

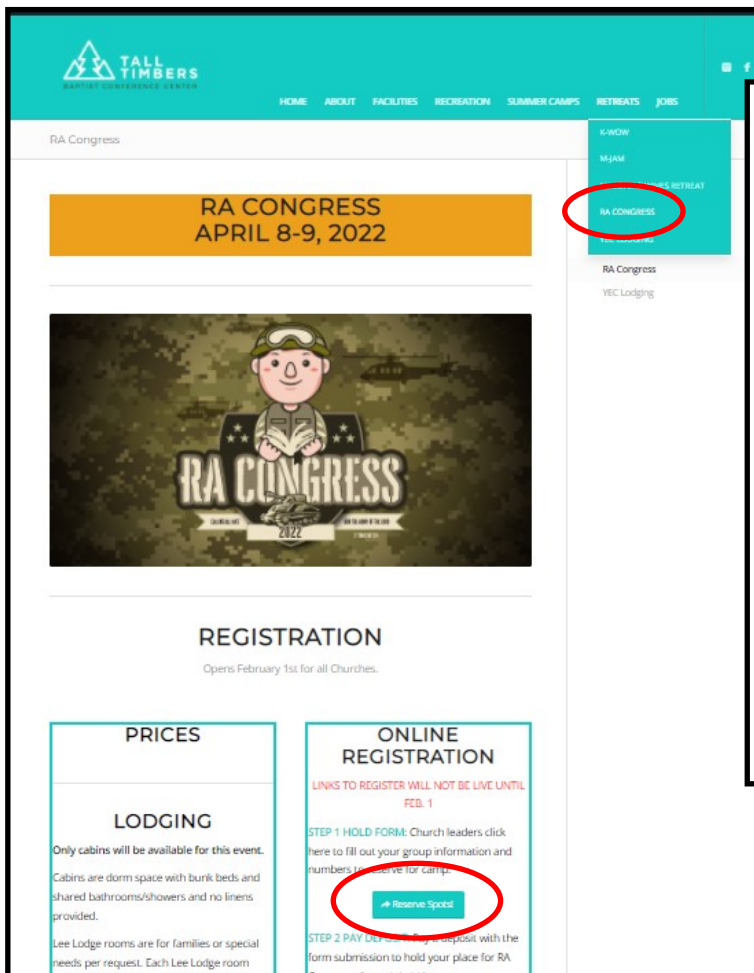


Google Chrome works best!

It may ask you to use the most updated Internet Explorer or other browser.

CHURCH LEADERS

- When summer registration opens, go to the RA Congress page under the Retreats section of our website (talltimbersbcc.org)
- Fill out the Hold Form with your contact info and expected numbers
- Pay the deposit to secure your spots at camp by credit card or mail a check \$10 per person
- Wait to receive your Group Hold ID (GHR ID) from Tall Timbers to be able to register individuals' information for RA Congress.



RA CONGRESS
APRIL 8-9, 2022

REGISTRATION
Opens February 1st for all Churches.

PRICES

LODGING
Only cabins will be available for this event. Cabins are dorm space with bunk beds and shared bathrooms/showers and no linens provided. Lee Lodge rooms are for families or special needs per request. Each Lee Lodge room

ONLINE REGISTRATION
LINKS TO REGISTER WILL NOT BE LIVE UNTIL FEB. 1

STEP 1 HOLD FORM: Church leaders click here to fill out your group information and numbers to reserve for camp.

[Reserve Spots](#)

STEP 2 PAY DEPOSIT: Pay deposit with the form submission to hold your place for RA Congress. Deposit is \$10 per person.

