

## Individual Registration Guide

Thank you for attending an event at Campus by the Sea! To register online you will need to go to the site below and follow the directions below to access the online registration system. In addition to this guide there are instructions on most pages under “Click to View Important Message”.

**You must have a GHR ID (Group Hold Registration ID) to connect with the event you are attending.**


Please contact your group leader for this information before proceeding.

1. [CLICK HERE](#) to access the CBS website and online registration
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.

The screenshot shows the 'Campus by the Sea' registration page. At the top is a banner with a rainbow over the ocean and a yellow anchor logo. Below the banner is a message box titled 'Click to View Important Message' with a minus sign icon. The message text reads: '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.' Below this is a note: 'Click/Tap on the screen to Display or Hide the Save/Next button.' and a 'Contact Us' button. The main content area is split into two columns. The left column is titled 'Already have an online account? Login here' and contains fields for 'Username:' and 'Password:', a 'LOGIN' button, and links for 'Forgot Username?' and 'Forgot Password?'. The right column is titled 'Are you a new user? Create a new account here.' and contains the text 'Create a new account. An account will enable you to:' followed by a list of benefits: 'Return to view or edit forms', 'Return to fill out additional forms', 'Continue a partially completed form or registration', and 'Return to register online for camp again next year'. A 'Create New Account' button is at the bottom of this column, with a red arrow pointing to it. At the bottom of the page is a 'SECURED BY RapidSSL 256 BIT SECURITY' logo, the text 'Data will be transmitted in secure mode', and 'Powered by CAMPWISE Camp Management Software | Privacy Policy'.

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- If you are creating a new account, the first screen is where you set up your username and password. **If you are a parent or guardian signing up a minor, the name and email address are yours, not the person you are registering.** Keep the username and password in a secure place and use it whenever you wish to return to update information or register for other sessions. Click "Save/Next" on the lower righthand side of the window when the required information is complete.



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 ask 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..."/>		
Country Code: *	Cell Phone #: *	<input type="text"/>
<input type="text" value="United States"/>		

  
Data will be transmitted in secure mode  
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[Save/Next](#)

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4. There are 3 screens to enter your **personal information for the person who is attending 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:

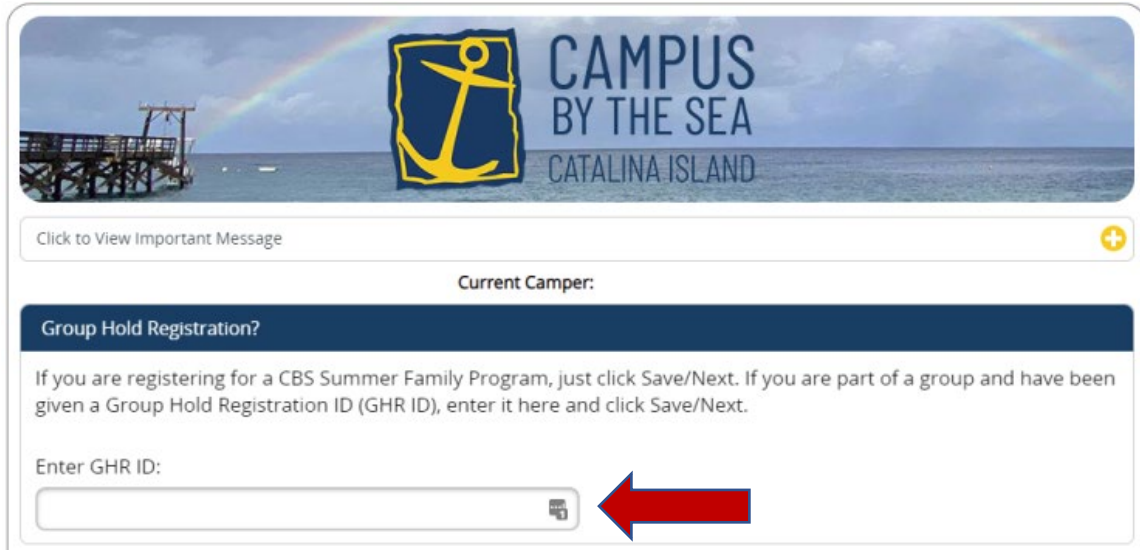
International?  No Work Phone:  Ext:

### Camper Email Information

International Keyboard?  No Your Email Address: \*

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5. Enter the GHR ID provided by your group leader and click "Save/Next". If coming to CIVITAS program no group hold is needed, click save/next.



