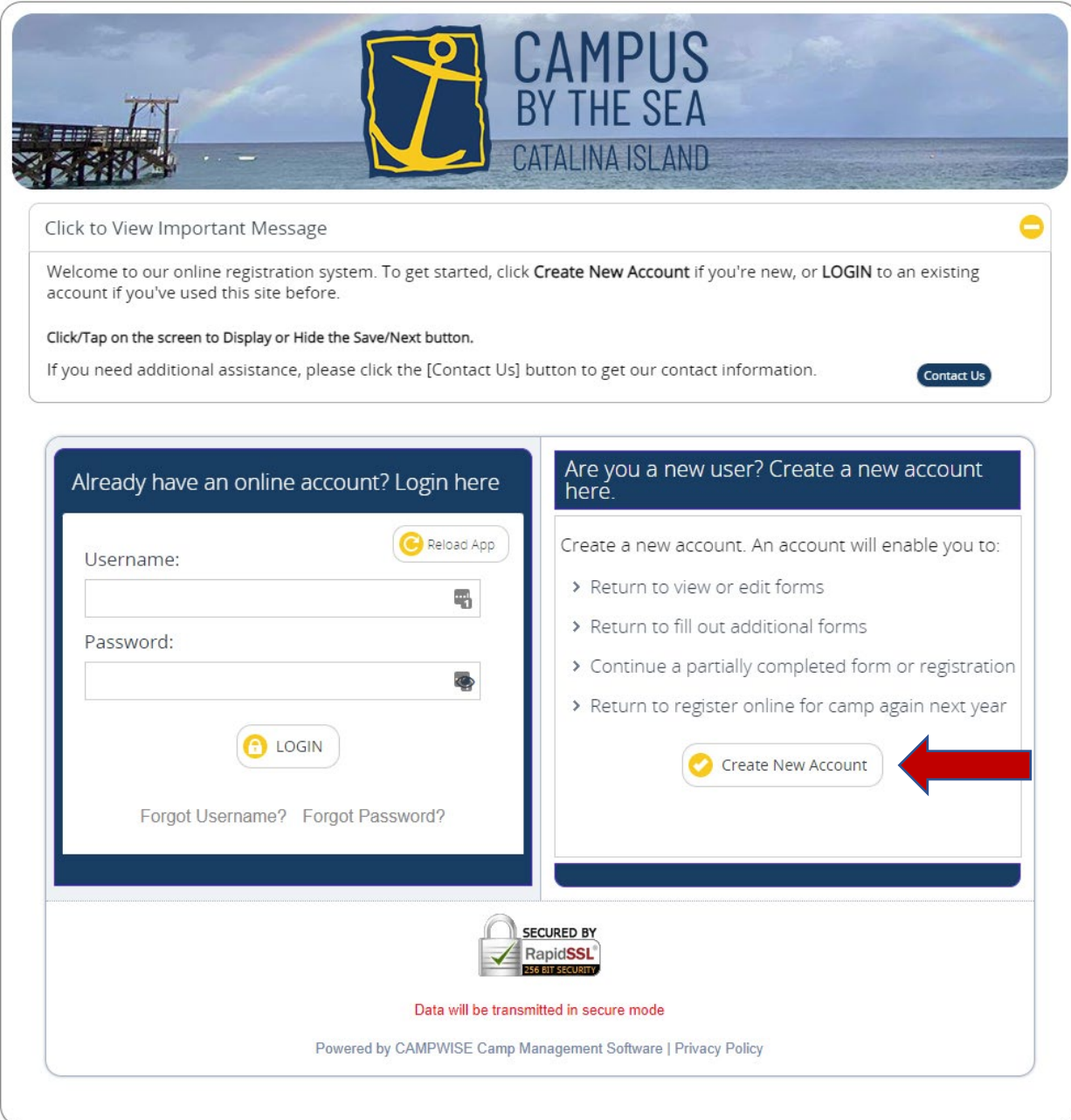


Registration Guide

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.