RA Congress Hold Form 2022

Dates: April 8-9, 2022

Did your church attend Tall Timbers for RA Congress OR attend Tall Timbers for summer camp before this year? *

- ☐ Yes
☐ No

Are you a NEW contact person registering this church? *

- ☐ Yes
☐ No

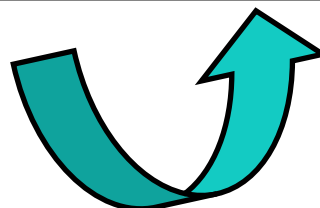
Email *

HOW MANY SPOTS ARE YOU RESERVING FOR RA CONGRESS?

*You must have 1 adult male per 10 male students, and they must be 21 years or older. Jr. counselors are allowed if under 21, but they cannot be the primary chaperone.

What method will you pay for deposit? *

- ☐ Pay by credit card with this form



INPUTTING INDIVIDUAL NAMES & INFO

After clicking the **red** “Online Forms” button on the RA Congress page on the Tall Timbers website, you will be brought to a log-in screen for the camp software.

NEWCOMERS MUST CLICK “CREATE NEW ACCOUNT”

If you are a returner, please refer page 4 of this guide for returning campers.

- Enter your name and create a username and password.
- Enter camper personal information. This can be yourself if you are attending camp, or your child, or your student from church. *You'll be able to add more attendees on your account later.*

- Name, birthdate, gender, grade
- address
- phone/email

ENTER GROUP HOLD REGISTRATION (GHR ID)

This is the code everyone in your group registers with online to tie them to the church.

SELECT PROGRAM (ex: RA Congress Adult Counselor, RA Congress Camper)

ADD GUARDIAN & EMERGENCY CONTACT

- must click “Add Contact” first
- contacts must have gender and relation to camper chosen
- emergency contact must be different person from other contacts

REQUIRED FORMS

Click on the blue text to fill out each form. Once each form is completed or signed, text changes from red to green and says “completed.” You will need to know t-shirt sizes, and people allowed to check out camper, before filling out these forms.

ALLERGIES

- Click “Add/Edit Allergy” then select “No Known Allergies” or select the category of allergen and type more about the allergy and treatment in the detail section.

*At this point, you can choose to add another camper with the same address/contact info as the first entry, or click “View Dashboard”

THE DASHBOARD / ADDING ADDITIONAL CAMPERS

The dashboard is where you can view all the parts of your online registration for yourself or for people you have registered under your account. Here you can add campers, edit personal information or emergency contacts, or complete registration forms.

ADD CAMPER

There are 2 green “Add Camper” buttons, under the Quick Access and Camper sections of your dashboard.

-Keep clicking “Create New Camper” 3 more times.

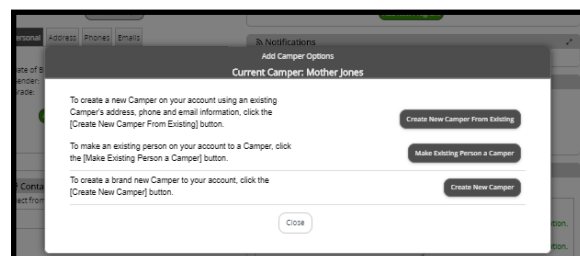
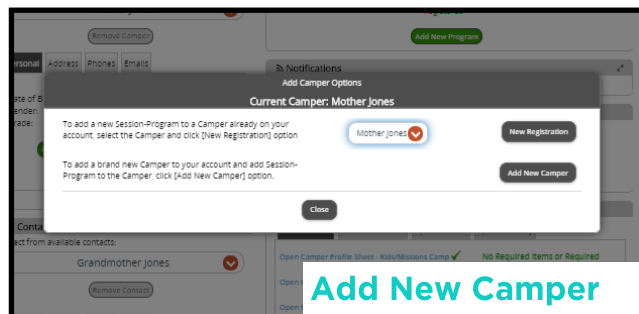
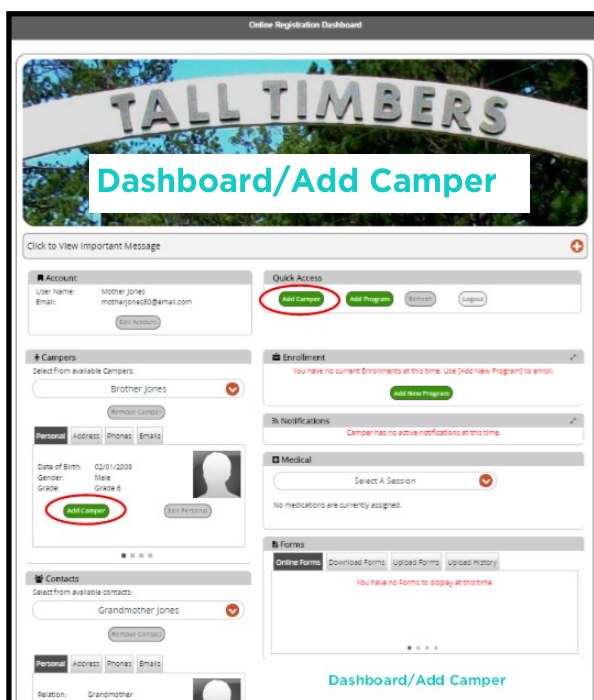
-You can choose “Create New Camper from Existing” if the new camper has the same basic information as a previous person. For example, you are putting in a sibling who has the same home address and contact info.

