



Instructions on Completing a Retreat 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 the retreat you want to register for from the pop-up menu.
4. Click "Register for this session" on the lower right hand side.
5. If you do not have an UltraCamp account, click "Create a new account" on the left side of the page.
6. Select the account type. Fill out the Parent/Primary Contact information 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).
8. After all of the information is complete, click "Create Account."
9. Select the eligible member(s) you wish to register and click "Next."
11. Fill in the Alternate Contact information (this should be someone other than the primary contact on the account) and select "Next."
12. Fill in the church membership information and click "Next."
13. Fill out any applicable session option questions (these will vary for each session).
14. 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."
15. From here you may "Add an additional reservation," "Review the items in your cart and checkout" or "Shop additional areas." If you are ready to checkout click "Review items in my cart and checkout."
16. Review your order for accuracy, and click "Proceed to payment."
17. Select if you are paying with an E-Check, Credit Card, Sponsorship Code, or Gift Certificate.
18. When all of the payment information is complete, click "Process order."
19. 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.