

## Camp Li-Lo-Li Online Registration Helps and Hints

- CRITICAL.....** If your child has attended camp in the past, they are already in our database. To match up you will need the EXACT first name, last name, gender, and date of birth. Their first name is usually their full name (Robert, not Bob). If you have any questions, contact the registrar at: [registrar@camp-li-lo-li.com](mailto:registrar@camp-li-lo-li.com) or call (585) 314-1328 and leave a message
- General Process...**
- 1. LOG IN.....** Create (first-time) or Login (subsequent) to the website
  - 2. CHOOSE CAMPER.....** Add new camper or select existing camper (check basic info - name, date of birth, gender, grade)
  - 3. REGISTER CAMPER.....** Select the week or weeks desired - only the weeks they qualify for will show
  - 4. ENTER INFORMATION....** Add or update additional camper information screens (**check all**)
    - a. Address..... Is the camper address, phone, email info correct?
    - b. Contacts..... Is the parent, guardian or other PRIMARY contact info correct?
    - c. Emergency Contact..... Is the emergency (SECONDARY) contact info correct?
    - d. Profile..... Update information as needed:  
Chapel/Church, first time year,  
**Friend's name for the Bring-A-Friend discount**
    - e. Medical..... Update the camper's insurance, immunization, and health history (download the medical Signature page later)
    - f. Heard About..... Only for first-time campers - where did you hear about us?
  - 5. REPEAT #2-4 as needed.....** (for additional campers)
  - 6. PAYMENT Screen.....** Pay for all of the campers with one payment:
    - credit card (Visa/MC)
    - send a check in the mail(download a payment coupon later)
  - 7. DOWNLOAD forms**
    - a. Welcome letter..... Contains variety of info to prepare you & camper for camp
    - b. Check Payment Coupon... Only needed if mailing a check and not paying by credit card
    - c. Medical Signatures Form.. Required for all campers
  - 8. LOG OUT**
  - 9. MAIL to Registrar.....**
    1. Completed and signed Medical Signature Form
    2. If needed, payment check with Check Payment Coupon
- Remember...** You can sign on and update information such as address, medical, insurance, contacts, etc anytime. You can make subsequent payments online via credit card, or mailing in a check at any time.

<b>Need Assistance?</b>	Contact the Camp Registrar: <a href="mailto:registrar@camp-li-lo-li.com">registrar@camp-li-lo-li.com</a> or (585) 314-1328 and leave a message
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