

Welcome to the
Camp Grace
Online
Registration
Tutorial.

This tutorial will give you step by step instructions on how to do all things in our camp registration system.

There will be instructions on how to secure camper spots, pay your camper deposit and enroll your campers once you receive paper registration forms.

If you have additional questions or problems please contact Courtney at courtney@thecampgrace.com

Registration Tutorial

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Step 1

The Registration Packet is an email from Courtney that comes out mid-October.

Will include the MP Form, Agreement, Dates for that Summer.

You do not have to go in and pay for your spots at this time but it is helpful to gauge attendance from these forms.

We ask you fill them both out and receive the link to register ASAP. Then once you know better numbers or exact weeks you want to attend - go and pay your \$30 deposit and claim spots.

Registration Packet



Ministry Partner Form

For new partners, this allows us to learn about your ministry and who you all serve and about your meetings. It also allows us to get information needed for grants and fundraising.

For existing partners, this allows us to know of any exciting new growth, changes or challenges you have in your ministry since last summer.

Ministry Partner Agreement

The MP Agreement is the latest policies and procedures for that Summer on being a Ministry Partner and bringing campers to Camp Grace.

It provides information on arrival, dismissal, medication, payments, and other details for preparing and going through summer camp.

To access the actual Agreement, it will take you to a website to enter in your contact information. Once it is entered, it will direct you to the Agreement. Please read this carefully and note any changes. Once it is signed, it will email you a copy of the Agreement.

Step 2

Securing Spots

Once you receive the email "Link to Register for Summer 20## at Camp Grace" click the link to enter Circuitree, our camp registration system. All of the weeks for that summer (as well as upcoming Recharge events) will be listed.

Find your preferred week/weeks to attend camp from the events listed. If you are signing up campers over multiple weeks enter each week's quantity separately.

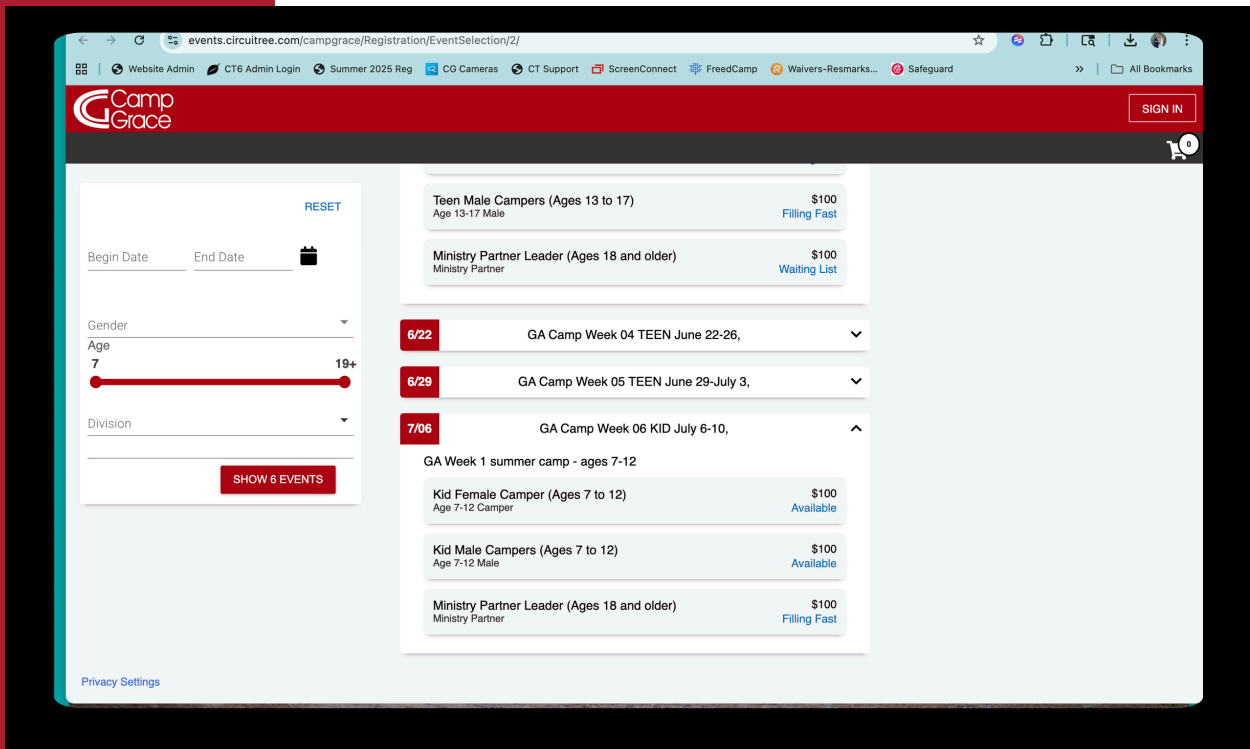
Note the listings for Kid Weeks vs Teen Weeks. Kid Weeks are for 7-12 year olds and Teen Weeks are for 13-17 year olds.