CAMPUS BY THE SEA CATALINA ISLAND

Click to View Important Message

Welcome to our online registration system. To get started, click **Create New Account** if you're new, or **LOGIN** to an existing account if you've used this site before.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information. [Contact Us](#)

Already have an online account? Login here

Username: [Reload App](#)

Password:

[LOGIN](#)

[Forgot Username?](#) [Forgot Password?](#)

Are you a new user? Create a new account here.

Create a new account. An account will enable you to:

- > Return to view or edit forms
- > Return to fill out additional forms
- > Continue a partially completed form or registration
- > Return to register online for camp again next year

[Create New Account](#)

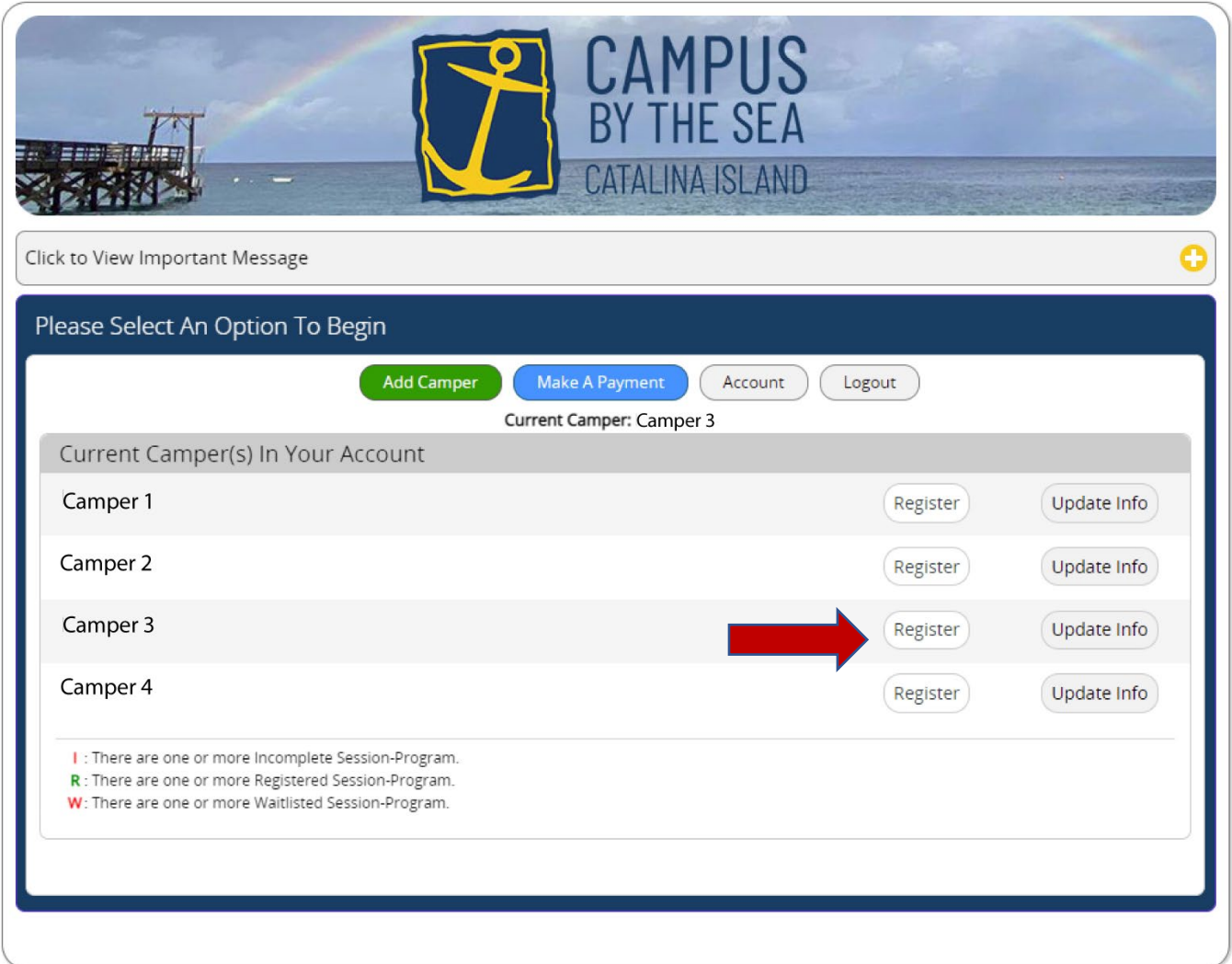
SECURED BY RapidSSL 256 BIT SECURITY

Data will be transmitted in secure mode

Powered by CAMPWISE Camp Management Software | [Privacy Policy](#)