-Now continue putting in all needed information for the new camper including the same Group Hold ID as before

-For each additional person to be added, continue to add campers from your account dashboard.

FINANCES

Individuals will not personally pay for themselves or their camper on this system because we take payments from the church leader for the group. Please give your payments to your church contact for camp.



Create New Camper or Create from Existing

RETURNING CHURCHES AND CAMPERS

The best function to this online software is being able to access your saved information from summer to summer. Instead of starting over, you can update any changes to your information and provide new signatures.

INPUTTING INDIVIDUAL NAMES & INFO

After clicking the “Register” button from your week of summer camp page on the Tall Timbers website, you will be brought to a log-in screen for the camp software.

Individual Camper info can be put into the system by parents, or it can be collected and completed online by the church contact/children’s or youth minister It is up to you!

RETURNERS MUST USE USERNAME/EMAIL FROM PRIOR YEARS

Most people wouldn’t remember their username, but click “Forgot Username” and type in the email address you would have used from prior years. You can then view your username and then change your password.

**If you create a different account, you will not be able to access saved information and will have to input campers from scratch. If you are a new church leader but your students have attended before, we can “port over” their accounts over to you to update. Ask Tall Timbers for help.*

THE DASHBOARD / REGISTERING RETURNING CAMPERS

After logging in, you’ll be brought to your account dashboard. You can view all the campers you’ve inputted before in the drop down list under the “Campers” section on the left side.

- Choose a name from the camper list
- Click the green button “Add New Program”

ENTER GROUP HOLD REGISTRATION (GHR ID)

Enter the Group Hold Registration code (GHR ID) given to you from your church contact

SELECT PROGRAM

(ex: RA Congress Counselor, RA Congress Camper)

FORMS

Continue making any needed changes to:

- emergency contacts
- T-shirt size (in Camper Profile form)
- new signatures for permission forms

FROM THE DASHBOARD:

ADD NEW CAMPER

-For each new person to be added, continue to add campers from your account dashboard.

There are 2 green “Add Camper” buttons, under the Quick Access and Camper sections of your dashboard.

-Keep clicking “Create New Camper” 3 more times.

-You can choose “Create New Camper from Existing” if the new camper has the same basic information as a previous person. For example, you are putting in a sibling who has the same home address and contact info.

-Now continue putting in all needed information for the new camper including the same Group Hold ID as before.

FINANCES

Individuals will not personally pay themselves or their camper on this system because we take payments from the church leader for the group. Please give your payments to your church contact for camp.