The screenshot displays the Camp Grace registration interface. On the left, there are filter options: "Begin Date" and "End Date" with a calendar icon, "Gender" with a dropdown arrow, "Age" with a slider set from 7 to 19+, and "Division" with a dropdown arrow. A "RESET" button is located at the top right of the filter section. Below the filters is a red button labeled "SHOW 6 EVENTS". On the right, the "2026 Events" section lists six weeks with their dates and descriptions, each with a dropdown arrow:

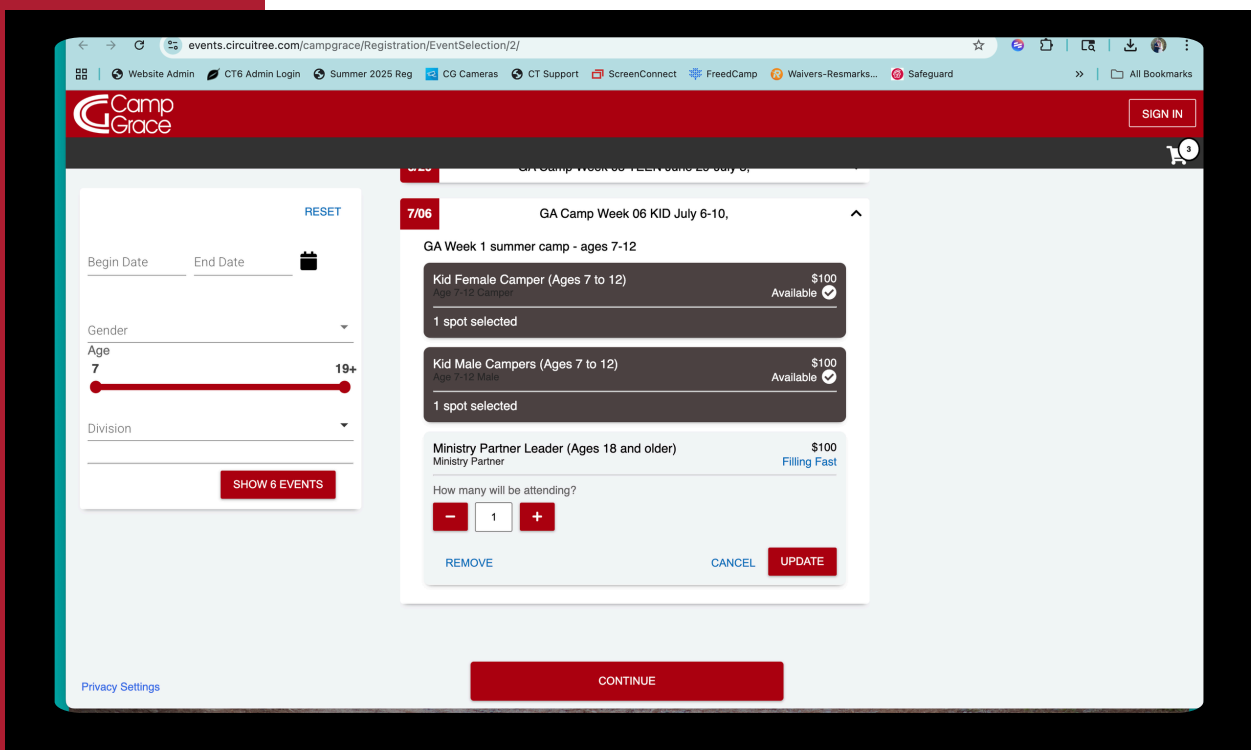
Date	Event Name	Action
6/01	GA Camp Week 01 KID June 1-5,	▼
6/08	GA Camp Week 02 KID June 8-12,	▼
6/15	GA Camp Week 03 TEEN June 15-19,	▼
6/22	GA Camp Week 04 TEEN June 22-26,	▼
6/29	GA Camp Week 05 TEEN June 29-July 3,	▼
7/06	GA Camp Week 06 KID July 6-10,	▼

Step 2

Expand the weeks you are interested in bringing campers and then enter the number of attendees for female campers, male campers, and Ministry Partner Leaders. After entering the number of attendees, click "Update."



