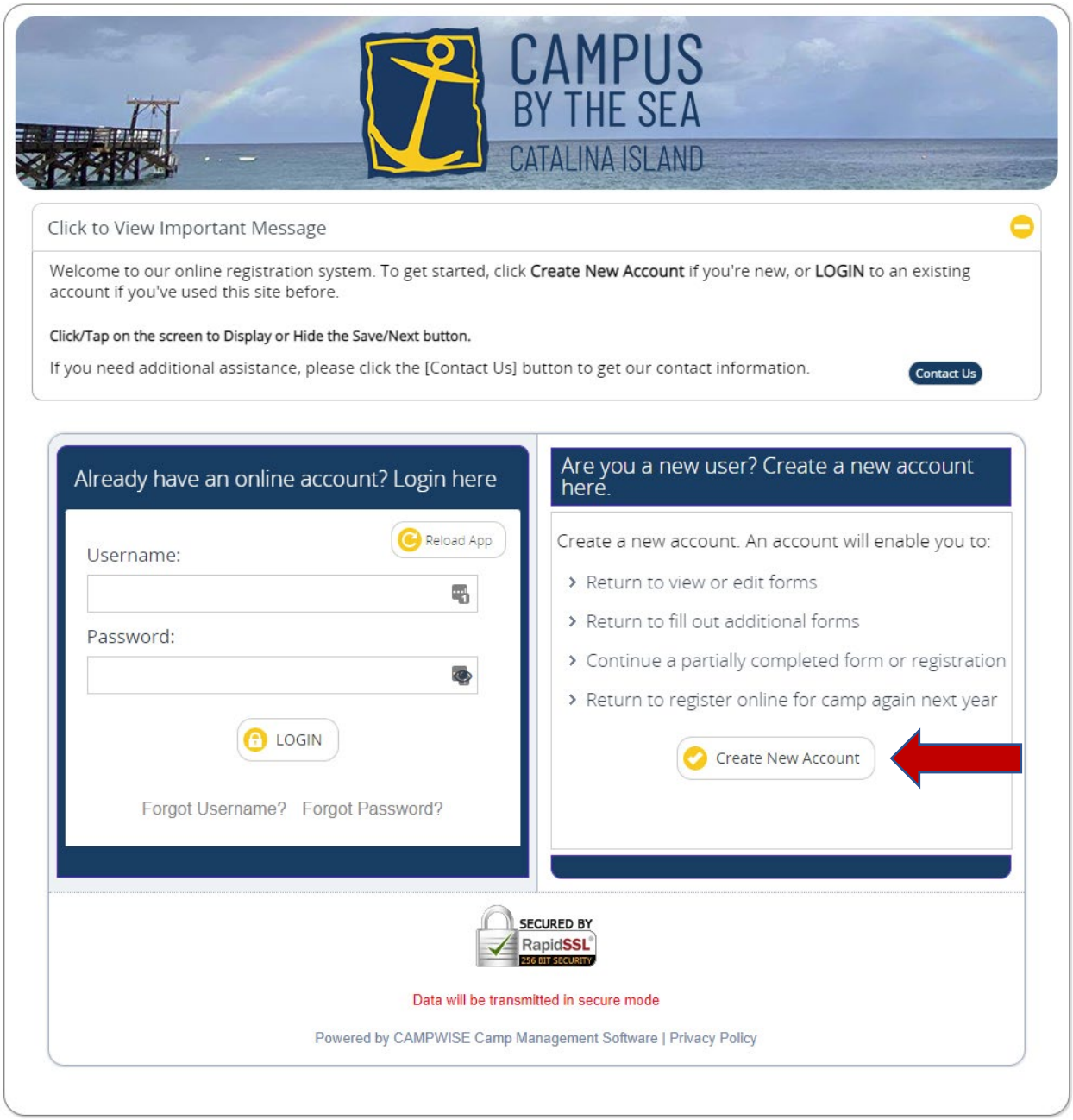
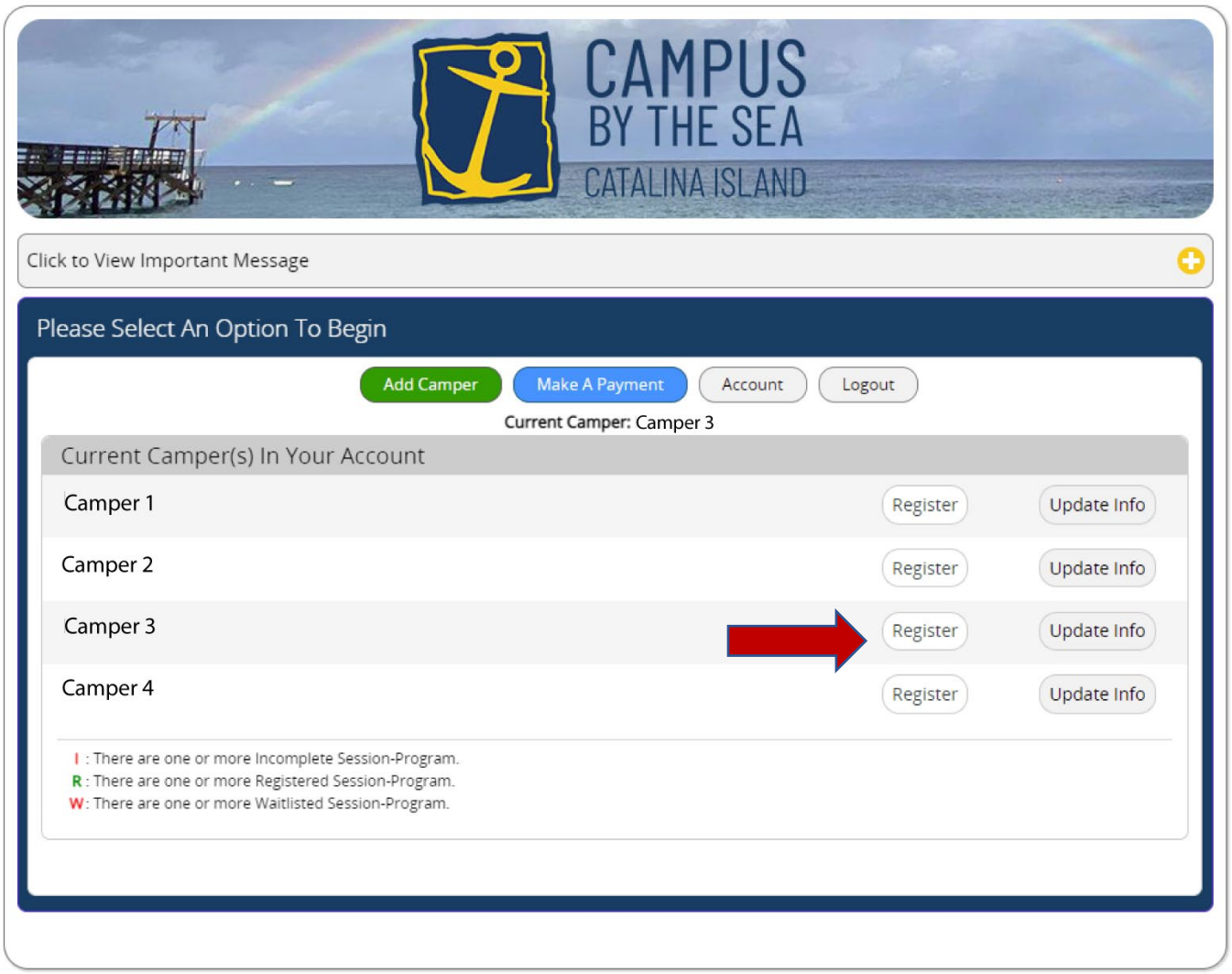
Thank you for your interest in signing up for a CBS Summer Family Program! This guide will help you create an account in our online registration system, Campwise, and register yourself and your family for CBS Family Camp or InterVarsity Alumni Camp. In addition to this guide there are instructions on most pages under "Click to View Important Message".

