



## Summer Camp Registration Instructions

1. Go to [www.troutlakecamps.org](http://www.troutlakecamps.org)
2. Click the orange tab labeled "Register/Login" on the far right towards the top of the page
3. Choose "Login and access your Trout Account"
4. Click "New User" on the bottom of the page or login and skip to step 7
5. Select the account type. Fill out all of the Parent/Primary Contact information and click next. If applicable, add another account member by selecting "add person," fill in the person's information, then hit save on the bottom right of the page
6. Select Register to the right of the camper you'd like to register
7. Confirm the grade of the child you are registering and hit "Save Grade"
8. Select the week of camp you wish to attend and click "Register" at the top of the page
9. Confirm the camper's information
10. Fill in the Primary contact information then the alternate contact and hit "next"
11. Select your church information (if applicable)
12. Check any additional options you would like to receive (care package, blanket, horsemanship - if applicable, etc.)
13. List your child's cabin friend request - if applicable. (we will honor a friend group of four or less. A connected group larger than this will be broken into smaller groups).
14. Fill out the medical form and waiver of liability; make sure to include an electronic signature.
15. Indicate the amount of money you want to place in the camper bank account (you can add money later into the account as well). It can be used for activities, crafts, snacks, and the camp store.
16. From here you may add another camper registration by choosing "Add Additional Reservation."
17. If you are ready to checkout click "Proceed to payment"
18. Select or enter your payment method
19. When all of the payment information is complete click "Submit Payment"
20. The primary contact on the account will receive a confirmation email.

If you have any questions in regards to your registration, please contact Trout at [registration@troutcamps.org](mailto:registration@troutcamps.org) or by calling the office at 218.543.4565.