Registration Guide

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. *



Click to View Important Message

Please Select An Option To Begin

[Add Camper](#) [Make A Payment](#) [Account](#) [Logout](#)

Current Camper: Camper 3

Current Camper(s) In Your Account


Camper 1	Register	Update Info
Camper 2	Register	Update Info
Camper 3	Register	Update Info
Camper 4	Register	Update Info

I : There are one or more Incomplete Session-Program.
R : There are one or more Registered Session-Program.
W : There are one or more Waitlisted Session-Program.

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

Registration Guide

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



Click to View Important Message ⊖

Welcome to our online registration system. To get started, create an account. The information you provide below is to **create a LOGIN** and is not the Camper information. You will be asked for Camper information once you click Save/Next.

Two things to remember:


1. All required fields will have a red asterisk
2. Data in other fields is optional but welcomed


Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information. [Contact Us](#)

Create a New Account Here

First Name: *	Middle Name:	Last Name: *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Create Your Username: *	Create Your Password: *	Confirm Password: *
<input type="text"/>	<input type="password"/>	<input type="password"/>
International Keyboard? <input type="radio"/> No	Your Email Address: *	<input type="text"/>
Select a Security Question: *	Answer to Security Question: *	<input type="text"/>
<input type="text" value="Select..."/>	<input type="text"/>	
Country Code: *	Cell Phone #: *	<input type="text"/>
<input type="text" value="United States"/>	<input type="text"/>	


Data will be transmitted in secure mode
Powered by CAMPWISE Camp Management Software



← Prev Save/Next →

Registration Guide

- 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.)

Camper Personal Information

First Name: * **Middle Name:** **Last Name: ***

Preferred Name: **Birth Date: (click to display calendar) ***

Gender *

Provide the rising grade for the next school year 2022-23. Adults, choose grade 'Adult'.
Grade: *

Camper Address Information

Address Type: *
 Make this the Primary Address?:

Address 1: * **Address 2:**

Note: Please select the country before typing the postal code. Enter Postal Code below and tab out. City & State will appear at the bottom.

Country: **Postal Code: ***

City: * **State:**

State/Country:

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

Camper Phone Information

International? No **Home Phone: *** **Ext:**

International? No **Cell Phone: *** **Ext:**

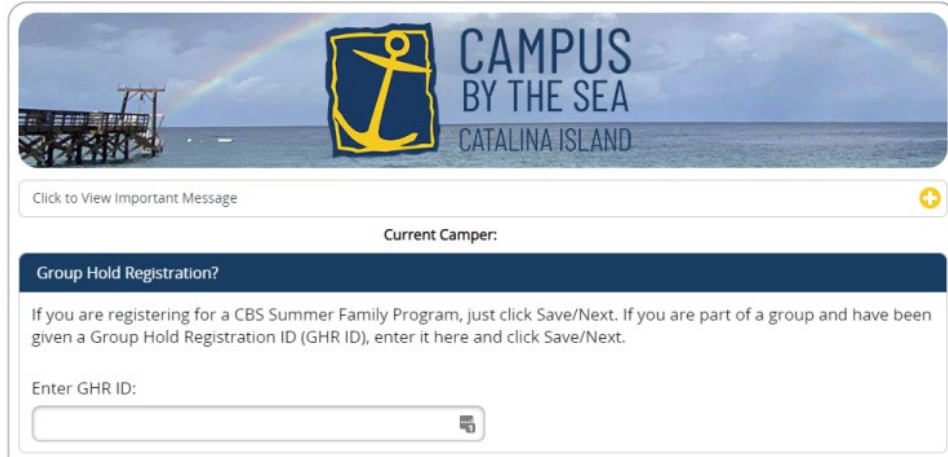
International? No **Work Phone:** **Ext:**