1. Click the "Register Now" button on the CBS website or enter the link below into your browser: http://cwngui.campwise.com/Customer/campusbythesea/browser-check-reg.html

2. Create a new account or login with an existing account.
   a. If you recently attended camp and received an email from Campwise, use the login information provided.
   b. If you have created an account for donations you can use the same Username and Password.
   c. If this is your first time using our registration system you will need to create a new account.

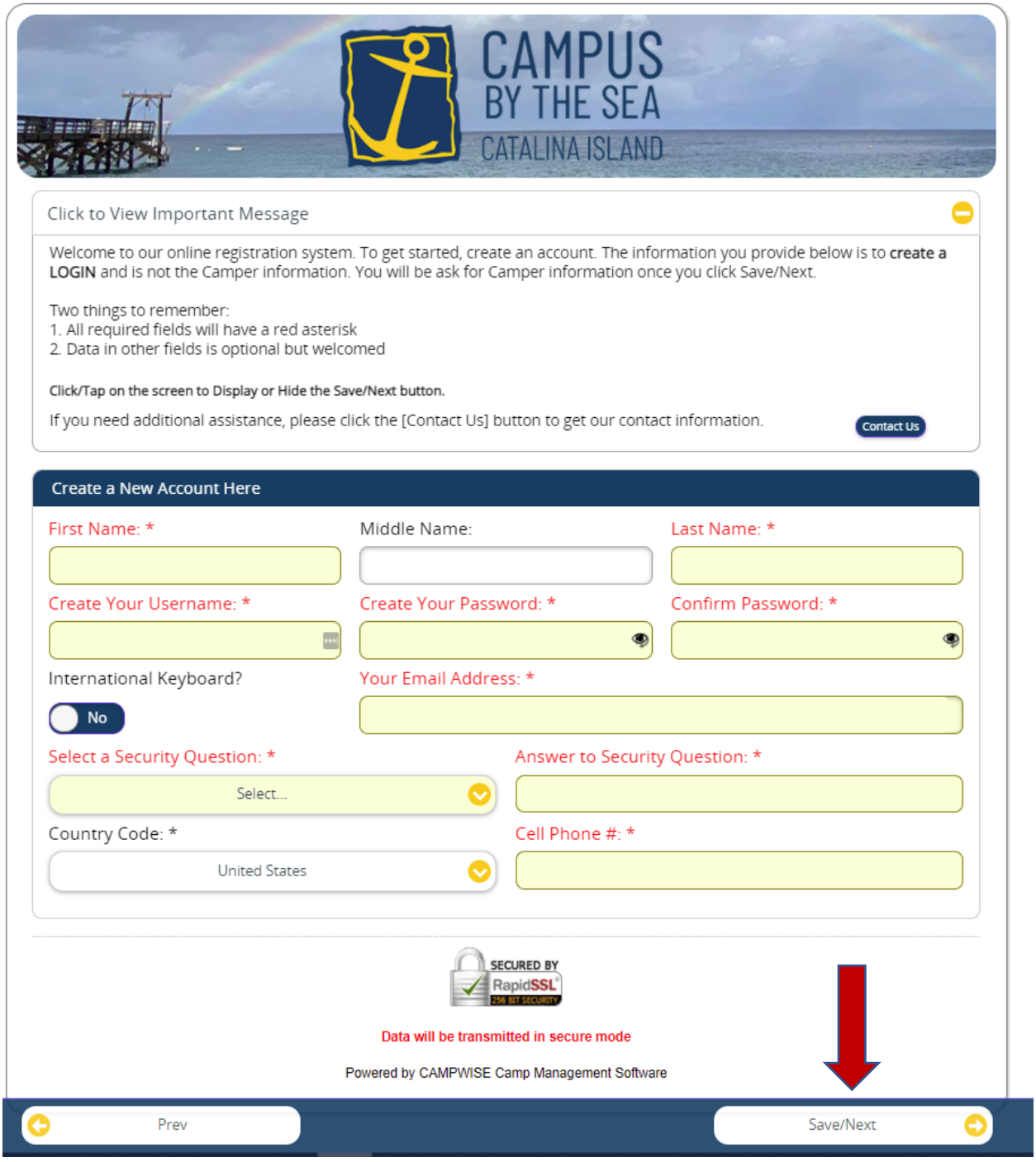


3. If you have an existing account, you will arrive at the "Home" screen where you will see a list of campers connected to your account. Click the "Register" button for the camper (age 18 and over) that you wish to be your primary registrant. All the camp charges and forms will be connected to this individual. *

