

Group Leader's Conference Registration Guide

We are excited to host your group at Campus by the Sea! Included below are instructions about how to access our online registration system Campwise.

When you have logged into the Dashboard you be able view your group's registrations, upload and complete documents, and make payments. You can also check on your registered group members and make sure everyone has completed any required forms. Keep your username and password in a secure location; this login will be used for your current event and for future events held at camp.

Online Group Leader Link:

<http://cwngui.campwise.com/Customer/campusbythesea/browser-check-conf.html>

USERNAME: *sent via email*

PASSWORD: *sent via email*

1. Click on the link above and enter in the username and password and click "Login".

Click to View Important Message

Welcome to our online conference system. To get started, you will need an online account. If you have your login UserName and Password you can login now. If you do not have your account login information, contact camp to get your login details.

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.

Need to make a payment? Login Here

Username:

Password:

LOGIN

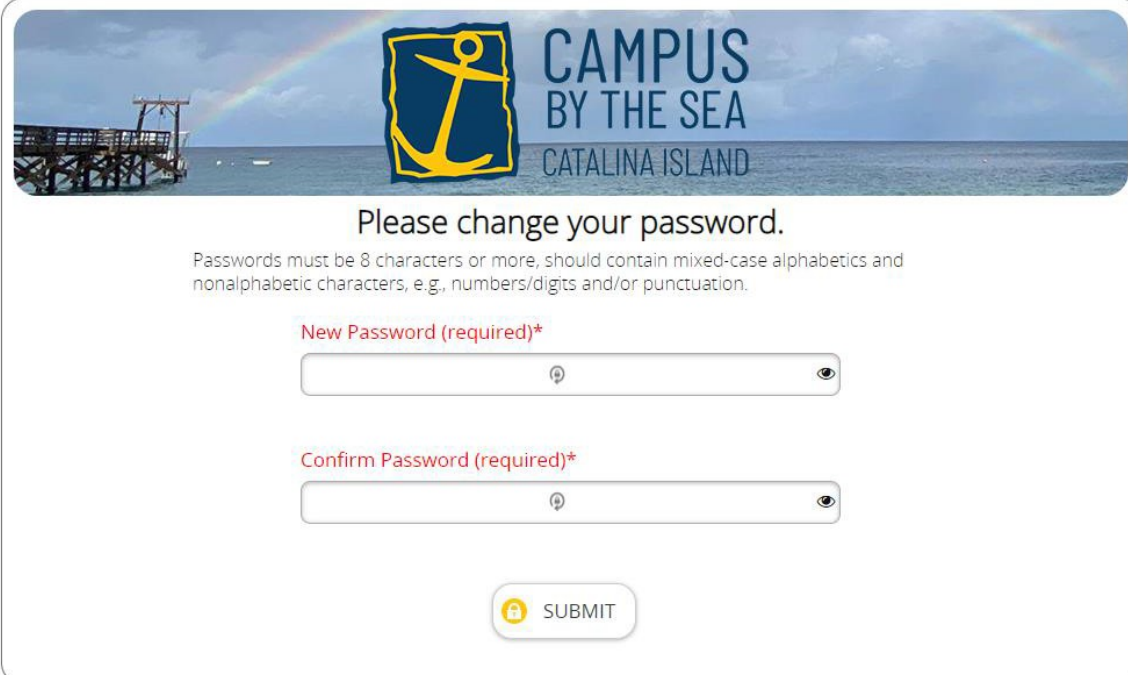
Forgot Username? Forgot Password?