Camper Email Information

International Keyboard? No **Your Email Address: ***

Registration Guide

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



Click to View Important Message 

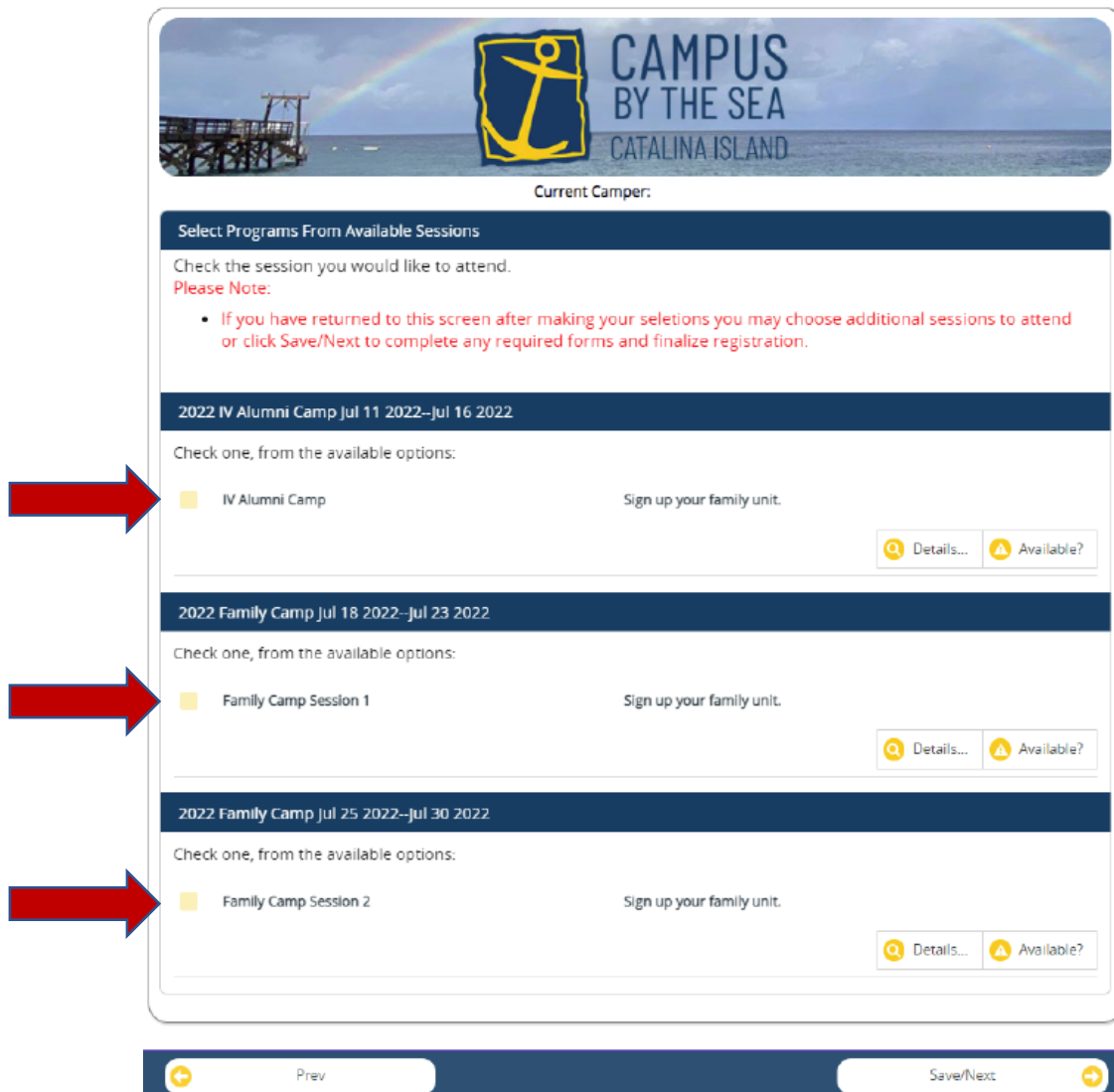
Current Camper:

Group Hold Registration?