ALLERGIES BUTTON

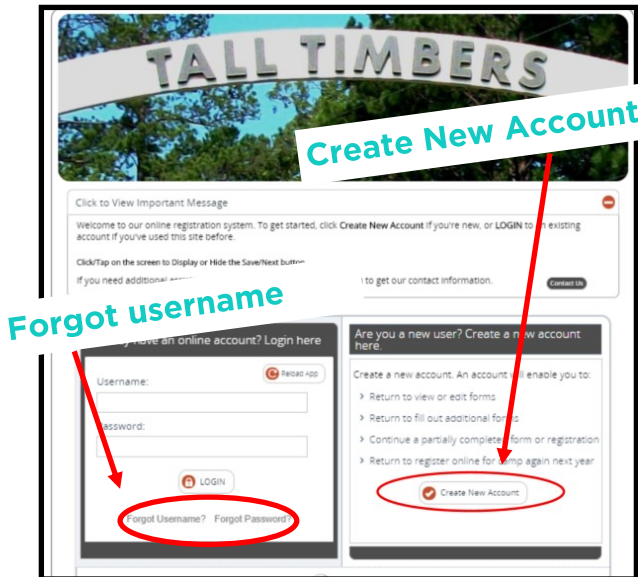
-Click “Add/Edit Allergy” then select “No Known Allergies” or select the category of allergen and type more about the allergy and treatment in the detail section.

PROGRESS BARS are along the way to show how much remains:

Progress:

Section 2 of 5 (GHR ID/Camp Week info)

-Page 1 of 3



Create New Account

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.

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

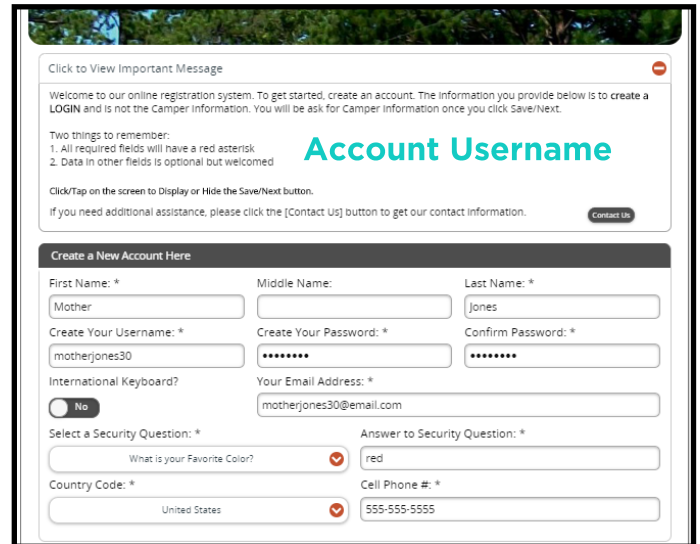
Create a new account. An account will enable you to:

- 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

Forgot Username? Forgot Password?

LOGIN

Create New Account



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:

- All required fields will have a red asterisk
- 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.

Create a New Account Here

First Name: * Middle Name: Last Name: *

Mother Jones

Create Your Username: * Create Your Password: * Confirm Password: *

motherjones30 *****

International Keyboard? No Your Email Address: *

motherjones30@email.com

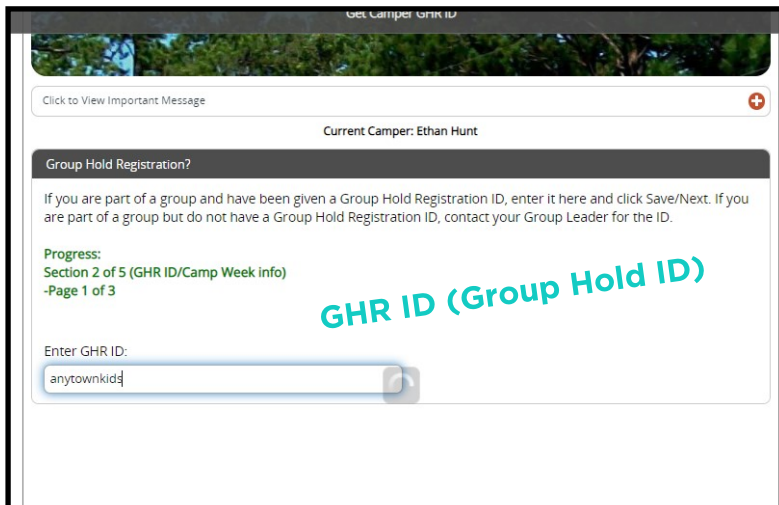
Select a Security Question: * Answer to Security Question: *