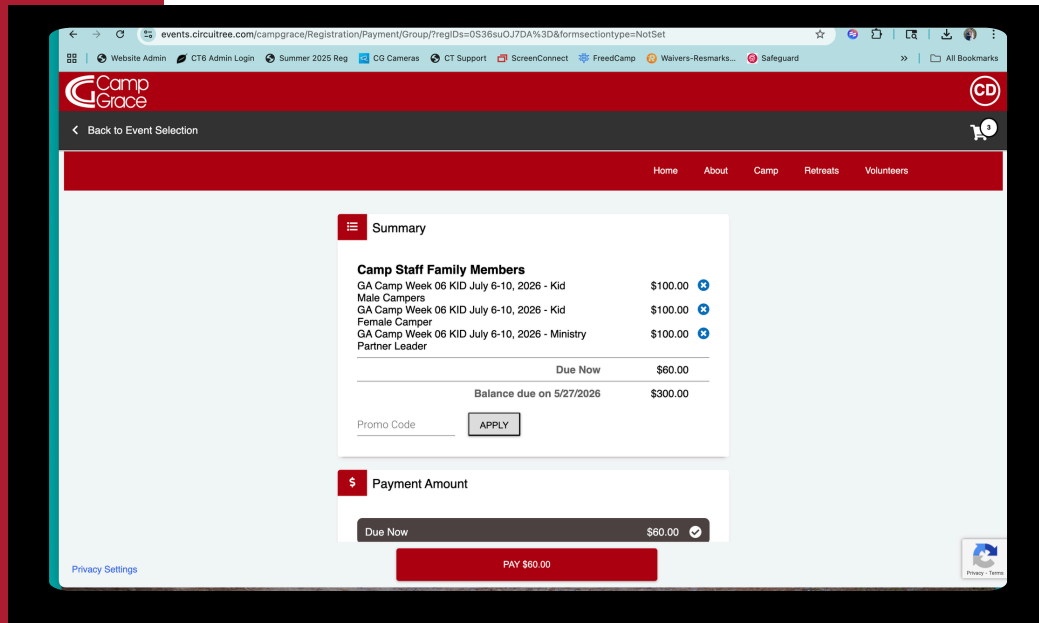
Once confirmed, your selections will turn a darker shade of gray to confirm you are ready to purchase those spots. If correct, click, "Continue" at the bottom of the page



Step 2

Select your Ministry Partner group and then click “Continue” to be taken to the checkout page to finish reserving spots.

On the next page, there will be a summary of your registration. Confirm the number of male and female camper spots as well as your Leader count.



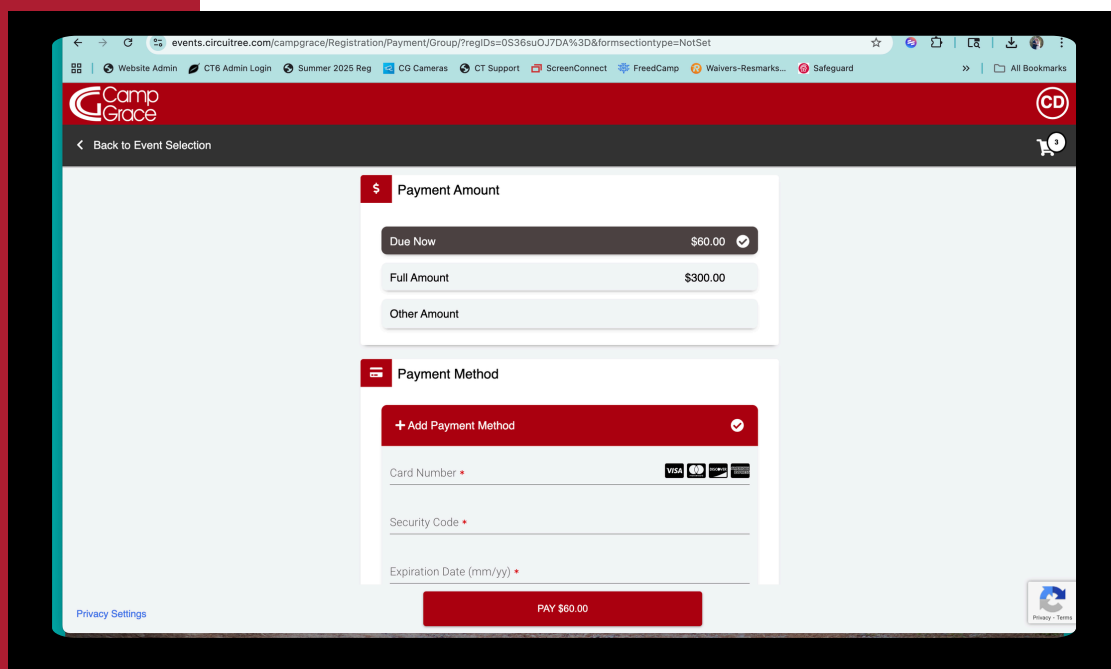
The screenshot shows the Camp Grace checkout page. The top navigation bar includes "Home", "About", "Camp", "Retreats", and "Volunteers". The main content area is titled "Summary" and lists the following items:

Item	Amount
Camp Staff Family Members	
GA Camp Week 06 KID July 6-10, 2026 - Kid Male Campers	\$100.00
GA Camp Week 06 KID July 6-10, 2026 - Kid Female Camper	\$100.00
GA Camp Week 06 KID July 6-10, 2026 - Ministry Partner Leader	\$100.00
Due Now	\$60.00
Balance due on 5/27/2026	\$300.00

Below the summary is a "Payment Amount" section with a dropdown menu set to "Due Now" for \$60.00. A red "PAY \$60.00" button is visible at the bottom.

Scroll down to the Payment Amount. You will have three options for payment: Due Now (your \$30 deposit per camper), Full Payment (full \$100 for campers and leaders), or Other Amount.

For Other Amount, you may pay more than \$30 per spot, but not less.



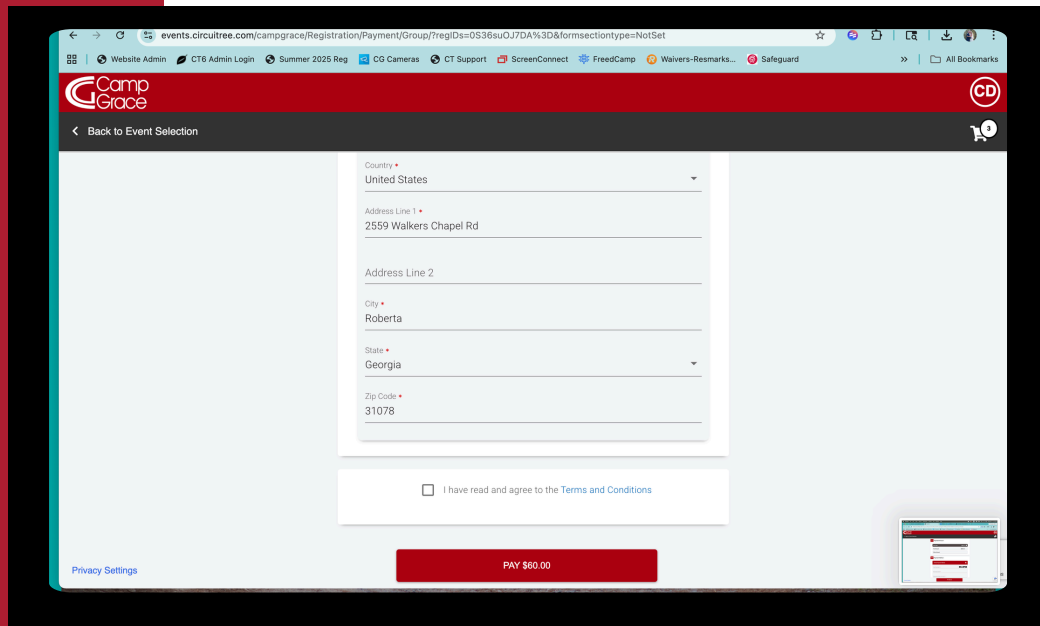
The screenshot shows the Camp Grace checkout page with the "Payment Method" section expanded. The "Payment Amount" section is visible at the top, with "Due Now" selected for \$60.00. Below it, the "Payment Method" section has a red "+ Add Payment Method" button. The form fields for the payment method are:

- Card Number *
- Security Code *
- Expiration Date (mm/yy) *

A red "PAY \$60.00" button is located at the bottom of the page.

Step 2

Enter the payment details and read the Terms and Conditions. Check the box to agree and then click to pay. Once payment is complete, your spots are officially reserved!