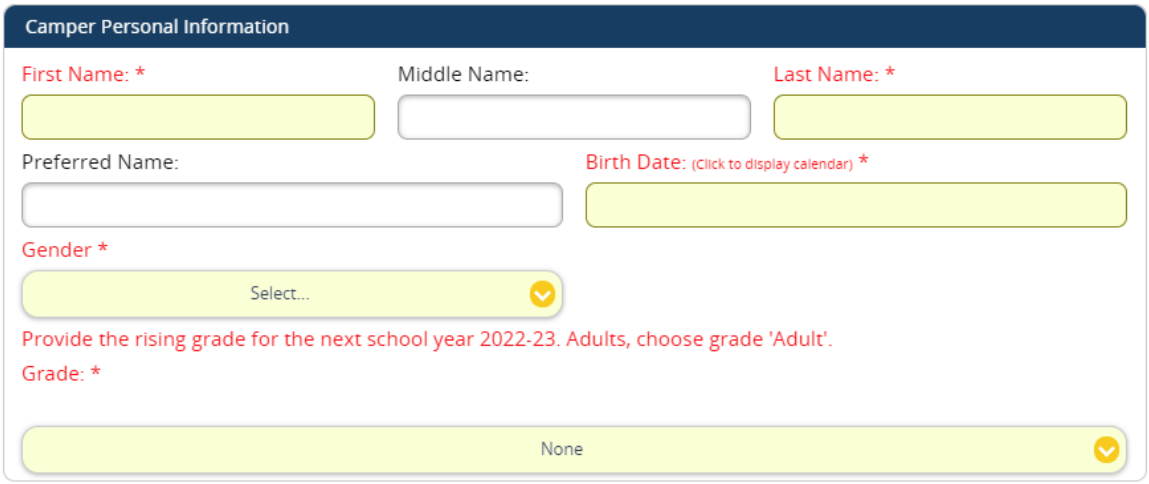


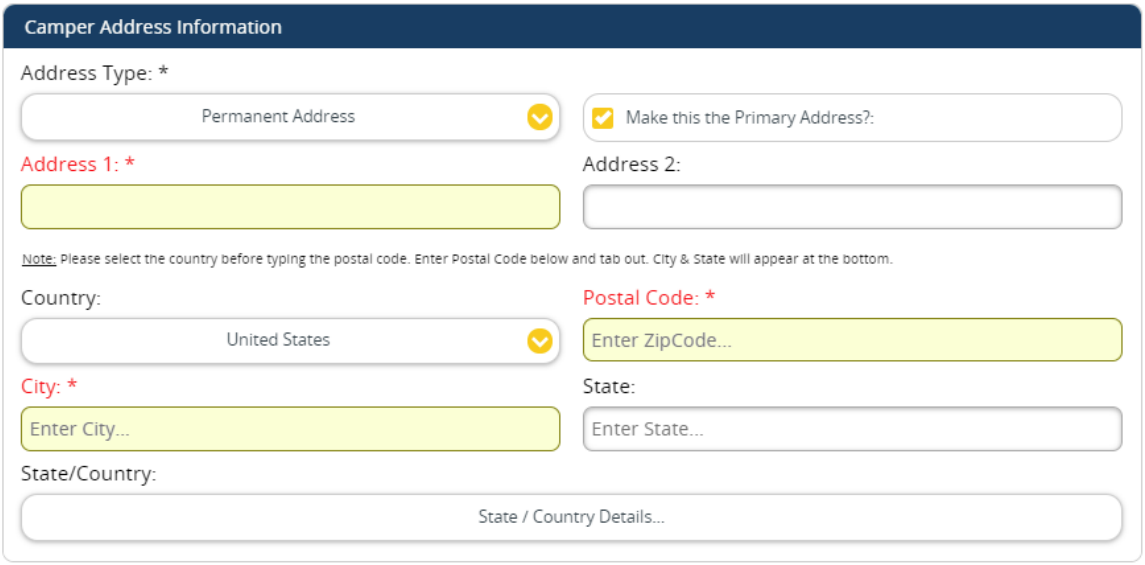
(*You can skip to page 5 to continue registration instruction)

4. To create a new account, complete the requested information and then click “Save/Next” on the lower righthand side of the window.

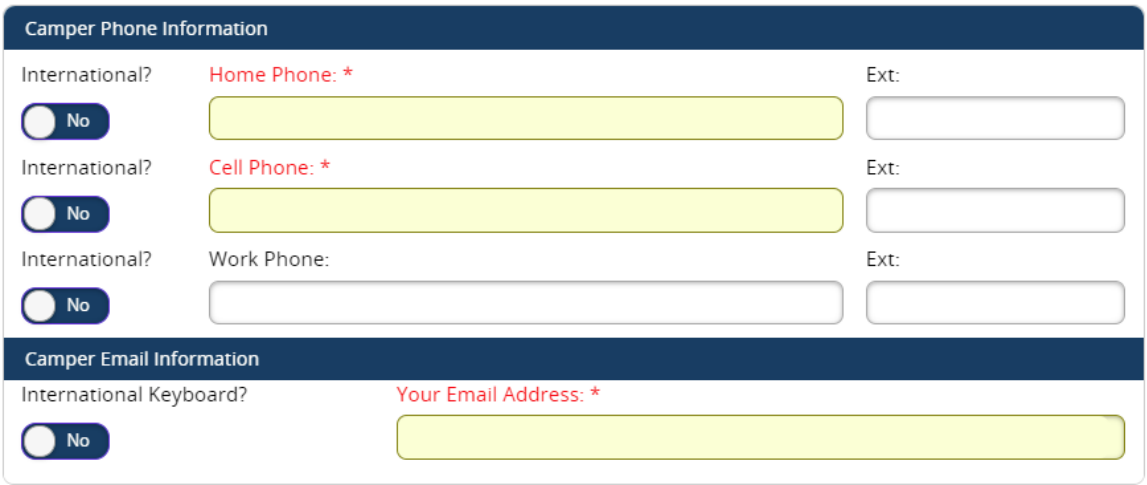


5. There are 3 screens to enter your personal information to register for camp. Click “Save/Next” when you finish with each. (This is separate from your information to create an account.)

