



Instructions on Completing a Summer Camp Registration

1. Go to www.troutlakecamps.org/
2. Click the orange tab labeled "Camp Registration" on the far right side towards the top of the page.
3. Choose "Summer Camp" from the pop up menu.
4. Click "Create a new account" on the left side of the page (if you have an UltraCamp account, log in and skip to step 8).
6. Select the account type. Fill out all of the Parent/Primary Contact on the left side of the page. If applicable, complete the Additional Parent/Guardian or Child information. Fill in the login information at the bottom of the page (you may want to write down your username and password for future reference).
7. After all of the information is complete, click "Create Account."
8. Click "Reservations" from the top menu bar.
9. Select the child you wish to register.
10. Confirm the grade of the child you are registering.
11. Select the week of camp you wish to attend and click "Register" at the bottom of the page.
12. Fill in the Alternate Contact information (someone other than the primary contact on the account) and select "Next."
13. Select your church information.
14. Select the additional options you would like to receive (cabin photo, DVD, care package, etc.).
15. Indicate who your child would like to have as a cabin mate (we will honor a friend group of four or less. A group larger than this will be broken into smaller groups).
16. Fill out the medical form completely; make sure to include an electronic signature (this must be completed prior to arrival at TLC) and click "Next."
17. Indicate the amount of money you want to place in the camp store. This is what we used to call "Camper Bank" It can be used for activities, crafts, snacks, and the camp store.
18. From here you may add another camper registration by choosing "Add an additional reservation," or you may "Review the items in your cart and checkout," "Add money to a store account" or "Shop additional areas." If you are ready to checkout click "Review items in my cart and checkout."
19. Review your order for accuracy, and click "Proceed to payment."
20. Click "Pay items in full."
21. Select if you are paying with an E-Check, Credit Card, Sponsorship Code (Sponsorship codes and values are set up and given by the churches), or Gift Certificate.
22. When all of the payment information is complete, click "Process order."
23. The primary contact on the account will receive a confirmation of the registration. If at any time you have questions regarding your reservation, please feel free to contact Trout at registration@troutcamps.org or by calling the main office at 218.543.4565.