



Winter Youth Retreats Group Registration Instructions

Instructions for Leaders:

1. Mail, email or electronically submit a Roster and Registration Form to Camp Hebron. These are available on the event page on the website. (957 Camp Hebron Rd., Attn: Program Director, Halifax, PA 17032; meganm@camphebron.org)
2. Families will register their child(ren) for the youth retreat through Camp Hebron's online registration system. Step-by-step instructions are available below for parents.
3. Use this link to sign in: <https://camphebron.campbrainregistration.com>
4. Payment: If each family is paying the full amount, they may pay Camp Hebron directly through their online account. If the church is paying a portion, families can pay their portion online, then the church can pay the remaining amount with a check or credit card.
5. Each registration must include the child's church affiliation, so we can organize the youth together for lodging. Please, encourage parents to type out the full church name.
Ex. Type: *Slate Hill Mennonite Church*. Not: *Slate Hill, SHMC, Slate Hill Youth, etc.*

Instructions for Parents:

1. Use this link to sign in: <https://camphebron.campbrainregistration.com>.
2. Once in your account, select the person you want to register and a tab will open for them.
3. Select the season "Retreats & Programs."
4. Register your child for the Retreat.
5. Fill out the required forms. Please, type in the full church name.
6. Choose the appropriate payment option for your situation.
7. The deposit (\$25 per child) will need to be paid first. If you are responsible for more than \$25 per student, make an additional payment after the deposit is paid. To make a payment above \$25:
 - Click "Return Home."
 - Click "View Details" under "View My Registrations."
 - Click "New Payment."
 - Type in the amount you need to pay and click "Process Payment."

You're all set!