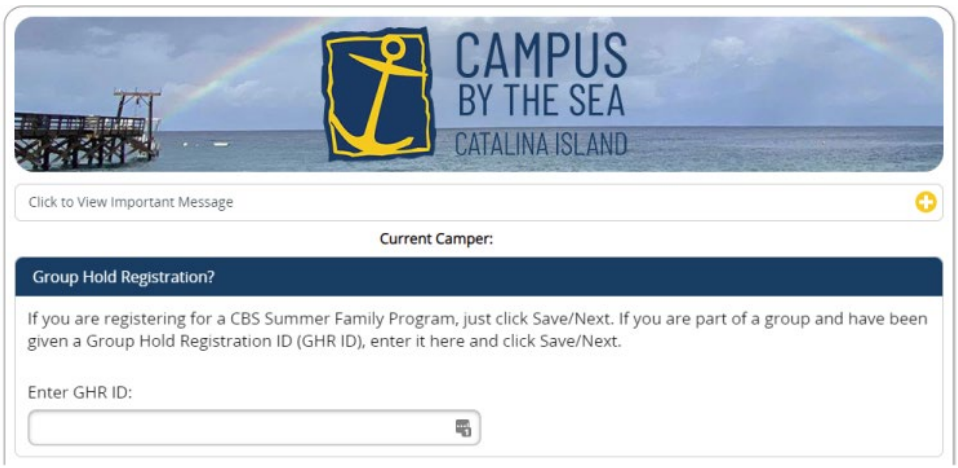




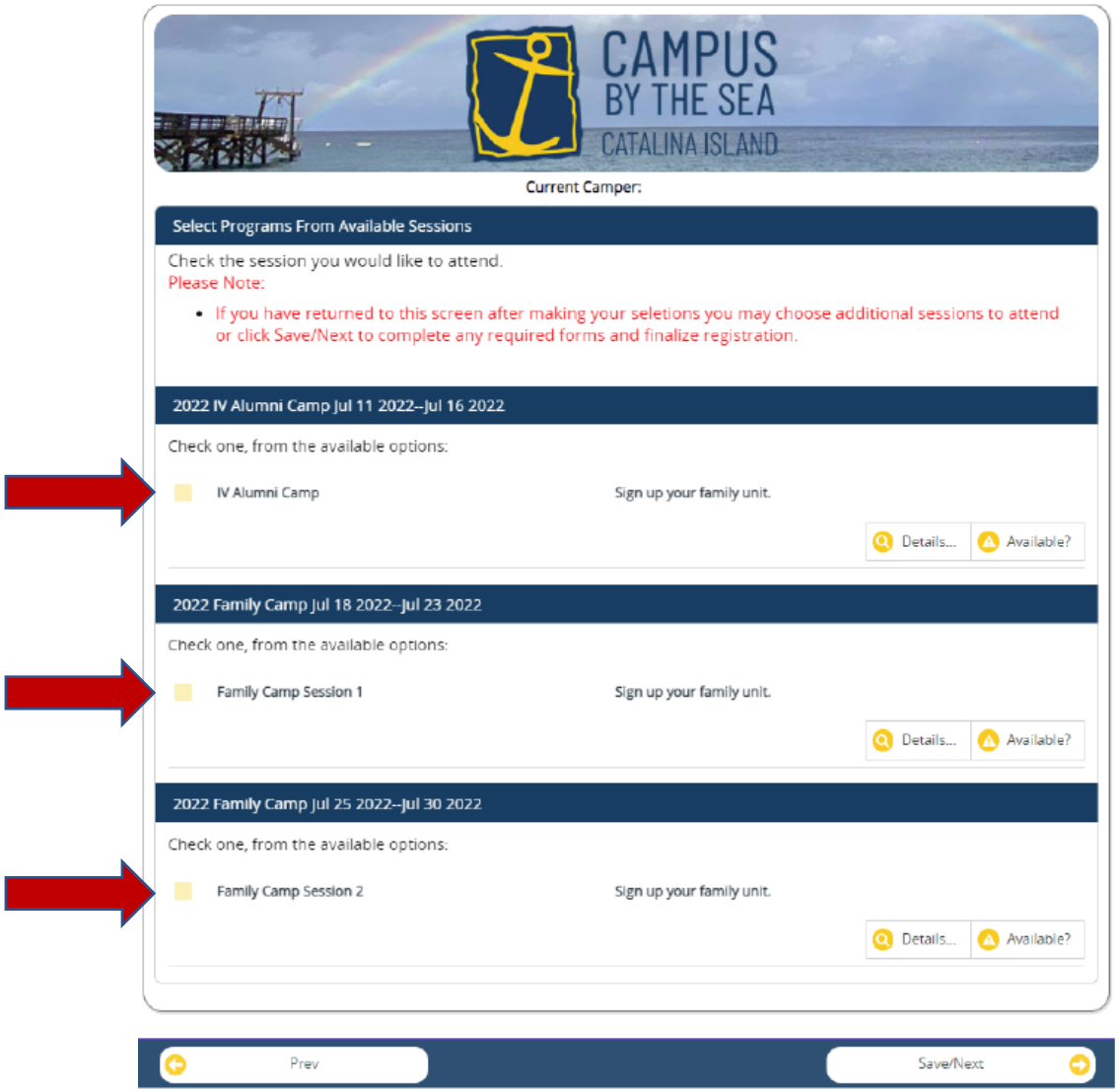
*If you don’t have a Home Phone you can enter your Cell Phone for both lines.



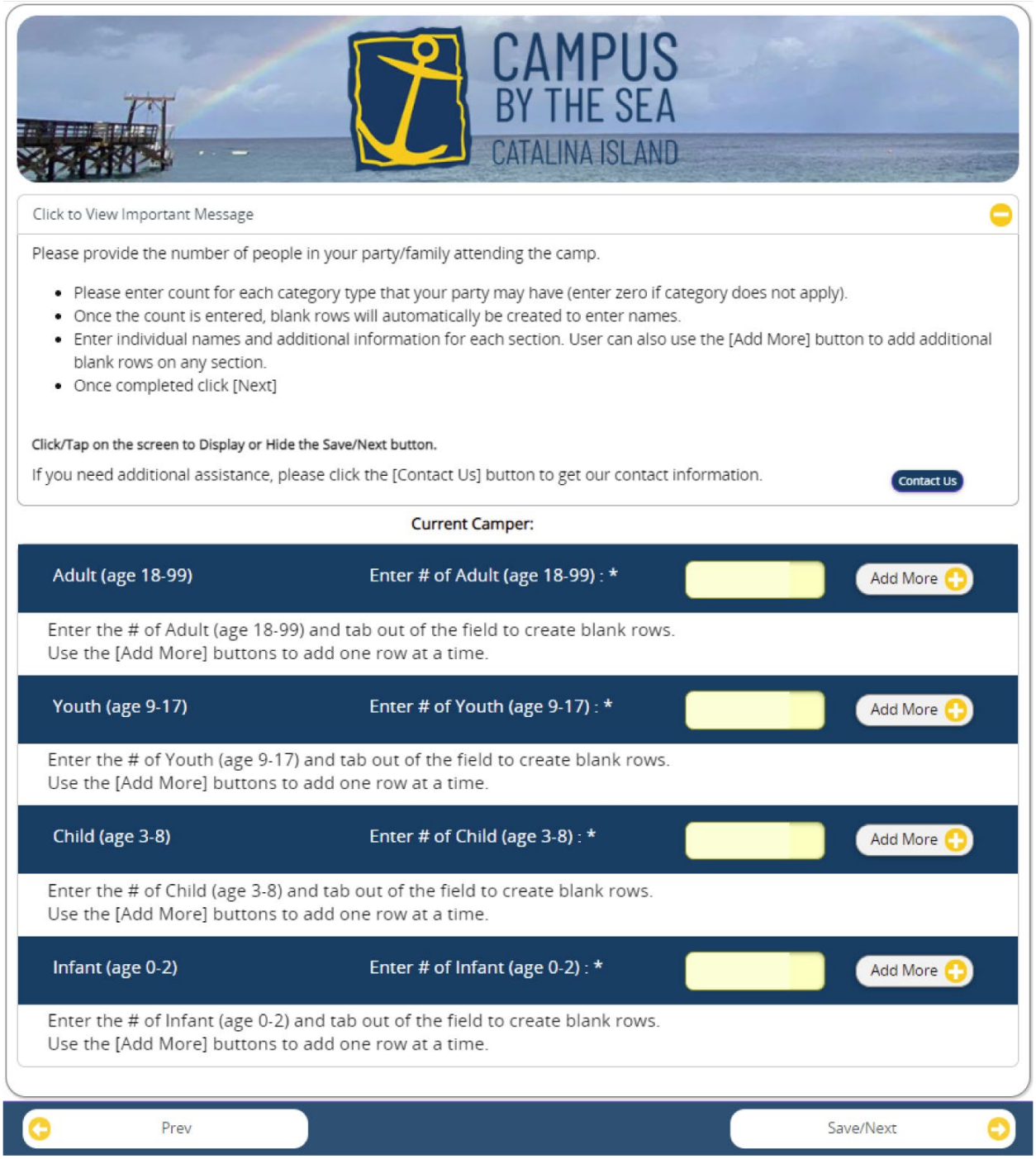
6. The next screen does not apply to Summer Family Programs so simply click “Save/Next”.