If you are registering for a CBS Summer Family Program, just click Save/Next. If you are part of a group and have been given a Group Hold Registration ID (GHR ID), enter it here and click Save/Next.

Enter GHR ID:

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



Current Camper:

Select Programs From Available Sessions



Check the session you would like to attend.

Please Note:

- If you have returned to this screen after making your selections you may choose additional sessions to attend or click Save/Next to complete any required forms and finalize registration.



2022 IV Alumni Camp Jul 11 2022–Jul 16 2022

Check one, from the available options:

IV Alumni Camp Sign up your family unit.  Details...  Available?



2022 Family Camp Jul 18 2022–Jul 23 2022

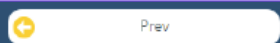
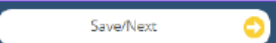
Check one, from the available options:

Family Camp Session 1 Sign up your family unit.  Details...  Available?

2022 Family Camp Jul 25 2022–Jul 30 2022


Check one, from the available options:

Family Camp Session 2 Sign up your family unit.  Details...  Available?

 Prev 

Registration Guide

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.



Click to View Important Message ⊖

Please provide the number of people in your party/family attending the camp.

- Please enter count for each category type that your party may have (enter zero if category does not apply).
- Once the count is entered, blank rows will automatically be created to enter names.
- Enter individual names and additional information for each section. User can also use the [Add More] button to add additional blank rows on any section.
- Once completed click [Next]

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information. Contact Us

Current Camper:

Adult (age 18-99)	Enter # of Adult (age 18-99) : *	<input type="text"/>	Add More +
Enter the # of Adult (age 18-99) and tab out of the field to create blank rows. Use the [Add More] buttons to add one row at a time.			
Youth (age 9-17)	Enter # of Youth (age 9-17) : *	<input type="text"/>	Add More +
Enter the # of Youth (age 9-17) and tab out of the field to create blank rows. Use the [Add More] buttons to add one row at a time.			
Child (age 3-8)	Enter # of Child (age 3-8) : *	<input type="text"/>	Add More +
Enter the # of Child (age 3-8) and tab out of the field to create blank rows. Use the [Add More] buttons to add one row at a time.			
Infant (age 0-2)	Enter # of Infant (age 0-2) : *	<input type="text"/>	Add More +
Enter the # of Infant (age 0-2) and tab out of the field to create blank rows. Use the [Add More] buttons to add one row at a time.			

⬅ Prev Save/Next ➡


Registration Guide

- 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.

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

Registration Guide

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



Click to View Important Message ⊖

Please review all your selections, use the [Prev] button to go back and make any changes. Please click the [Next] button and proceed to registration page to complete enrollment

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information. Contact Us

Current Camper:

Registration / Per Person Fees			
	Count	Fees	Total
Adult (age 18-99) - [Family Camp 1 Adult]	2	\$585.00	\$1170.00
Registration / Per Person Fees Charges:			\$1170.00
Total Tax:			\$0.00
Total Registration / Per Person Fees:			\$1170.00
Final Total:			\$1170.00


Minimum Deposit at this time to confirm your reservation is \$300.00

Cancellation Policy:
\$300 deposit is non-refundable and is at risk from time of confirmation. Final payment is due one month prior to conference date.

⬅️ Prev Save/Next ➡️

Registration Guide

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.



Current Camper:

Select Programs From Available Sessions

Check the session you would like to attend.
Please Note:

- If you have returned to this screen after making your selections you may choose additional sessions to attend or click Save/Next to complete any required forms and finalize registration.

2022 IV Alumni Camp Jul 11 2022–Jul 16 2022

Check one, from the available options:

IV Alumni Camp Sign up your family unit.