SECURED BY RapidSSL
256 BIT SECURITY

Data will be transmitted in secure mode

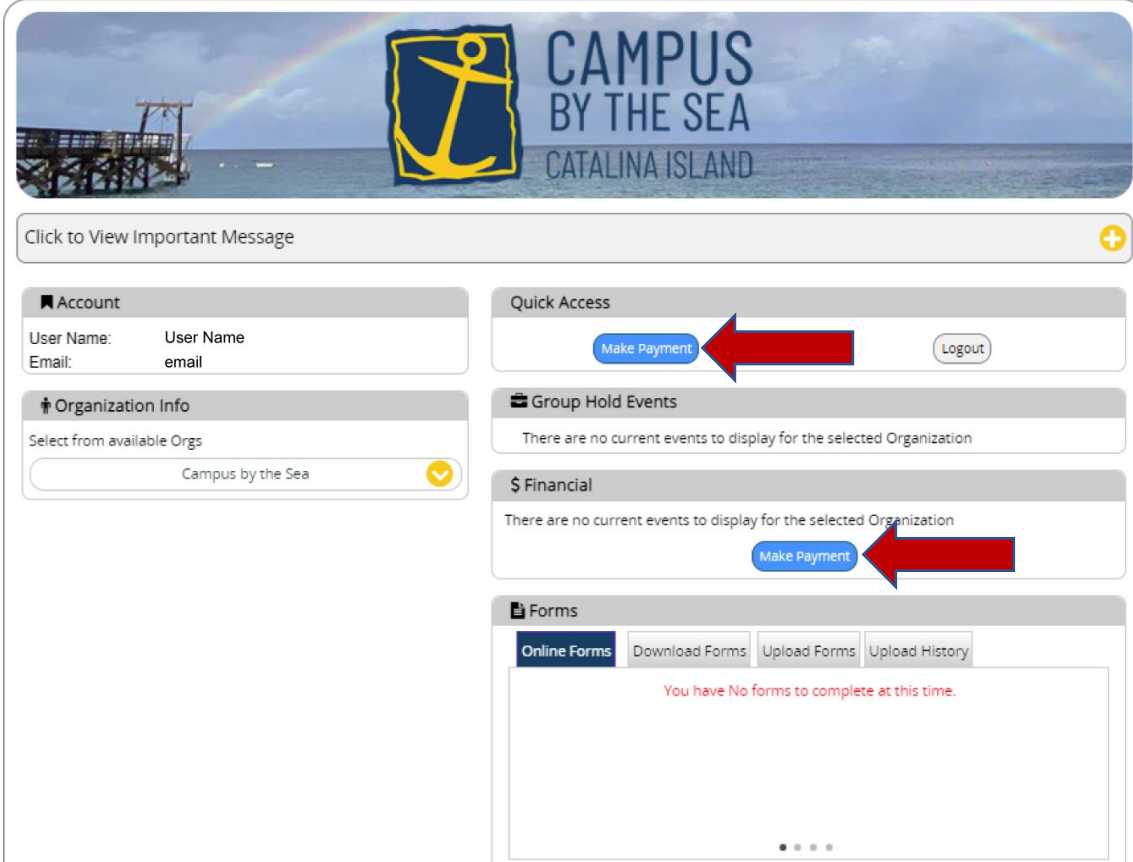
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2. You will be prompted to enter in a new password. Click "Submit" once finished and you will return to the login page. Reenter your username with your new password and click "Login".



The screenshot shows a banner for "CAMPUS BY THE SEA CATALINA ISLAND" with a logo of an anchor. Below the banner, the text reads "Please change your password." and provides instructions: "Passwords must be 8 characters or more, should contain mixed-case alphabetic and nonalphanumeric characters, e.g., numbers/digits and/or punctuation." There are two input fields: "New Password (required)*" and "Confirm Password (required)*", both with eye icons for visibility. A "SUBMIT" button is located at the bottom.