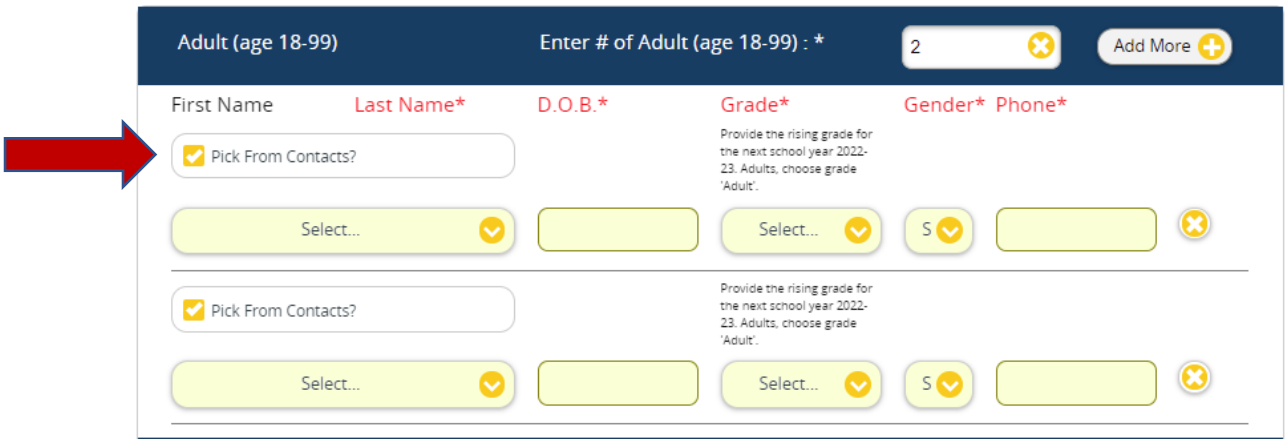
7. Check the box for the program you wish to register for:



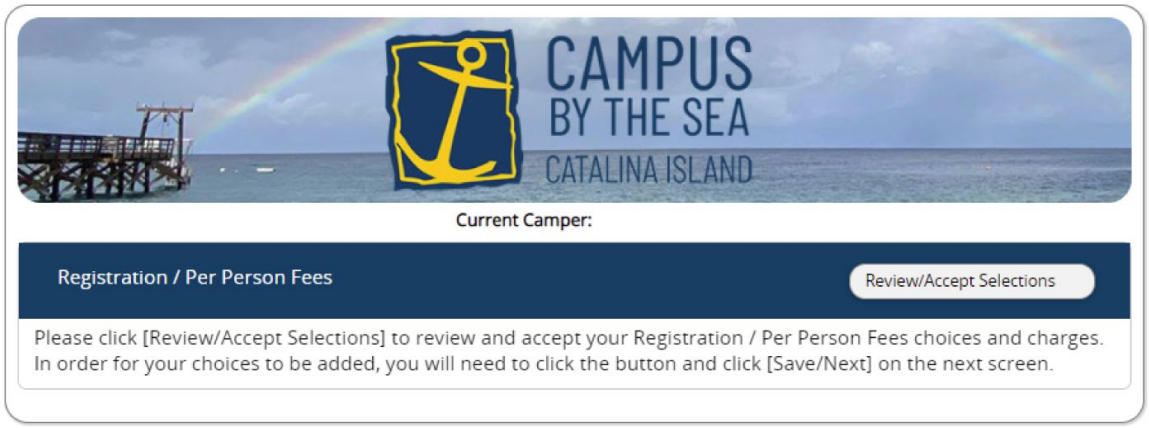
8. Enter the number of individuals in each age group for your family. Once you place a number in a category, rows will appear to enter information for each person (see step 8 for specific instructions). ***Put a zero in for the age groups that do not apply.*** Click "Save/Next" once all individuals have been entered.



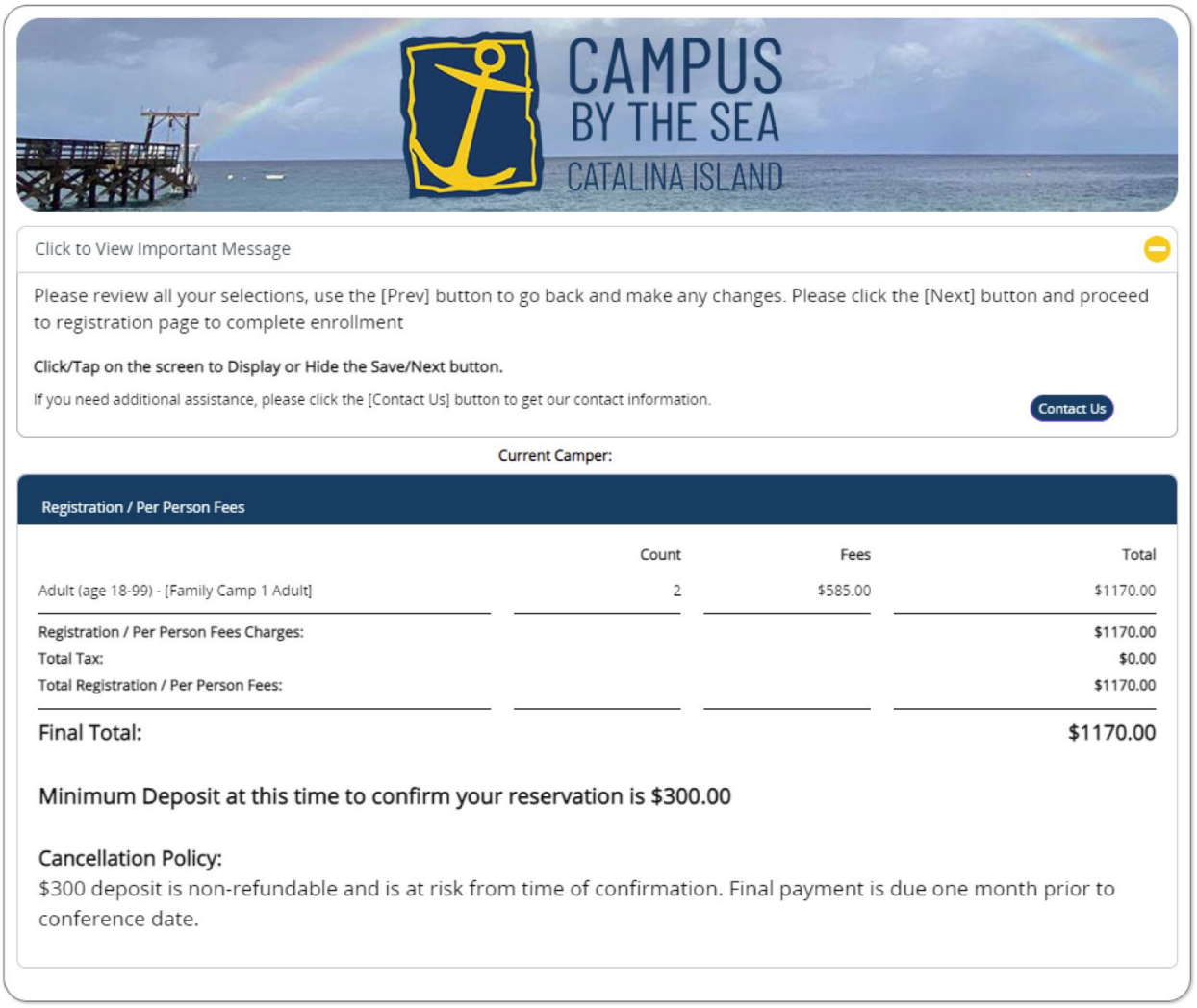
9. For individuals who are already entered in the system, you can leave box “Pick From Contacts” checked and simply select the appropriate person from the drop down (some required fields may still need to be completed). To add family members who are not in the system, uncheck “Pick From Contacts” and enter the required information.



