BRIDGE VALLEY
CONFERENCE - CAMP - ADVENTURE

STEP-BY-STEP HOW TO REGISTER FOR HOLIDAY CAMPS

1. Find the event you would like to register for on the holiday camps page. Click on this event.

2. The camp's picture will enlarge and there will be a 'Sign Up' button just underneath. Click this 'Sign Up' button. NOTE: It is a good idea to read the information below this button – it will have all the main details about the camp.

3. A window will pop up and you will need to log in, this helps our system remember your details for next time. Keep a record of your log in details for next time.

4. Once you have logged in, you will need to enter in 'Primary Contact' details. This is you, the parent or caregiver, not the child.

5. It will then ask you to add an attendee name – this is the name of the child attending camp.

6. Now you may need to select a ticketing package, most camps have only one option and this is selected for you. Below this is the options such as extra canteen and bus.

7. Under the selections, there will be some forms to fill out. Please be thorough with the information you put on these forms. Please also read through the Terms and Conditions as you agree to them.

8. Once add-ons have been selected and forms have been completed, click continue. You now have the option to 'Add an attendee'. Once you've added everyone you would like to book into the camp click on 'Continue'.

9. You can now choose how you would like to pay. 'Pay the remaining balance' and 'pay some other amount' will ask you to pay by credit card. Selecting 'Pay the minimum due now' enables you to pay by internet banking (it has replaced the old 'Pay Later').

10. Read and check you agree with the T&C's. Then click the green banner 'Continue to payment' or 'Save & Finish' If you cannot see the green banner, please check you have not missed a step.

11. Be checking your emails after registration, you will receive a copy of your invoice with a balance owing (if any), as well as any other update emails. If you do not receive an email, contact us as your registration may not have come through

12. If any of these steps do not work for you, try using a different internet browser (e.g., Chrome, Opera, etc.), try a different device (laptop computers or desktops work better than touch-screen devices), and also double check that all your information is correct.

13. If you have any problems registering, give us a call or email us and we can help you out.