[Details...](#) [Available?](#)

2022 Family Camp Jul 18 2022–Jul 23 2022

Check one, from the available options:

Family Camp Session 1 \$1170.00

[Details...](#) [Available?](#) [Edit](#)

2022 Family Camp Jul 25 2022–Jul 30 2022

Check one, from the available options:

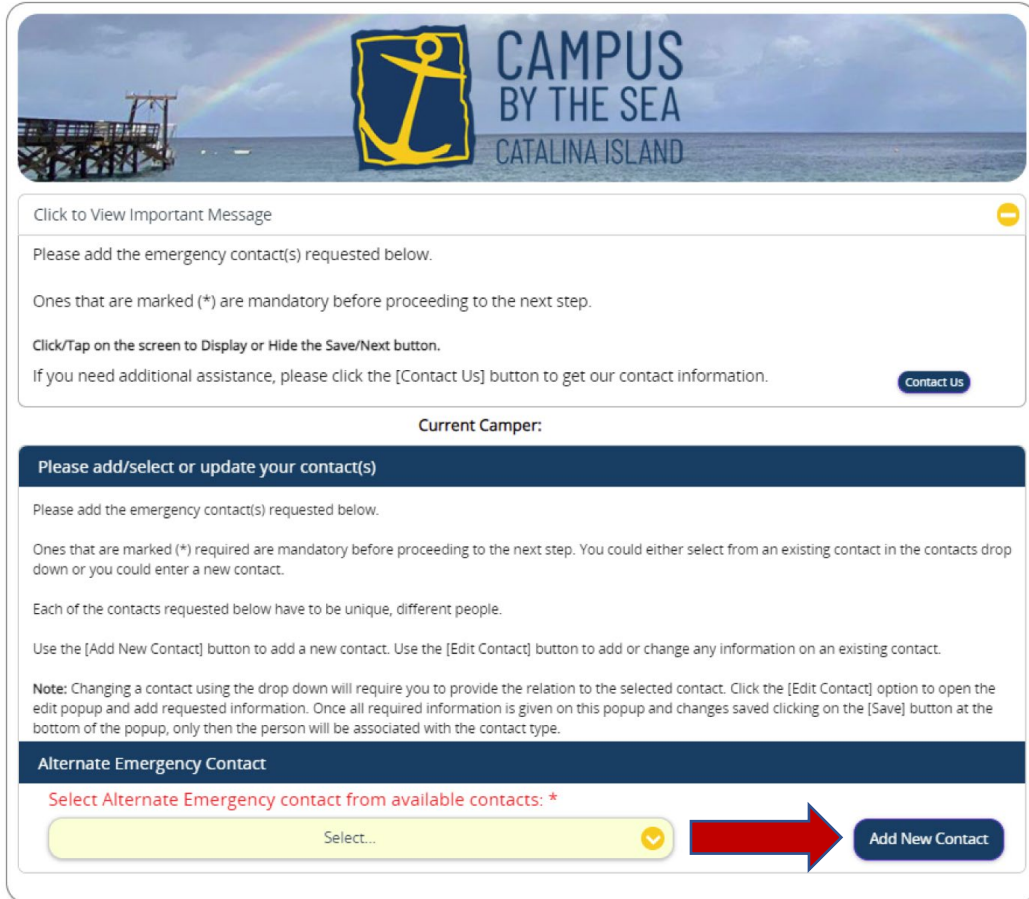
Family Camp Session 2 Sign up your family unit.

[Details...](#) [Available?](#)

[←](#) Prev Save/Next [→](#)

Registration Guide

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.



The screenshot shows the registration interface for 'CAMPUS BY THE SEA CATALINA ISLAND'. At the top is a banner with a beach scene and a yellow anchor logo. Below the banner is a section titled 'Click to View Important Message' with a minus sign icon. The message text reads: 'Please add the emergency contact(s) requested below. Ones that are marked (*) are mandatory before proceeding to the next step. Click/Tap on the screen to Display or Hide the Save/Next button. If you need additional assistance, please click the [Contact Us] button to get our contact information.' A 'Contact Us' button is located at the bottom right of this message box. Below the message is a section titled 'Current Camper:' followed by a dark blue header 'Please add/select or update your contact(s)'. The text below this header says: 'Please add the emergency contact(s) requested below. Ones that are marked (*) required are mandatory before proceeding to the next step. You could either select from an existing contact in the contacts drop down or you could enter a new contact. Each of the contacts requested below have to be unique, different people. Use the [Add New Contact] button to add a new contact. Use the [Edit Contact] button to add or change any information on an existing contact. Note: Changing a contact using the drop down will require you to provide the relation to the selected contact. Click the [Edit Contact] option to open the edit popup and add requested information. Once all required information is given on this popup and changes saved clicking on the [Save] button at the bottom of the popup, only then the person will be associated with the contact type.' Below this is another dark blue header 'Alternate Emergency Contact'. Underneath, it says 'Select Alternate Emergency contact from available contacts: *'. There is a yellow dropdown menu with 'Select...' and a downward arrow icon. A large red arrow points from the dropdown menu to a dark blue button labeled 'Add New Contact'.