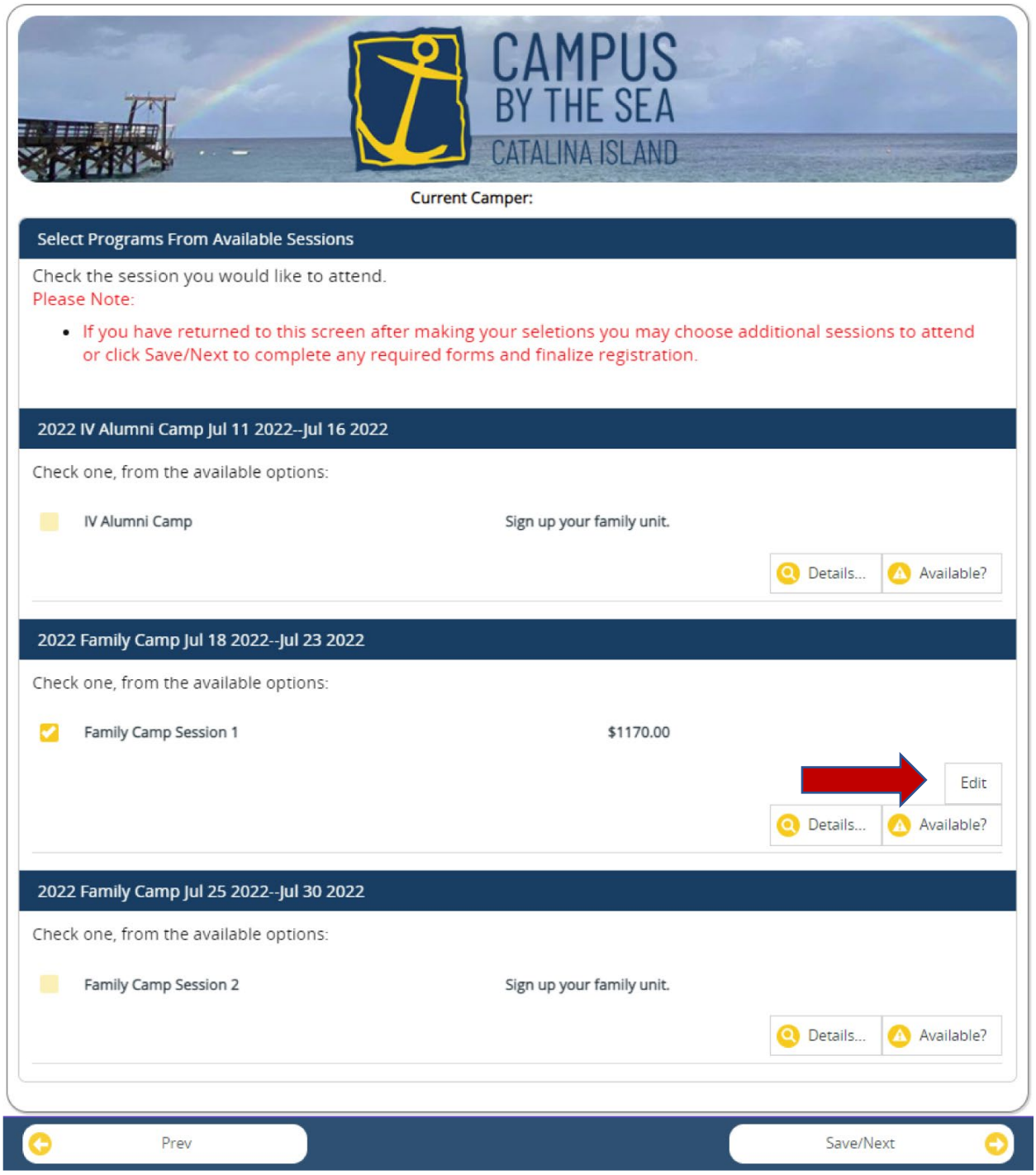
10. At the next screen click “Save/Next”.



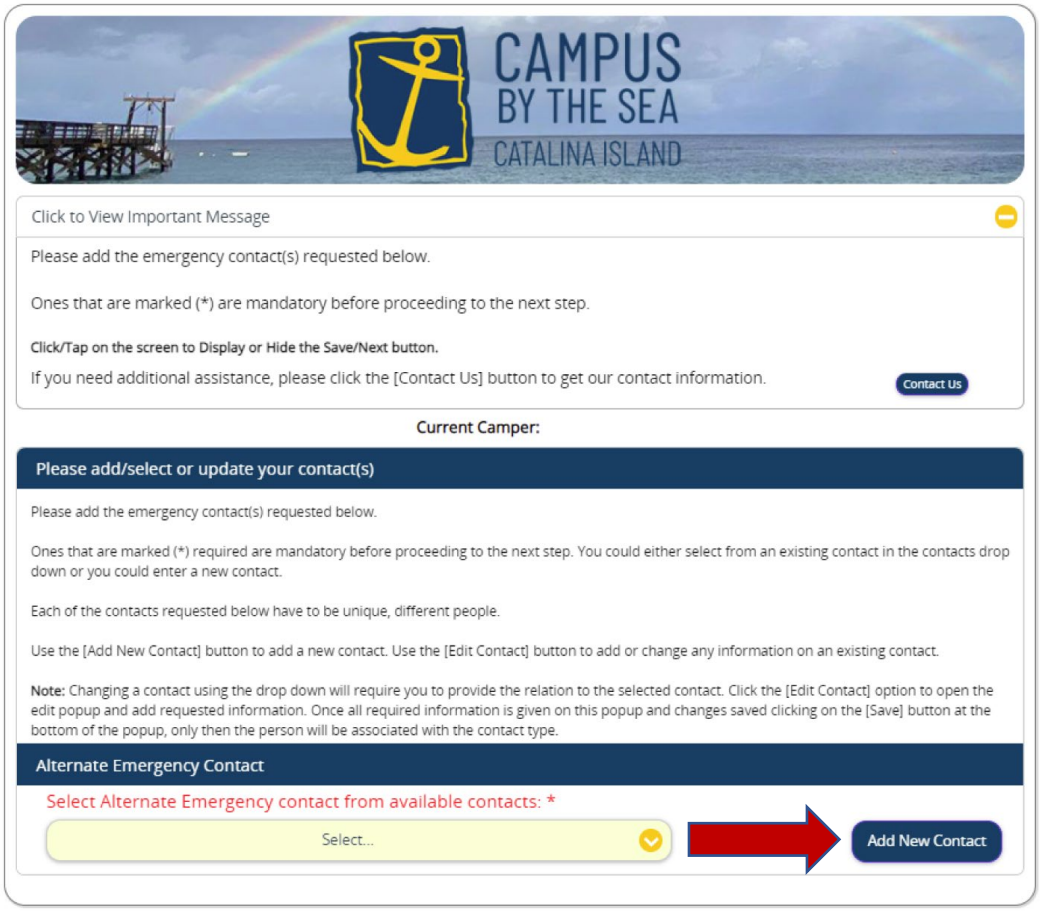
11. Review your charges and confirm you have the correct number registered, then click “Save/Next”.