What is your Favorite Color? red

Country Code: * Cell Phone #: *

United States 555-555-5555

Account Username



Current Camper: Ethan Hunt

Group Hold Registration?

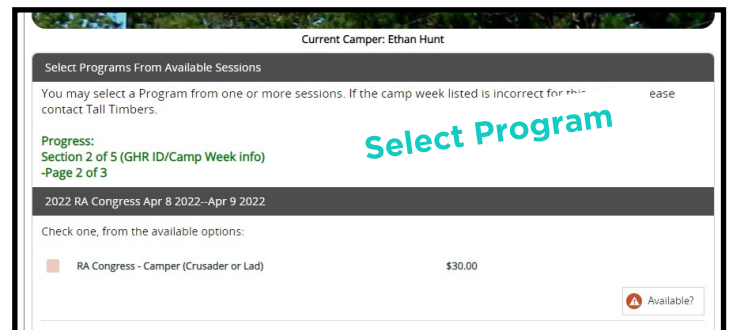
If you are part of a group and have been given a Group Hold Registration ID, enter it here and click Save/Next. If you are part of a group but do not have a Group Hold Registration ID, contact your Group Leader for the ID.

Progress: Section 2 of 5 (GHR ID/Camp Week info) -Page 1 of 3

Enter GHR ID:

anytownkid3

GHR ID (Group Hold ID)



Current Camper: Ethan Hunt

Select Programs From Available Sessions

You may select a Program from one or more sessions. If the camp week listed is incorrect for this contact Tall Timbers.

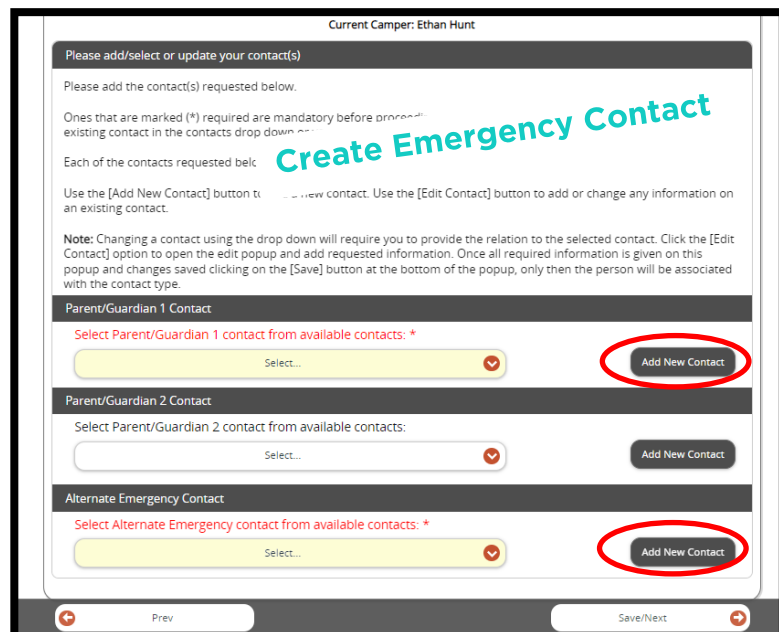
Progress: Section 2 of 5 (GHR ID/Camp Week info) -Page 2 of 3

2022 RA Congress Apr 8 2022--Apr 9 2022

Check one, from the available options:

☐ RA Congress - Camper (Crusader or Lad) \$30.00

Select Program



Current Camper: Ethan Hunt

Please add/select or update your contact(s)

Please add the contact(s) requested below.

