

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.

Our GHR ID is: [beaconhill](#).

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 online registration system interface for Campus by the Sea Catalina Island. At the top, there is a banner with a rainbow over the ocean and a yellow anchor logo. Below the banner, there is a section titled "Click to View Important Message" with a yellow 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, it says "Click/Tap on the screen to Display or Hide the Save/Next button." and "If you need additional assistance, please click the [Contact Us] button to get our contact information." There is 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 a "Username:" field, a "Password:" field, a "LOGIN" button, and links for "Forgot Username?" and "Forgot Password?". There is also a "Reload App" button. 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". There is a "Create New Account" button. At the bottom, there is a "SECURED BY RapidSSL" logo and the text "Data will be transmitted in secure mode". The footer says "Powered by CAMPWISE Camp Management Software | Privacy Policy".

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3. 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 asked 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: *

Create Your Username: *

Create Your Password: *

Confirm Password: *

International Keyboard? No

Your Email Address: *

Select a Security Question: *

Answer to Security Question: *

Country Code: *

Cell Phone #: *

SECURED BY RapidSSL

Data will be transmitted in secure mode

Powered by CAMPWISE Camp Management Software

[←](#) Prev [Save/Next →](#)

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: *

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.

The screenshot shows a registration form for 'CAMPUS BY THE SEA CATALINA ISLAND'. At the top, there is a banner with a beach scene and a yellow anchor logo. Below the banner is a button that says 'Click to View Important Message' with a plus icon. The form is titled 'Current Camper:' and has a section 'Group Hold Registration?'. The text in this section reads: '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.' Below this text is a text input field labeled 'Enter GHR ID:' with a small icon of a person in a wheelchair to its right.

6.

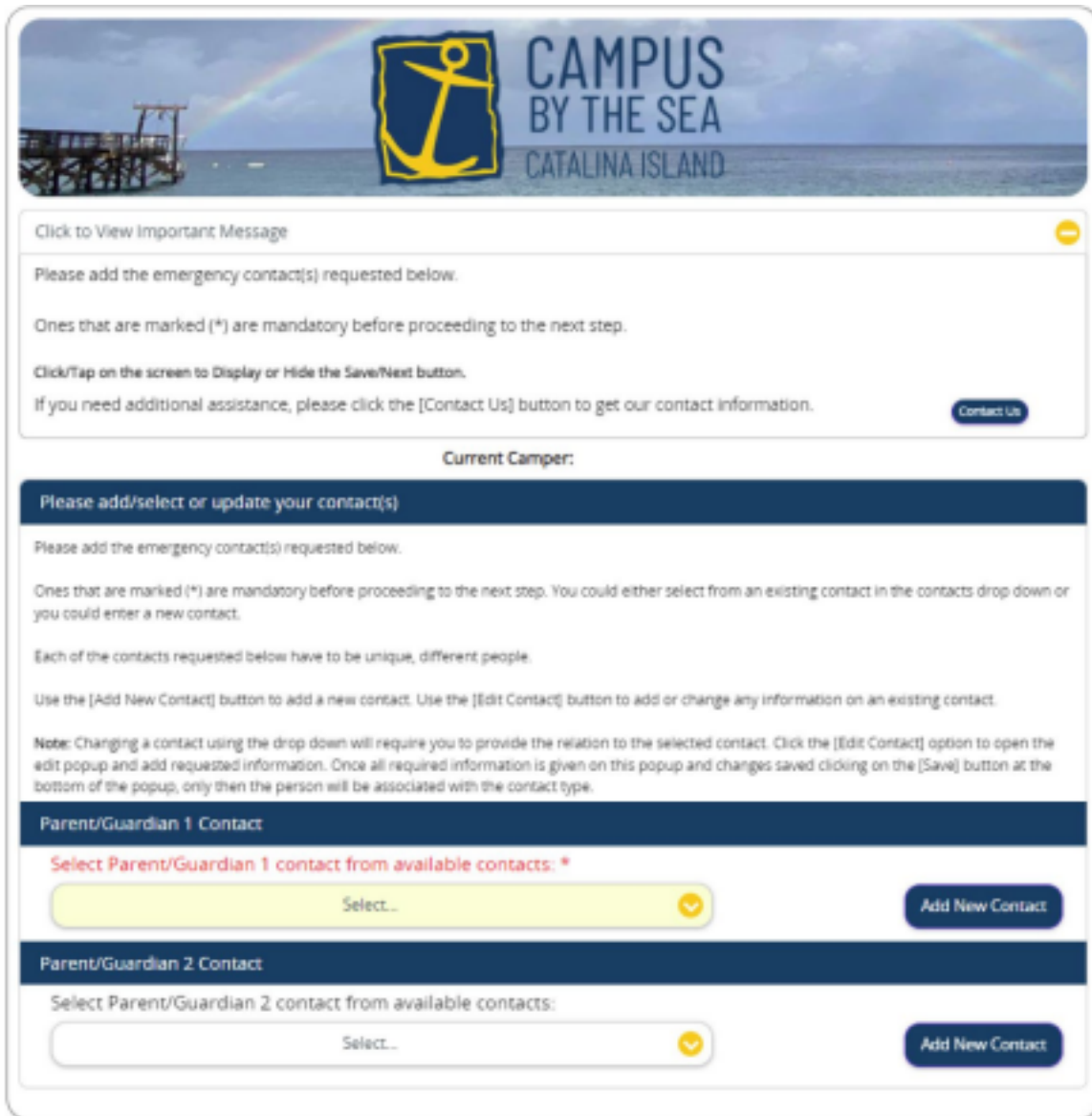
Check the box for the program you wish to register for:

The screenshot shows a registration form for 'CAMPUS BY THE SEA CATALINA ISLAND'. At the top, there is a banner with a beach scene and a yellow anchor logo. Below the banner is a button that says 'Current Camper:'. The form has a section 'Select Programs From Available Sessions'. The text in this section reads: '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.' Below this text is a section 'Event at Campus by the Sea' with the text 'Check one, from the available options:'. There is a radio button next to the text 'Your Program'. At the bottom right of the form is a button that says 'Available?' with a plus icon.

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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.



CAMPUS BY THE SEA CATALINA ISLAND

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: *

Select... [Add New Contact](#)

Parent/Guardian 2 Contact

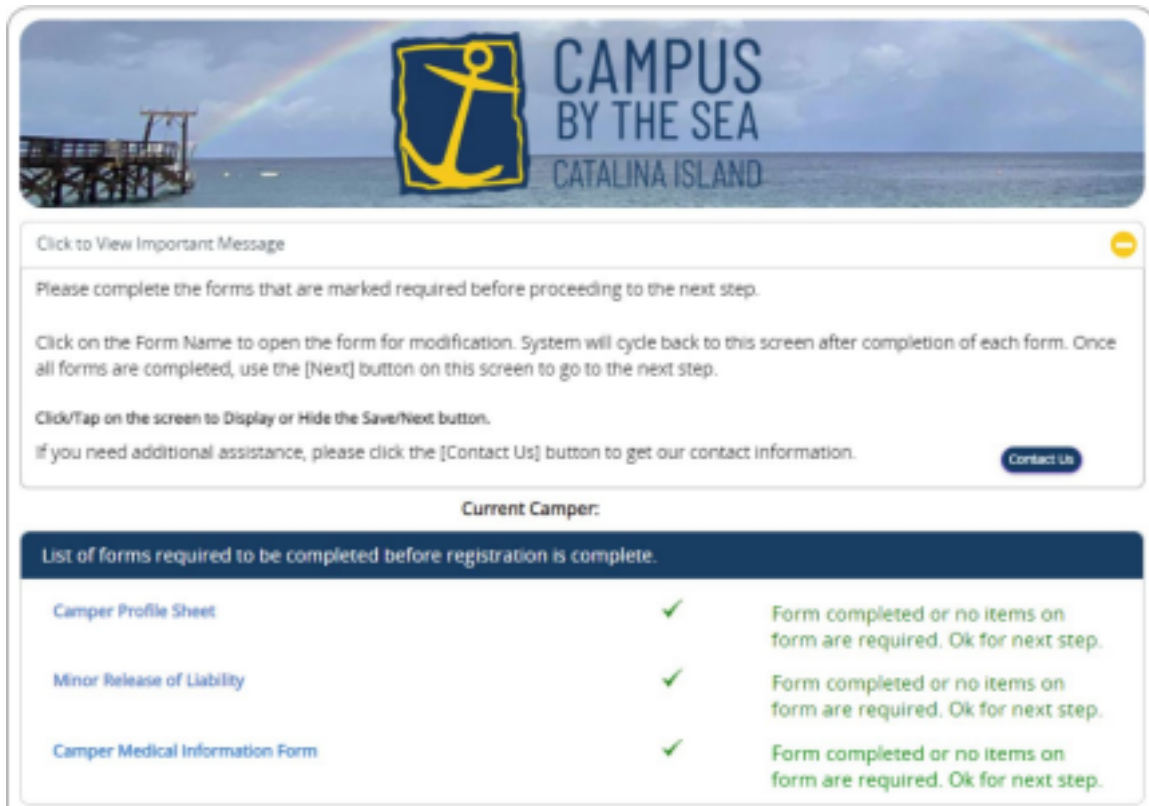
Select Parent/Guardian 2 contact from available contacts:

Select... [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.



Click to View Important Message

Please complete the forms that are marked required before proceeding to the next step.

Click on the Form Name to open the form for modification. System will cycle back to this screen after completion of each form. Once all forms are completed, use the [Next] button on this screen to go 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.

Current Camper:

List of forms required to be completed before registration is complete.

Camper Profile Sheet	✓	Form completed or no items on form are required. Ok for next step.
Minor Release of Liability	✓	Form completed or no items on form are required. Ok for next step.
Camper Medical Information Form	✓	Form completed or no items on form are required. Ok for next step.

9. 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

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

No OTC Meds Added

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”.

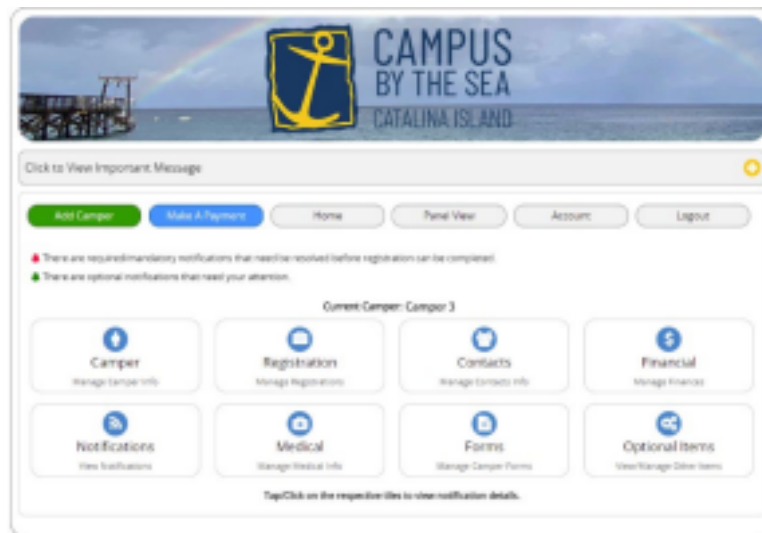
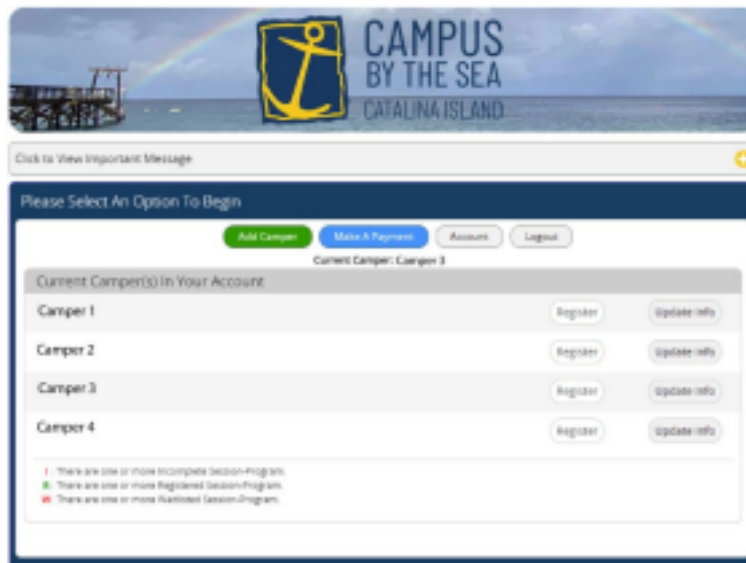
What would you like to do?

To add a new Session-Program to a Camper already on your account, select the Camper and click [New Registration] option [New Registration](#)

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

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. [View Dashboard](#)

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”.



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

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!