

# Instructions for Completing Group Camp Registration Requirements

You can access your registration requirements in the Group Management Page of your registration account. Just click “Log In” in the top right corner of the [glorieta.org](http://glorieta.org) page. Please reach out if you need anything or have any questions!

505-757-6161 ext.4

[groups@glorieta.org](mailto:groups@glorieta.org)

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### **Step 1: Secondary Authorization**

First, select the number of male & female beds you would like to reserve and click “next.” In order to officially register, you must provide the name and contact information of another church leader to indicate their acknowledgement of the financial commitment the church is making in signing up for Group Camp. Filling this section out will automatically send them an email with instructions to indicate that they have read and agree to the terms of the contract. At any time, you may edit and/or resend this authorization. This is due immediately upon registration.

### **Step 2: Contract**

You can sign this electronically in your Group Management Page by clicking “Sign Contract” under the Contract module. Please review the contract thoroughly and then sign by typing your name exactly as it appears on your account and clicking “Save”. This requirement is due upon registration.

### **Step 3: Payments**

Make sure to pay for camp on time! You can either pay online through your Group Management page, or by mailing a check with “Group Camp” in the memo line to:

Glorieta 2.0 Inc.  
PO Box 8  
Glorieta, NM 87535

Pay your deposit online by selecting “Custom Amount” at the bottom of the page under the “Pay” section. Deposits of \$100 per person registered are due immediately upon registration. Be sure to enroll in one of our payment plans for automatic payments! In general, expect to pay 50% of your total by March, and final payments are due a week before your session.

\* Please be sure to review our [Payment Policy](#) as you consider payments and your registration numbers.

## Step 4: Certificate of Insurance

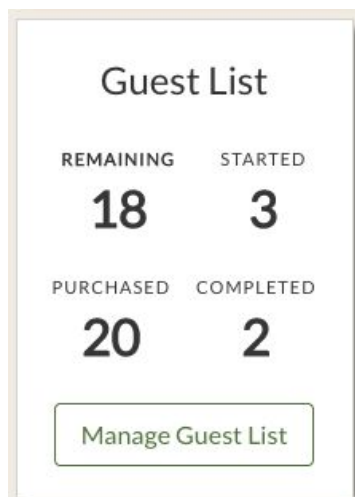
Please work with your church's insurance provider to create a COI with all of the below requirements, and then upload that document digitally by clicking "Upload a COI" under the Certificate of Insurance module. Your uploaded COI will then be reviewed by our staff and approved or sent back for modification as needed. In order for a COI to be accepted, the following are required unless otherwise indicated:

1. Limits for Each Occurrence should be at least \$1,000,000
2. Limits for General Aggregate should be at least \$2,000,000
3. An endorsement for Sexual Abuse and Molestation Coverage is required
4. Glorieta must be named as an additional insured
5. If any dates are specified, the dates must include all dates you will be on property

\*If you are unable to provide a certificate of insurance or meet these requirements you can purchase our insurance for your session of camp. Please let us know if you need to go this route and we'll be happy to get you set up!

## Step 5: Student Registration

To view your current registrations, manage guests, and send invitation emails, click "Manage Guest List" on your group management page.



**Key:**

Purchased = Total beds purchased for this event

Remaining = Beds not yet filled by a registered guest

Started = Number of guests who have begun registration

Completed\* = Number of guests who have completed initial registration

\*please note that these guests may still need to complete their waiver or health form

To get students registered, you can invite them to your event one of three ways:

1. Send email invitations directly by manually entering parents' email addresses.
2. Send email invitations by uploading a CSV file.
3. Use the event link to send to guests or post online.

## Step 6: Child Protection Policy

### [Background Checks & Sexual Abuse Awareness Training]

To comply with our child protection policy, we require all campers and sponsors 18 years of age and older to complete a sexual abuse awareness training (SAAT) and background check. This requirement can be fulfilled in house by providing Glorieta with a letter of affidavit, or you can pay for Glorieta to send links directly to your adult camper and sponsors. Here is an outline of the options:

1. Glorieta can send links to each of your leaders & campers that are 18+ for SAAT and/or a background check. **There is a \$10 fee for each SAAT link and a \$5 fee for each background check.** These fees will be reflected on your invoice. Click "I accept the terms" in the Child Protection Policy module.
2. If you do one or both of these requirements in house, you can submit a notarized letter of affidavit stating that these requirements have been completed. The affidavit must reflect a Texas Department of Health approved Sexual Abuse and Awareness Training completed less than a year before your event's end date. You will also need to complete an Exhibit A sheet (example below) to outline every adult that has completed the requirement reflected in your letter. Both forms of documentation can be uploaded directly on the Child Protection Policy

module after clicking “I reject the terms”.

A	B	C	D	E	F	G
Email	First Name	Last Name	Phone	Background	Awareness Training	Notes
<a href="mailto:example@example.com">example@example.com</a>	Thomas	Example	123-456-7890	Completed/Passed	Completed/Passed	

3. If you fulfill one of these requirements in house, please send us a notarized affidavit for that requirement and indicate that you would like Glorieta to send links to your adults for the other requirement. Please note that fees will be reflected on your invoice. To select this option, click “I reject the terms” on the Child Protection Policy module and then upload the documentation for the requirement that is fulfilled in house. We will reach out via email about the remaining requirement.

### Step 7: Group Camp Needs Assessment

Our counselors will use this document to build your schedule to fit your group best! You can find this document under the “Required Before Arrival” section on the left hand side of your Group Management page. Make sure to include everything that we need to know about your group’s dynamics, physical abilities, and desires for spiritual growth.

### Step 8: Adventure Add-Ons

To add Whitewater Rafting or our High-Five Zip Tour to your week, click “Purchase Extras” on your group management page. From here, you can register your group for one or both additional adventure activities. These will automatically be added to your invoice. Please note that Whitewater Rafting requires transportation to New Mexico River Adventures, which camp is unable to provide.