3. From the Dashboard you can make a credit card or e-check payment for the group by clicking on the 'Make Payment' button under the "Quick Access" panel or the 'Financial Panel'

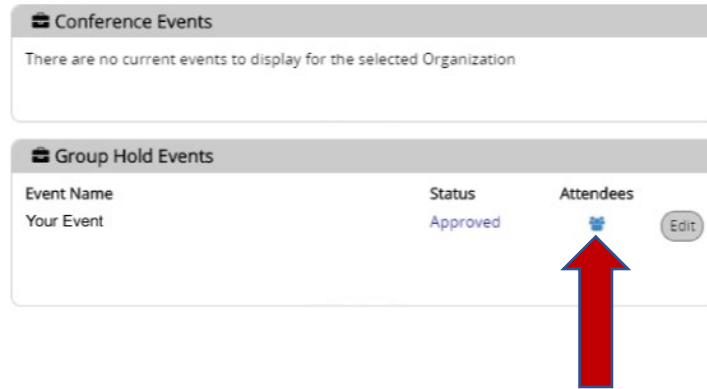



The screenshot shows a dashboard with a banner for "CAMPUS BY THE SEA CATALINA ISLAND". Below the banner is a "Click to View Important Message" button. The dashboard is divided into several sections:

- Account:** User Name: User Name, Email: email
- Organization Info:** Select from available Orgs: Campus by the Sea
- Quick Access:** Make Payment (highlighted with a red arrow), Logout
- Group Hold Events:** There are no current events to display for the selected Organization
- Financial:** There are no current events to display for the selected Organization, Make Payment (highlighted with a red arrow)
- Forms:** Online Forms, Download Forms, Upload Forms, Upload History. Message: "You have No forms to complete at this time."





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4. Enter in the amount being paid for each Session of camp and click 'Save/Next'. Enter in the credit card or e-check information and click 'Save/Next' to process the payment.
5. To view your attendees, click on the blue person icon next to the "Group Hold Events" information. Guest Group leaders will find the details about their facility rental in the "Conference Events" panel.



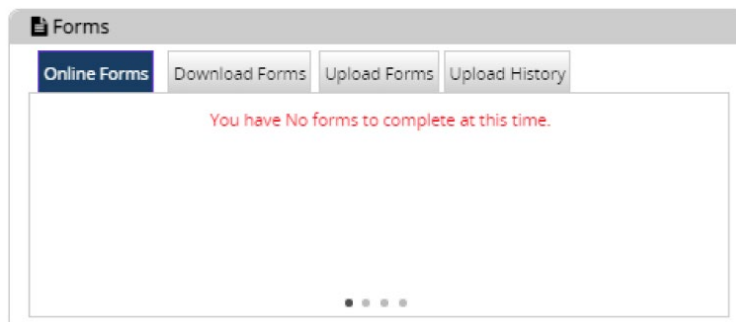
6. Once members of your group have begun to register, you can click on the  icon on the line for each camper to see the individual form information. Click on "Dashboard" to return to the main screen.

Total: Registered: 2 Enrolled: 0 Waitlisted: 0 Reg Bal: \$0.00 Str Bal: \$0.00

Name	Status	Reg Bal	Str Bal	
Camper 1	Registered E: Jun 25 2019 10:40AM R: Jun 25 2019 10:40AM	\$0.00	\$0.00	 
Camper 2	Registered E: Jul 17 2018 9:14AM R: Jul 17 2018 9:14AM	\$0.00	\$0.00	 

[Dashboard](#)

7. For Guest Group leaders forms related to your organization such as the rental contract or the preparation sheet can be accessed in the "Forms" panel. In the "Online Forms" tab, click on the name of the form you need to complete within Campwise and follow the instructions to enter the necessary information. The "Download Forms" tab contains forms that need to be completed by hand or as a PDF. You can upload forms that you have downloaded or required paperwork like the rental contract by selecting the appropriate form name in the "Upload Forms" tab and then select the file from your computer.



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8. When you are done in Campwise, you exit by clicking "Logout" in the "Quick Access" panel on the Dashboard.

If you experience any difficulties, you can click the "Contact Us" button at the top of the screen in the "Important Message" panel. Listed there are the technical support phone number and the camp phone number that you can call for assistance.

We look forward to serving you soon!