Ones that are marked (*) required are mandatory before proceeding with existing contact in the contacts drop down menu.

Each of the contacts requested below:

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.

Create Emergency Contact

Parent/Guardian 1 Contact

Select Parent/Guardian 1 contact from available contacts: *

Select...

Add New Contact

Parent/Guardian 2 Contact

Select Parent/Guardian 2 contact from available contacts:

Select...

Add New Contact

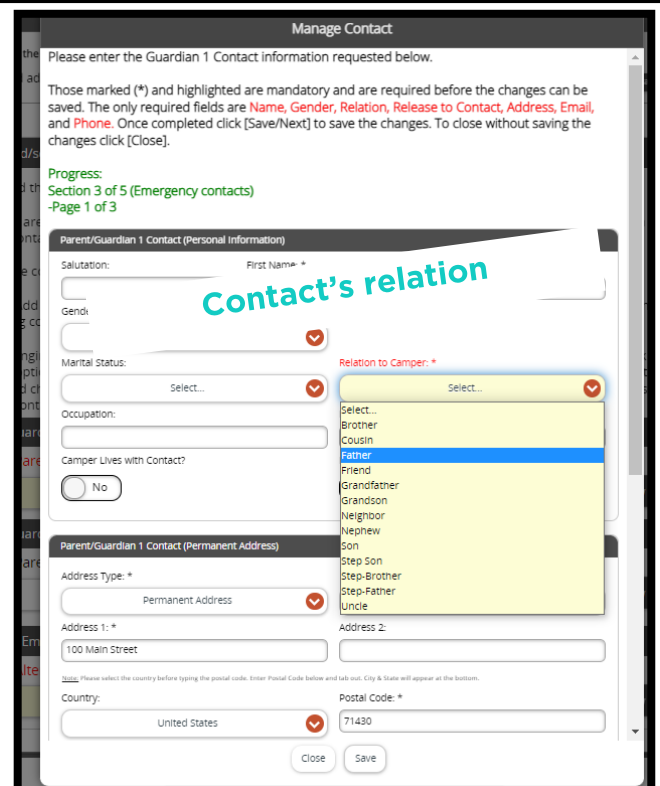
Alternate Emergency Contact

Select Alternate Emergency contact from available contacts: *

Select...

Add New Contact

Prev Save/Next



Manage Contact

Please enter the Guardian 1 Contact information requested below.

Those marked (*) and highlighted are mandatory and are required before the changes can be saved. The only required fields are **Name, Gender, Relation, Release to Contact, Address, Email, and Phone**. Once completed click [Save/Next] to save the changes. To close without saving the changes click [Close].

Progress: Section 3 of 5 (Emergency contacts) -Page 1 of 3

Parent/Guardian 1 Contact (Personal Information)

Salutation: First Name: *

Gender: *

Marital Status: *

Occupation: *

Camper Lives with Contact? No

Parent/Guardian 1 Contact (Permanent Address)

Address Type: * Permanent Address *

Address 1: * 100 Main Street

Address 2:

Country: * United States Postal Code: * 71430

Contact's relation

Relation to Camper: *

Select...

Select... Brother Cousin Father Friend Grandfather Grandson Neighbor Nephew Son Step Son Step-Brother Step-Father Uncle

Close Save



Click to View Important Message

At a minimum you must provide an optional but we encourage you to provide multiple pages. Other fields are optional.

Click/Tap on the screen to save or make the Save/Next button.