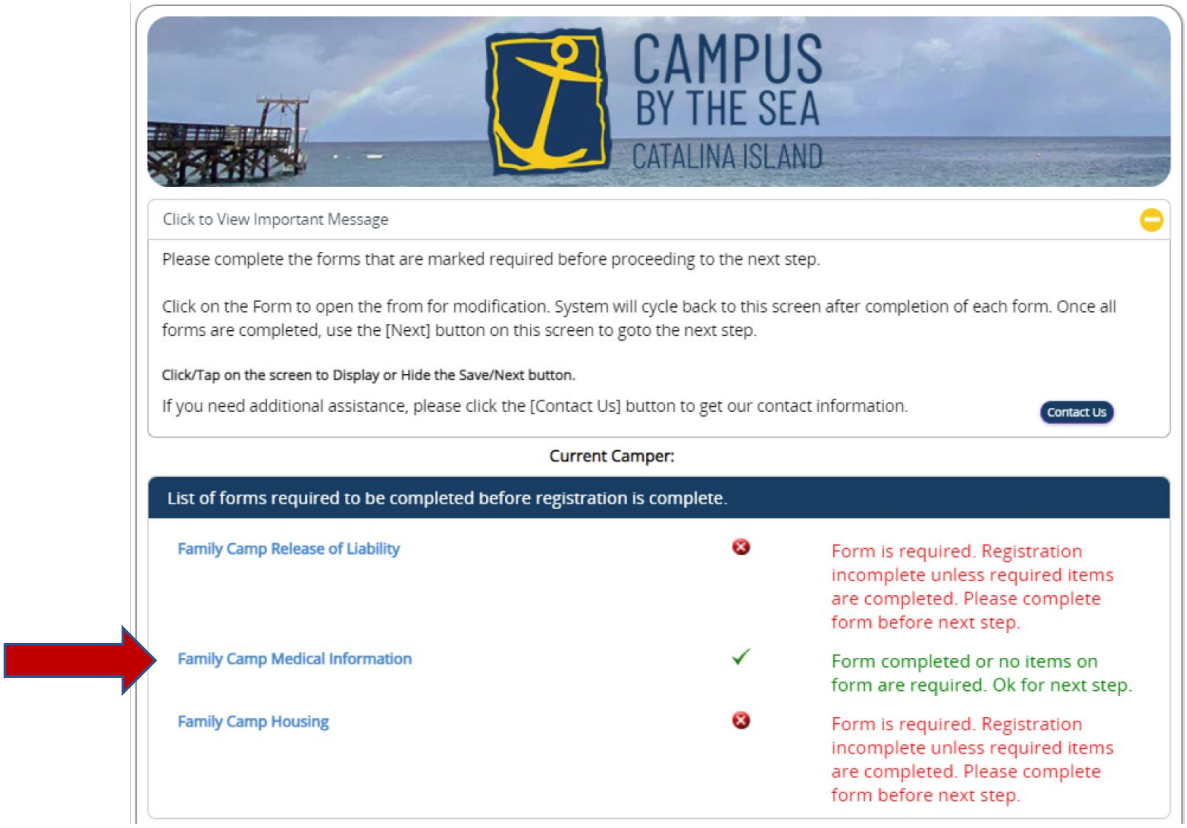
12. You will return to the Program Selection page. *If you need to make changes* to your registration, click the "Edit" button for the session you are attending. *If everything is correct,* click "Save/Next" to move on.



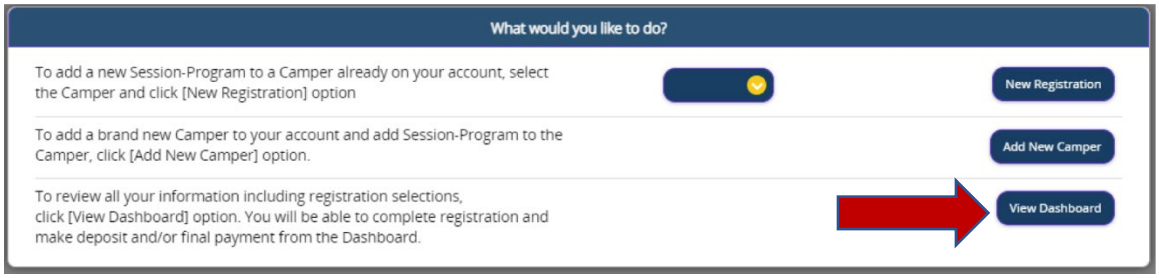
13. Enter an Emergency Contact who will not be attending camp. If this is your first-time registering, click "Add New Contact". ***When you are entering contact information be sure to scroll down to add phone numbers.*** Again, you can use the same phone number for Home Phone and Cell Phone. Click "Save/Next" once the contact information has been added.



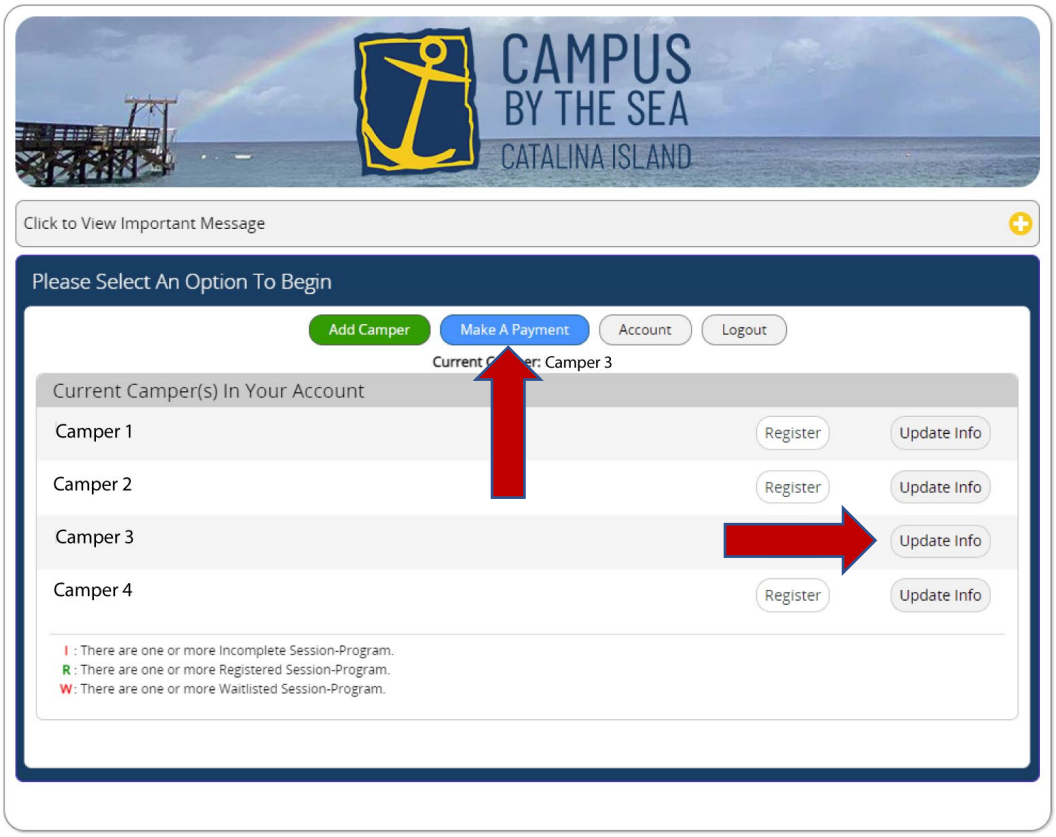
14. Complete the required forms. Click on the name of each form to enter the required information. A green check mark will appear next to completed forms. Click "Save/Next" when you have finished all the forms.



