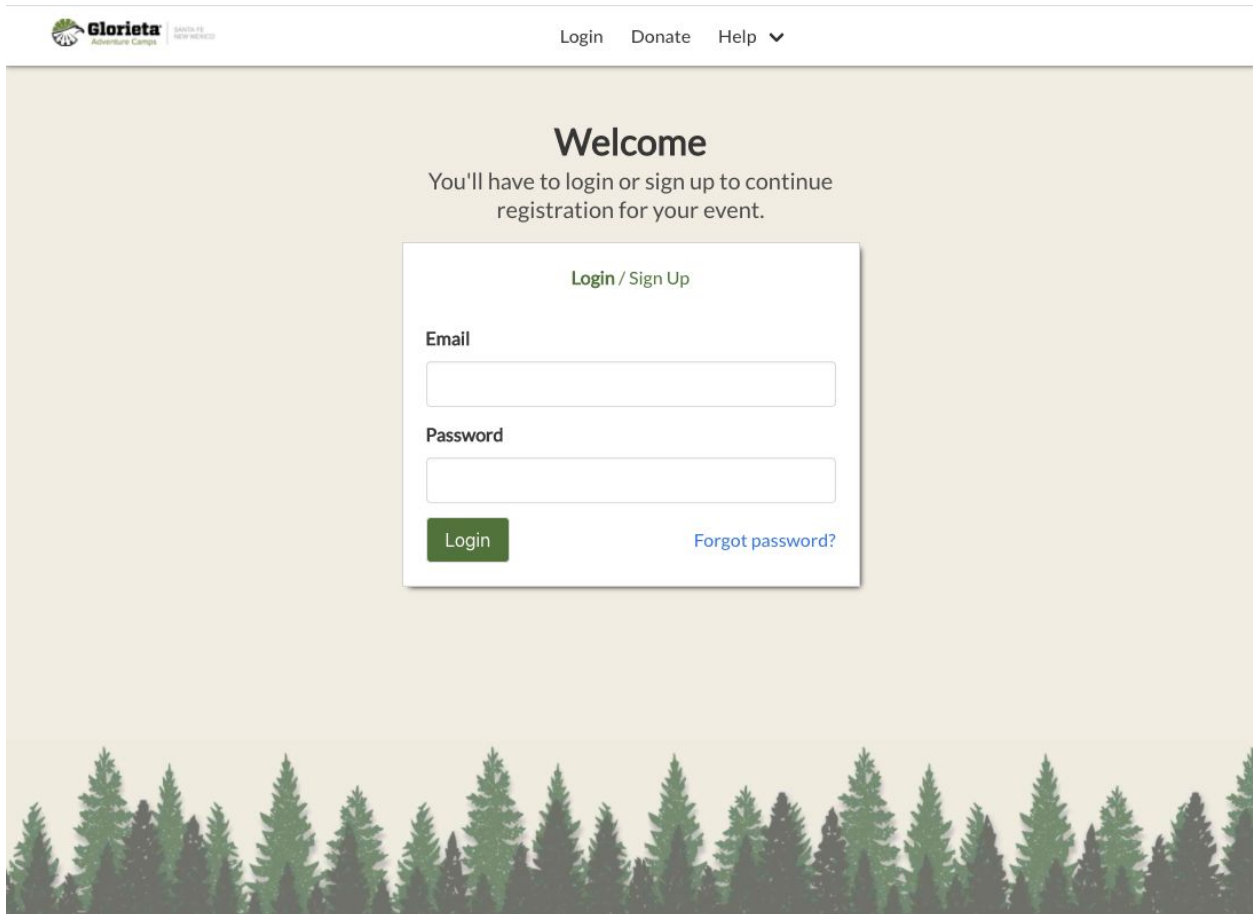


How to Register your Student for Camp:

Step 1: Click on “Register Online Now” in the email invitation you received from Glorieta via your group leader, or input the invitation URL into the address bar on your internet browser.

