



Steps for Troop Leader who already has a CampInTouch account.

On GSME website Camp Registration page:

<http://www.girlscoutsofmaine.org/en/camp/camp-registration.html>

Be prepared to make ONE payment for the group. The system cannot take payments from each individual family. Leaders can make one payment and collect any funds due from parents separately.

Click REGISTER FOR CAMP button.

- You will be completing **just one registration for your Troop**, not one for each girl.
- Log in using your CampInTouch email and password
- Select: *season [select the current calendar year]*
- Select: Select your troop listed under Campers. **If you do not see your Troop you will need to create an account - click Another Child*
- First Name: enter the word Troop
- Last Name: Enter your troop number, then add enough 0's to make it 5 digits long
- Date of Birth: enter any date, it doesn't matter
- Grade: enter average age of most girls in troop
- School: enter the one that most girls attend
- Select *Begin Application*

Page 1: Find the camp you would like to attend.

- Select *Show Sessions* under Pondicherry or Natarswi to see the available mini-camp dates
- Select *Troop program/dates* you want to attend
- Select *Continue*

Page 2: Household Information

Review your household information and make updates. **This information should be the primary contact for your troop's information i.e. Troop Leader*

- Relationship: select *other* or *Guardian* and gender *M or F*
- Select to *remove second parent UNLESS* you have a second troop leader who should be a second contact person for your troop. **This person will receive emails and notifications as well.*
- Review emergency contacts and update
- Select *Continue*

Page 3: Additional Options

- Select *Additional options*
- Select *Show Natarswi or Pondicherry Troop Minicamp Options*
- Register adults by checking the box next to *Adults*, and then enter the number of adults in the *Quantity box*
- Confirm you have the correct number entered for number of adults you are registering
- Next, register girl troop members by checking the box next to *Girls*, and then enter the number of girls the *Quantity box*
- Confirm you have the correct number entered for number of girls you are registering
- Select *Continue*

Page 4: Bunk requests: SKIP; questions don't apply

- Select *Continue*

Page 5: SKIP; questions don't apply

- *Skip to end of page and Select Continue*

Billing

Please skip to step by step instructions for payment process in Billing section below.

Steps for New Troops registering in CampInTouch:

Use these steps if you have never registered your troop or any family members in CampInTouch.

On GSME website Camp Registration page: <http://www.girlscoutsofmaine.org/en/camp/camp-registration.html>

- Click REGISTER FOR CAMP button under Camp Registration tab
- You will be completing just one registration for your Troop, not one for each girl.

Be prepared to make ONE payment for the group. The system cannot take payments from each individual family. Leaders can make one payment and collect any funds due from parents separately.

About You (Parent/Guardian)

- Please Enter: Troop Leaders First and Last Name
- Email: provide best email address
- Relationship: *select: I am a legal guardian/ custodial parent*
- Select *Continue*
- Create a password (please make a note and save your password)
- Select: *season* [select the current calendar year]
- First Name: enter the word *Troop*
- Last Name: enter your troop number, then add enough 0's to make it 5 digits long
- Date of Birth: enter any date, it doesn't matter
- Grade: enter average age of most girls in troop
- School: enter the one that most girls attend
- Select *Begin Application*

Page 1: Select the camp you would like to attend.

- Select *Show Sessions* under Pondicherry or Natarswi to see the available mini-camp dates
- Select Troop program/dates you want to attend
- Select *Continue*

Page 2: Household Information

Fill in house hold information *this information should be the primary contact for your troop's information i.e. Troop Leader

- Relationship: select other or Guardian Gender: M or F
- Select to remove second parent UNLESS you have a second troop leader who should be a second contact person for your troop. *This person will receive emails and notifications as well.
- Enter *Emergency Contacts* (should be another leader or parent)
- Select *Continue*

Page 3: Additional Options

- Select *Show Natarswi or Pondicherry Troop Minicamp Options*
- Register adults by checking the box next to *Adults*, and then enter the number of adults in the *Quantity box*.
- Confirm you have the correct number of adult participants entered

- Next, register girl troop members by checking the box next to *Girls*, and then enter the number of girls in the *Quantity box*
- Confirm you have the correct number of girl participants entered
- Select *Continue*

Page 4: Bunk requests; SKIP, questions don't apply
Select *Continue*

Page 5: SKIP, questions don't apply

Skip to end of page and Select *Continue*

Page 6: Billing Instructions for Both New and Returning Users

Troops need to pay in full at time of registration. There are two methods depending on whether your are a first time registrant in CampInTouch or not.

- 1. First time users:** If this is your first time registering for **ANY** current year camp program through CampInTouch, **Select Pay In full** option.
 - Select *payment type* and enter payment method (reminder: make sure to use your troop credit/debit card)
 - Select *Continue*
 - Sign *Terms and Conditions*
 - Select: *Submit*

2. Users with existing CampInTouch accounts:

- a. If you have personally registered others in your own family for a current year resident or day camp session **DO NOT** select **Pay In Full**. In that case, please select **Self pay**.
 - When **Self Pay** is selected you will only be charged for one minicamp individual upon signature.
 - Select payment type and enter payment method (reminder: make sure to use your troop credit/debit card)
 - Select *Continue*
 - Sign *term and conditions*
 - Select *Submit*
 - Since payment in full is required for all participants, please go to the top of the page and select **My Account > Financial Management > Make a payment-** and pay the balance in full for Troop Mini Camp.
 - This is required to confirm your troop's spot at camp