Registration Guide

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.

List of forms required to be completed before registration is complete.		
Family Camp Release of Liability	✘	Form is required. Registration incomplete unless required items are completed. Please complete form before next step.
Family Camp Medical Information	✔	Form completed or no items on form are required. Ok for next step.
Family Camp Housing	✘	Form is required. Registration incomplete unless required items are completed. Please complete form before next step.



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

What would you like to do?

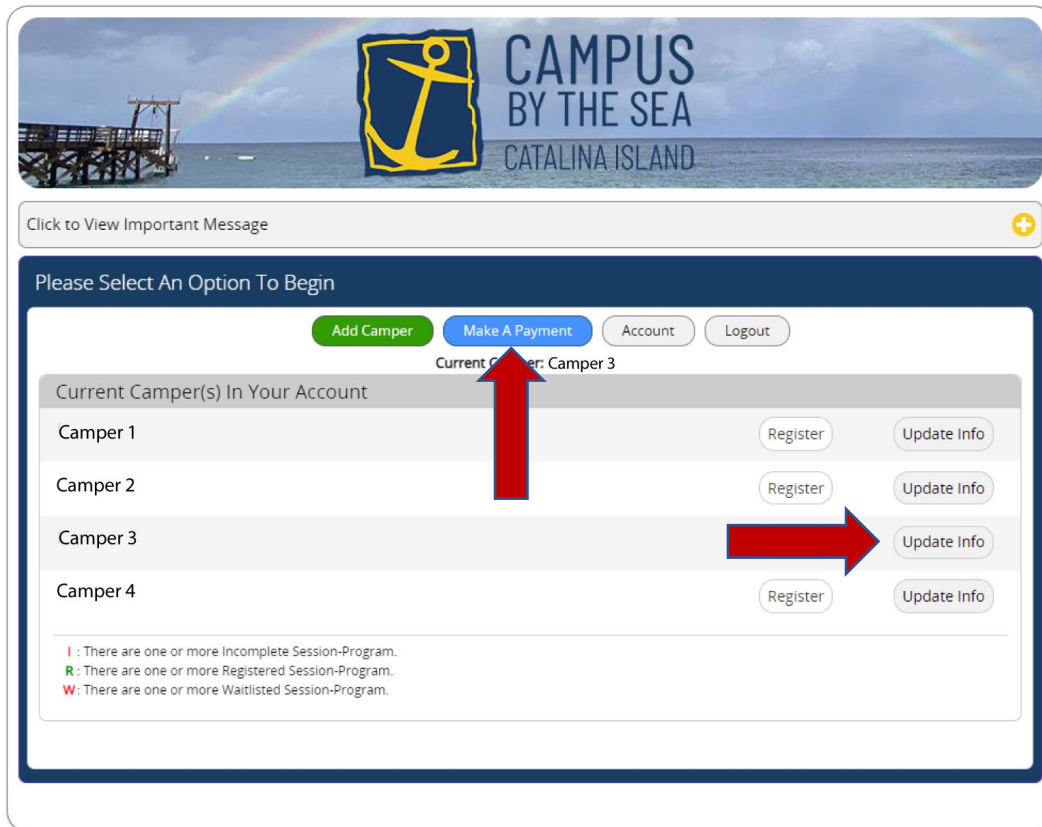
To add a new Session-Program to a Camper already on your account, select the Camper and click [New Registration] option [New Registration](#)

To add a brand new Camper to your account and add Session-Program to the Camper, click [Add New Camper] option. [Add New Camper](#)

