

Crossings Participant Account Registration Instructions

For adult leaders going to camp as chaperones:

1. Click this link:
<https://register.circuitree.com/crossings/Registration/RequestCode/20660>
2. Confirm the group's registration information -- your screen should look like the picture below -- and click "Continue."

Confirm Registration

Please confirm that the information below is correct, then click 'Continue' to login or create a new account. After you have logged in, you will be asked to enter your registration information.

Event:

CM Week 5 (June 21-25, 2018)

Event Division:

Boone Lodge - Cedarmore Week 5

Event Dates:

6/21/2018 - 6/25/2018

Group Name:

FBC Mount Juliet

Continue

3. When asked, "Who are you registering?" select "Myself."
4. Select "Create New Account"
5. Fill out your contact information.
6. Click "Create."
7. When it asks for your grade, just select "Other"
8. Fill out the rest of the required medical information.
9. Once you reach the "Registration Details" page you have finished.

For parents completing the participant account for their student(s):

Note: students should not fill this out without their parent. Even if you are 18, your parent must fill this out with you

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3. When asked, "Who are you registering?" select "My Child."
4. Select "Create New Account."
5. Fill out your information as the parent to create your family account.
6. Click "Create."
7. Fill out your child's information, which includes medical information and POI selection.
8. Once you reach the "Registration Details" page, you have finished.

Special Notes for Parents:

- You should not have to go through any windows that require you to pay.
- After you create your account (as guided above) you can log in and choose "view itinerary" in order to view and/or adjust your student's information.

For families with multiple students going to camp:

You will follow the above procedures to register the first student. Then, follow these instructions for the additional students:

1. Click this link instead: <https://register.circuitree.com/Crossings/Login/Login.aspx?>
2. Sign in using the email address and password you used to create your family's account.
3. Click the "My Profile" box.
4. On the Right, under the "My Family" heading, click the box to manage your family
5. On the Left, under the "Family Members" heading, click the "Add Member" box.
6. Fill out that student's information, which includes medical information and POI selection.
7. Once you reach the "Registration Details" page, you have finished.
8. Repeat this process if you need to add a 3rd or 4th student.