The screenshot shows a web browser window displaying the Camp Grace payment page. The browser's address bar shows the URL: `events.circuitree.com/campgrace/Registration/Payment/Group?regIds=0536su0J7DA%3D&formsectiontype=NotSet`. The page header includes the Camp Grace logo and a navigation menu with items like "Website Admin", "CT6 Admin Login", "Summer 2025 Reg", "CG Cameras", "CT Support", "ScreenConnect", "FreeCamp", "Waivers-Remarks...", and "Safeguard". A "Back to Event Selection" link is visible in the top left. The main content area contains a form with the following fields: "Country" (United States), "Address Line 1" (2559 Walkers Chapel Rd), "Address Line 2", "City" (Roberta), "State" (Georgia), and "Zip Code" (31078). Below the form is a checkbox labeled "I have read and agree to the [Terms and Conditions](#)". At the bottom of the form is a red button labeled "PAY \$60.00". A "Privacy Settings" link is located in the bottom left corner. A small thumbnail of the page is visible in the bottom right corner.

Step 3

Enroll Attendees

Closer to summer, Ministry Partners will need to name the attendees for the week of camp as well as pay the remaining balance.

When you login to your main profile, you will be able to navigate to registrations, payments, and other areas through the top bar with the listed headings.

Under the Registration tab, current and past registrations will be listed. From here, you may add additional spots and enroll campers.

To name attendees, select the week of camp and click the "Manage Attendees" button.

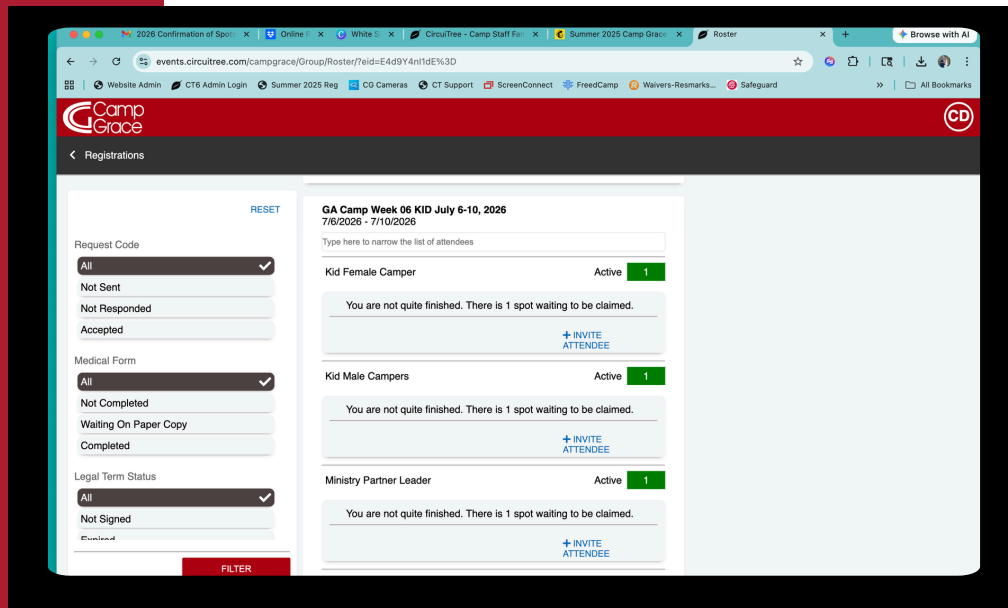
The screenshot shows the 'Registrations' dashboard on the Camp Grace website. The page is titled 'events.circuitree.com/campgrace/Dashboard/Registrations/'. The navigation bar includes 'Home', 'Registrations', 'Employment', and 'Alerts'. The main content area is divided into sections for 'Attending' and 'Cancelled' registrations. The 'Attending' section is for 'Camp Staff Family Members' and shows details for 'GA Camp Week 06 KID July 6-10, 2026' (7/6/2026 - 7/10/2026). It indicates '111 days until event' and a 'Balance \$300.00'. There are links for 'Make Payment', 'Schedule Payment', and 'View Statement'. A table lists the following items:

Kid Female Camper	1
Kid Male Campers	1
Ministry Partner Leader	1

Below the table are buttons for 'Manage Attendees' and '+ Add more spots'. The 'Cancelled' section also shows 'Camp Staff Family Members'.

Step 3

In the Registration Breakdown, there will be a section for each gender of campers and then the Ministry Partner Leader. Click the blue “+Invite Attendee” to begin naming spots.



To enter information, you can register one of two ways: either invite parents to enroll their child into the system or you can enter in the campers' information yourself.

We highly encourage you to enter camper information in the system instead of relying on the parents!

It can be a challenge to meet deadlines when waiting on parents to go online and enter the information. We have had several parents have issues and Circuitree Support can take a few days to get back to them.

Easiest option (though it might take you a little longer on the front end) is to enter the camper information in yourself once you have the paper copies filled out of the Camper Registration Forms.