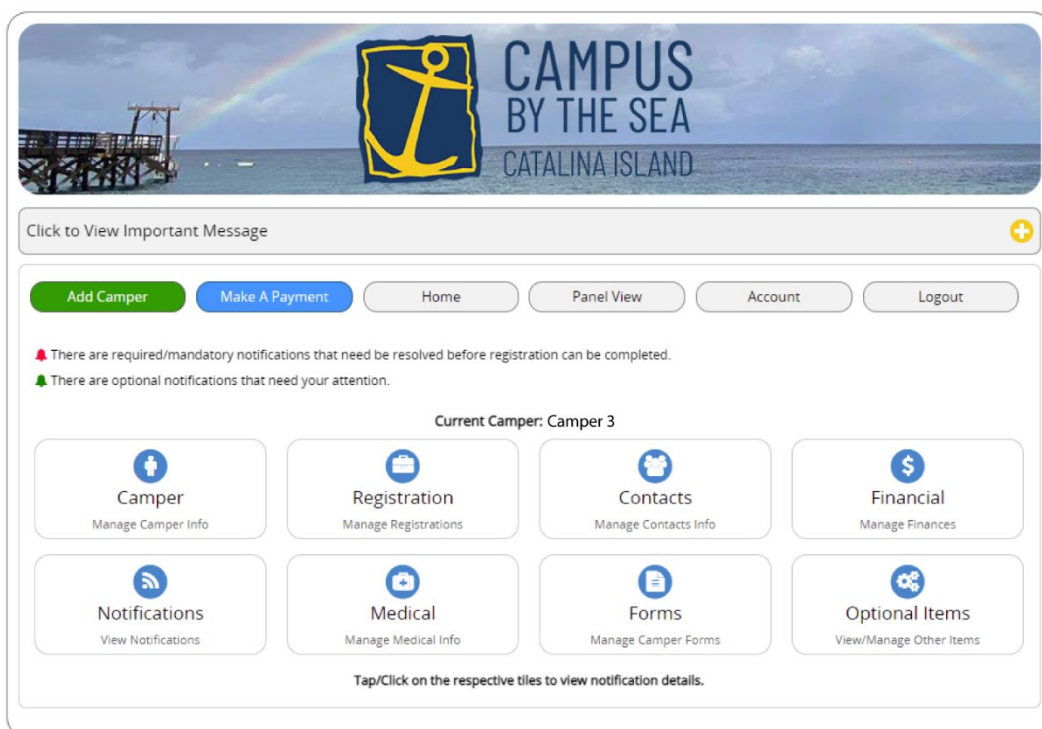
To review all your information including registration selections, click [View Dashboard] option. You will be able to complete registration and make deposit and/or final payment from the Dashboard. [View Dashboard](#)

Registration Guide

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”.



Registration Guide

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.

Click to View Important Message

To make a payment:

1. Select the Camper(s) for whom you want to pay.
2. On the Registration tab, choose a payment option: minimum, full, or other.
Min payment will default all payments to the minimum required payment amount (pmt amt). **Full payment** will default all payments to the full required payment amount. **Other payment** will default to minimum, but can be changed to an amount between minimum and full.)
3. Click Save/Next or the Camp Store tab to enter a Camp Store payment amount for each session.
4. Click Save/Next or the Payment Options tab to view your payment summary. Choose a payment method and fill in the required fields. Click Save/Next to process the payment.

NOTE: Do not click any other buttons while payment is being processed.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information. [Contact Us](#)

Current Camper: Camper 3

Select one or more Campers Camper 1 Camper 2 Camper 3 [Dashboard](#)

If you do not have any balance due or do not want to make a payment at this time, click on the [Dashboard] button. This will take you to the application Dashboard. You can use the [Make Payment] button inside the Financial section on the dashboard to get back to this payment screen at any time.

[Registration](#) [Payment Options](#) [View Transactions](#)

Make Payment using the options available, use [Other Payment] to enter payment amount manually. Amount(s) entered below this section are for registration payment of the Campers Program

Note: Only Sessions with Balance Due will be displayed.

Total Registration Payment: \$300.00

[2022 Family Camp (07/18/2022-07/23/2022)] Reg Bal: \$1170.00

Min Pmt: \$300.00 Full Pmt: \$1170.00 Other Pmt: \$1170.00

Pmt Amt:

*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.