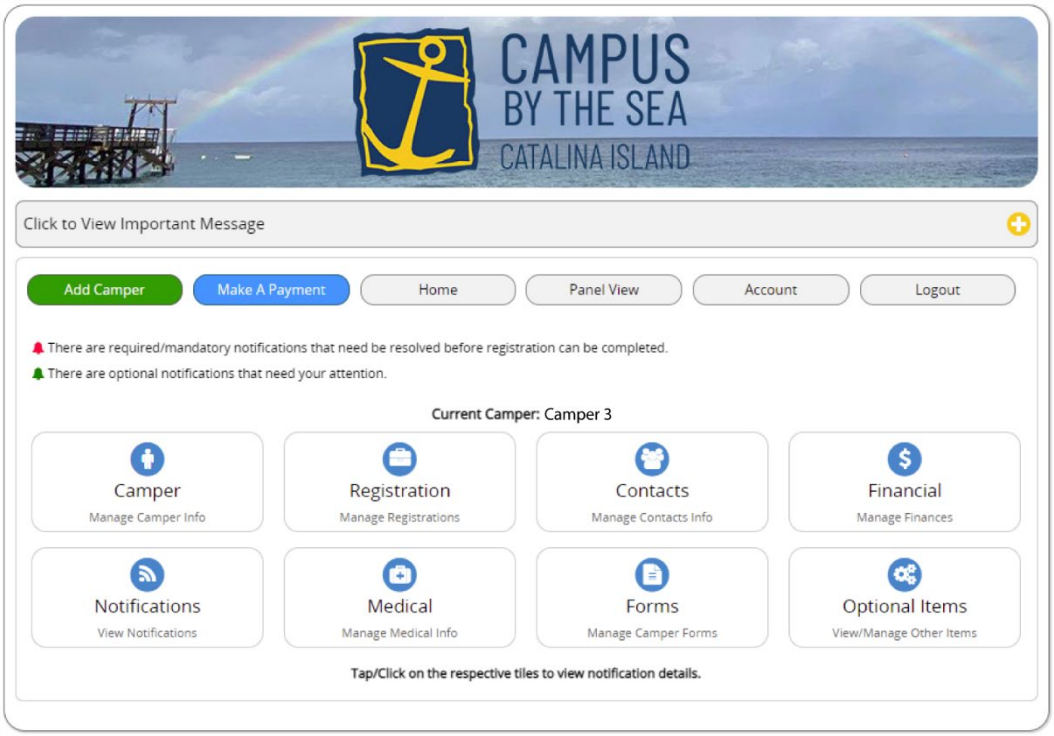
15. Click the "View Dashboard" button to make a payment. You will need to pay the minimum deposit for your registration to be complete.



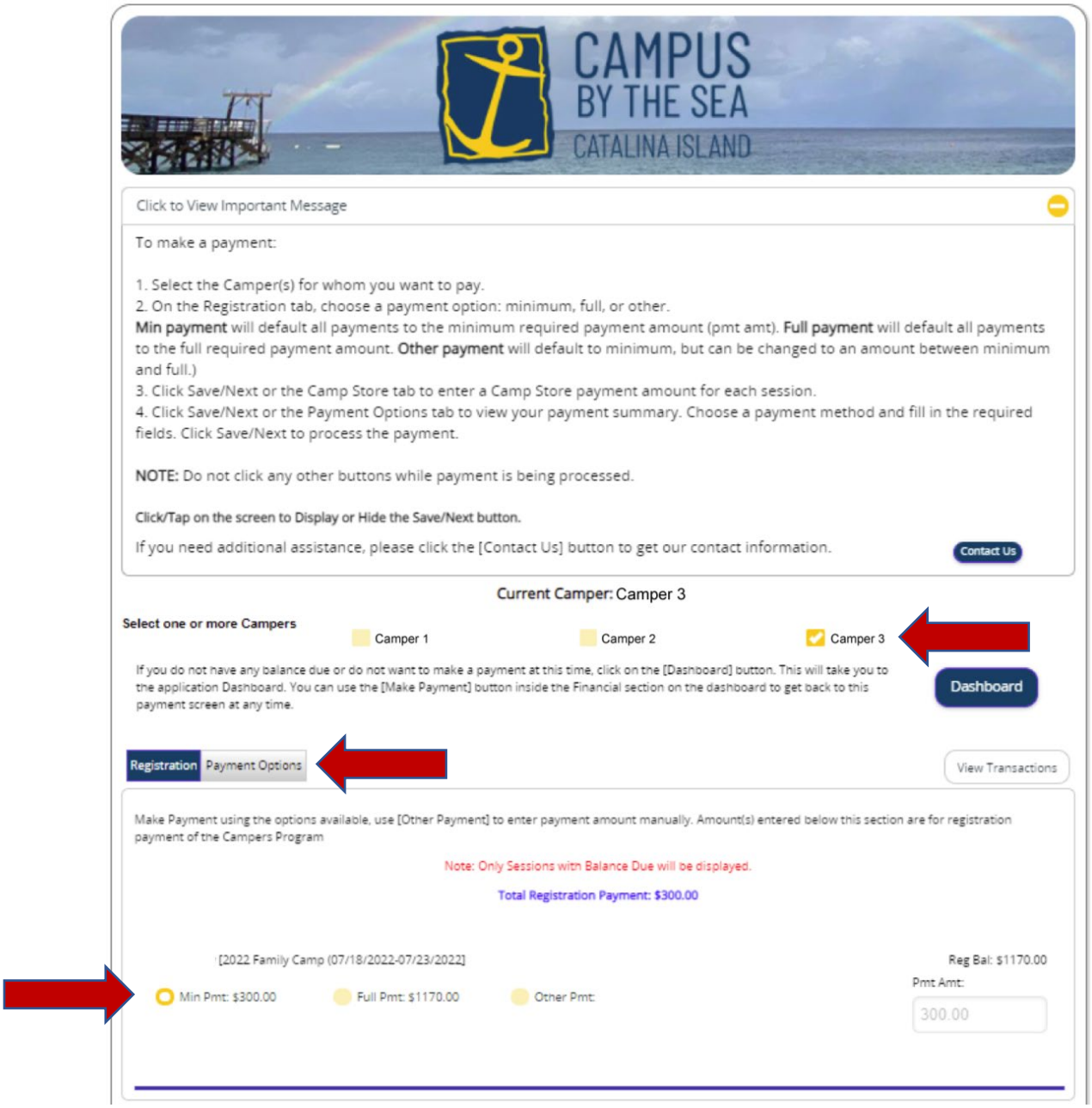
16. From the Home Screen you can click “Make A Payment” or you can click “Update Info” for the primary registrant to access information about contacts, finance, registration and forms.



17. If you click “Update Info”, you will see the screen below with the options including “Make A Payment” or “Manage Finances”.



18. In the Payment screen be sure the primary registrant* is selected. Choose the payment level you would like (Minimum, Full or Other) in the Registration. **We encourage you to make the Minimum Payment to complete registration and then to pay the remaining balance by check to save yourself and CBS the service fees for electronic payments.** Click "Save/Next" or the Payment Options tab to enter payment information and click "Save/Next when complete.



*All charges are connected to the primary registrant for Summer Family Programs. Other campers will show a zero balance and do not need to be selected.

19. You can return to your Dashboard or Logout once payment is complete.

Thank you for registering for camp! We look forward to serving you this summer.