Click to View Important Message

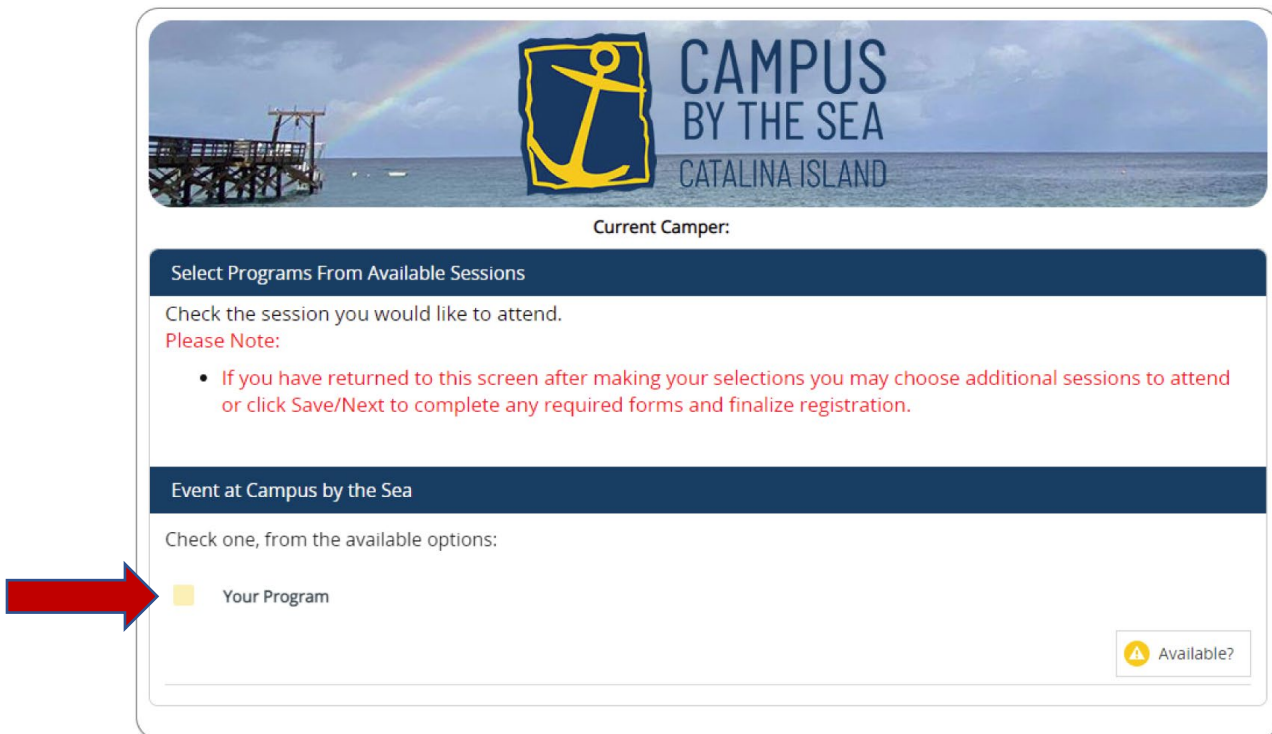
**Current Camper:**

**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:

6. 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.

**Event at Campus by the Sea**


Check one, from the available options:

Your Program

Available?

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7. Enter the required emergency contact information. 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.



Click to View Important Message ☰

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. [Contact Us](#)

**Current Camper:**

**Please add/select or update your contact(s)**

Please add the emergency contact(s) requested below.

Ones that are marked (\*) 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.

**Parent/Guardian 1 Contact**

Select Parent/Guardian 1 contact from available contacts: \*

☑ [Add New Contact](#)

**Parent/Guardian 2 Contact**

Select Parent/Guardian 2 contact from available contacts:

☑ [Add New Contact](#)

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- 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.		
<a href="#">Camper Profile Sheet</a>	✓	Form completed or no items on form are required. Ok for next step.
<a href="#">Minor Release of Liability</a>	✓	Form completed or no items on form are required. Ok for next step.
<a href="#">Camper Medical Information Form</a>	✓	Form completed or no items on form are required. Ok for next step.

- Enter information for any medications and allergies. If you are registering a minor, you can grant permission for over-the-counter medications that might be needed for minor incidents. Click “Save/Next” when you have finished.

**Current Camper:**

Please complete the medical information requested.

Is this camper bringing any Medications to camp?  
If **yes**, enter the number of different meds then provide the details by clicking the Add/Edit button.

Select...  No Pres. Meds Added

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Indicate what Over the Counter (OTC) medications your camper may take as needed by clicking the Add/Edit button. \*

No OTC. Meds Added

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List any Allergies by clicking the Add/Edit button.  
(Choose 'No Known Allergies' if appropriate.)

Allergies Added

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10. If you are registering more than one person you will complete the registration for the first person and then click on "Add Camper". If you have finished registration, then click "View Dashboard".

**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

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

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.

Buttons: New Registration, Add New Camper, View Dashboard

Red arrows point from the text descriptions to the 'Add New Camper' and 'View Dashboard' buttons.

11. Once you have finished registering, return to your dashboard to view a list of your campers and their registrations. From here you can add more campers to your account, enroll in new programs and update information such as personal details, forms, allergies, and medications by clicking "Update Info".

**CAMPUS BY THE SEA CATALINA ISLAND**

Click to View Important Message

Please Select An Option To Begin

Buttons: 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

Legend:  
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.

Red arrow points to the 'Update Info' button for Camper 3.

**CAMPUS BY THE SEA CATALINA ISLAND**

Click to View Important Message

Buttons: Add Camper, Make A Payment, Home, Panel View, Account, Logout

Notifications:  
There are required/mandatory notifications that need be resolved before registration can be completed.  
There are optional notifications that need your attention.

Current Camper: Camper 3

Camper Manage Camper Info	Registration Manage Registrations	Contacts Manage Contacts Info	Financial Manage Finances
Notifications View Notifications	Medical Manage Medical Info	Forms Manage Camper Forms	Optional Items View/Manage Other Items

Tap/Click on the respective tiles to view notification details.

You can return to your list of campers by clicking the "Home" button.

## Individual Registration Guide

If you experience any difficulties during the registration process, you will see a Contact Us button at the top of the screen that includes the technical support phone number and the camp phone number that you can call for assistance.

We look forward to serving you soon!