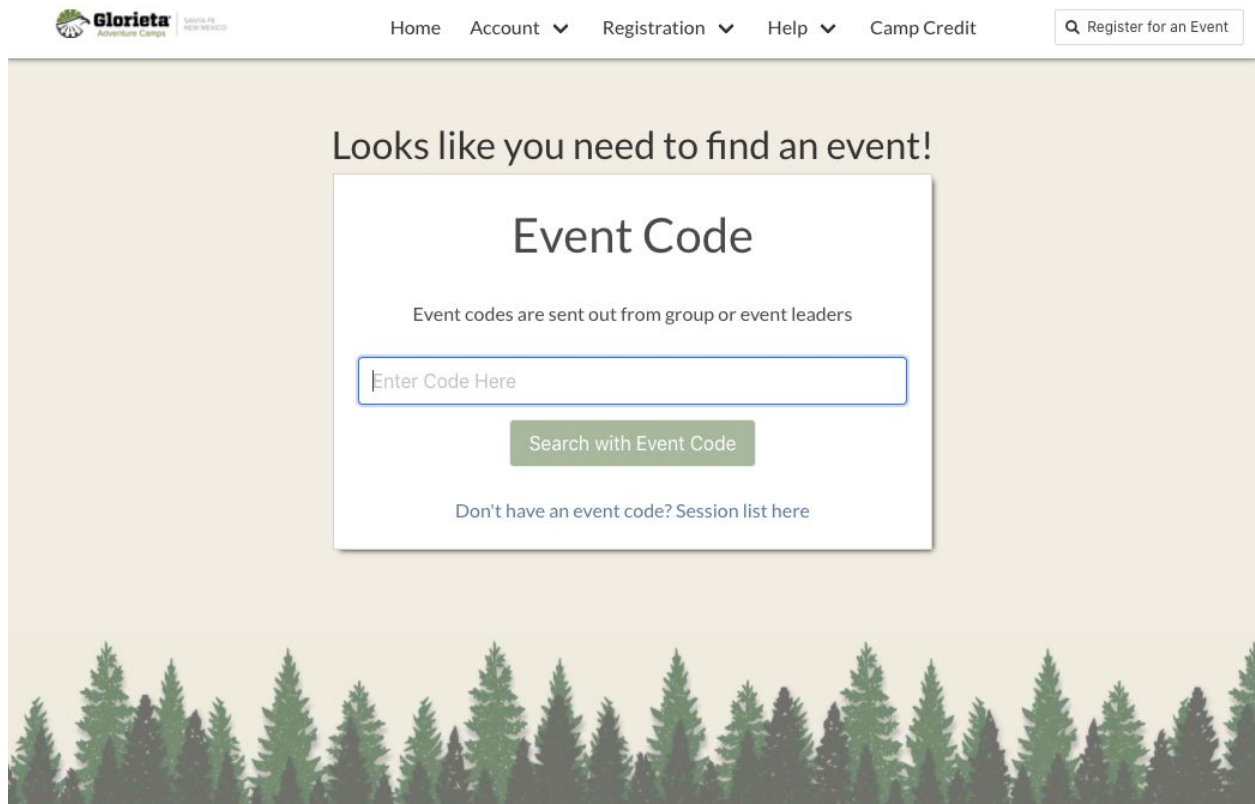
*Tip: The invitation email sender may be “No Reply Email” so look for that! If you run into issues, you may want to try a different browser, such as Google Chrome.

Step 2: Log in or create an account with your email address and password.



The screenshot shows the Glorieta website's login page. At the top left is the Glorieta logo with the text "SANTA FE NEW MEXICO". To the right are links for "Login", "Donate", and "Help" with a dropdown arrow. The main heading is "Welcome" followed by the text "You'll have to login or sign up to continue registration for your event." Below this is a white login box titled "Login / Sign Up". It contains two input fields: "Email" and "Password". At the bottom of the box is a green "Login" button and a blue link for "Forgot password?". The bottom of the page features a decorative border of green pine trees.

Step 3: Input the event code found in your invitation email, OR, if you received a direct URL from your group leader, the event should automatically appear.



The screenshot shows the top navigation bar of the Glorieta Adventure Center website. The navigation menu includes links for Home, Account, Registration, Help, and Camp Credit. A search button labeled "Register for an Event" is located on the right. The main content area features a message: "Looks like you need to find an event!". Below this is a white box titled "Event Code" containing the text "Event codes are sent out from group or event leaders". Inside the box is a text input field with the placeholder "Enter Code Here" and a green button labeled "Search with Event Code". At the bottom of the box is a link: "Don't have an event code? Session list here". The background of the page is a light beige color with a decorative border at the bottom consisting of a row of green evergreen trees.

*Tip: If you have a direct URL given by your group leader, but you are not automatically taken to your registration for that event, try re-entering the URL in the web address bar.

Step 4: Select which family member(s) will be attending camp, or add a family member by selecting “Create a new family member”. Click “Next” to continue.

Step 5: Sign the Glorieta Waiver and complete the Health History Form by clicking the blue “Start my requirements” button.

*Tip: To sign the waiver and health history form, simply type out your name exactly as it appears on your account (name on account provided right above the signature line).

Step 6: You’ve completed registration! However, there are a few more steps to make sure your student has a great camp experience. See steps 7 & 8 for adding camp credit and gluten free meals if your student is gluten intolerant.

Step 7:

A) Add Camp Credit. If you would like for your child to not have to worry about carrying cash, be sure to add funds to their account by clicking the “Add or View Camp Credit” button and then “Purchase Camp Credit”. This will allow your student to purchase Glorieta gear and snacks while they’re here, without having to keep track of cash! Please know that you can monitor and add camp credit while your student is at camp, but any funds that are not used will be donated to our scholarship fund at the end of the summer.

B) Add Allergy Meal Plan. If your student requires gluten-free meals, please purchase those in advance by clicking the “Manage Add-Ons” button and then “See more details”. Select which student you would like to purchase allergy meals for, and then click the “add” button. Please know that you will have to pay for those meals through our online system, instead of paying your group leader like you would your child’s registration.

Step 8: Pay your group leader/church! Be sure to check with your group leader on how & when to pay for your student’s awesome week at camp.

Step 9: Pray! We’re so excited for how the Lord will work through camp this summer, and we’re stoked that you are letting your student take part!

Reach out if you need anything or have any questions!
Always happy to help.

Brita Sjogren - Group Camp Manager
groups@glorieta.org
(505) 428-6424 ext. 4