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

Contact Us

Current Camper: Mother Jones

Camper Profile Sheet - Kids/Missions Camp

Please provide the information requested below:

T-Shirt Size: *

Adult Medium

List up to 4 people who are authorized by the parent/guardian to check out this camper from Tall Timbers. If you are an adult, type N/A: *

997 Characters Left

N/A

Current Camper: Mother Jones

Media Permission

Please provide the information:

Media Permission

Permission to use all _____ photographs, films, audio, and/or videotapes and internet websites.

I authorize the Louisiana Baptist Convention and the Executive Board of the Louisiana Baptist Convention (including any of their departments or related agencies, such as Teen Timbers) to use photographs, films, and/or voice recordings without any fee, audio, videotape, or other images of my child (participant) for the purpose of and use in Louisiana Baptist Convention, Inc./Executive Board of the Louisiana Baptist Convention, inc. promotional material, website, video, podcasts, and publications. I understand that I will not receive any payment or other remuneration for this authorization.

Must be signed by each parent/guardian for the child to participate in the event.

To give permission choose Yes or No *

☒ Yes ☐ No

Parent/Guardian Signature *

1988 Chantee Lark

Mother Jones

Date

10/17/2019 16:57:33PM

The screenshot displays the Tall Timbers website interface for a returning camper. At the top, a banner features the text "Returning Camper—Add Program" in a teal font, overlaid on a background image of a large archway with the words "TALL TIMBERS" in stone letters. Below the banner, a navigation bar includes a link to "Click to view important Message" and a red plus icon. The main content area is divided into two columns. The left column contains sections for "ACCOUNT" (with fields for user name and email, and a "Edit Account" button), "Campers" (with a list of campers: Brother Jones, Mother Jones, and Sister Jones, and buttons for "Add Camper" and "Edit Camper"), and "Contacts" (with a field for Grandmother Jones and a "Remove Contact" button). The right column contains sections for "Quick Access" (with buttons for "Add Camper", "Add Program" (highlighted with a red circle), "Enroll", and "Logout"), "Enrollment" (with a message about current enrollments and a red "Add New Program" button), "Notifications" (with a message about no active notifications), "Medical" (with a "Select A Session" dropdown and a message about no assigned medications), and "Forms" (with buttons for "Online Forms", "Download Forms", "Upload Forms", and "Upload History", and a message about no forms to display). The bottom of the page shows a footer with the text "© 2014 Tall Timbers Camp" and a "Privacy Policy" link.

Please select the medical options available below and fill in your information.

Progress:
Section 5 of 5 (Medications/Allergies) **ALMOST DONE!**
Page 1 of 3

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: Ethan Hunt

Please complete the medical information requested.

Does this camper have any Allergies? If no allergies, click 'Add/Edit Allergy' button then choose no known allergies. No Allergies Added [Add/Edit Allergy](#)

☐ Yes ☒

[Prev](#) [Save/Next](#)

Allergies—page 1

Current Camper: Ethan Hunt

Allergies

Please provide all allergies that the Camper may have. Specify in notes any details, severity of allergy, and steps to be taken, if needed.

☐ No Known Allergies

Select	Allergy List	Allergy/Treatment Details
Environmental		
<input checked="" type="checkbox"/>	Grass	minor, no treatment
<input type="checkbox"/>	Other-Please specify in notes	
<input type="checkbox"/>	Insect Bites	
<input type="checkbox"/>	Bee/Wasp Stings	
Food		
<input type="checkbox"/>	Fish	
<input type="checkbox"/>	Shellfish	
<input checked="" type="checkbox"/>	Peanuts	highly allergic, has epipen
<input type="checkbox"/>	Tree nuts	
<input type="checkbox"/>	Eggs	
<input type="checkbox"/>	Milk	
<input type="checkbox"/>	Soy	
<input type="checkbox"/>	Wheat/Gluten	
<input type="checkbox"/>	Other-Please specify in notes	
Medicine		
<input type="checkbox"/>	Penicillin	
<input type="checkbox"/>	Sulfates	

Allergies list—page 2