2027 ARCTIC BLAST
LEADER REGISTRATION INSTRUCTIONS

CHURCH GROUP: Park Hills Evangelical Free Church

Hello Leaders!

To register online with your church group, please visit the link below and follow the instructions to access Lake Geneva Youth Camp's (LGYC) registration system.

If you're **NEW** to LGYC's registration system, you'll need to **create a new account**.

If you're a **RETURNER** to LGYC's registration system, simply **log in using your existing account**.

***** IF YOU'VE FORGOTTEN YOUR USERNAME OR PASSWORD, PLEASE CONTACT THE REGISTRATION TEAM. PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU ALREADY HAVE ONE.*****

Your GHR ID: PHAB2027

CLICK HERE to access the LGYC online registration system: www.lgyc.org

IMPORTANT REGISTRATION DEADLINE:
Registration closes at 11:59 PM, 9 DAYS BEFORE the event's start date.
No registrations will be accepted after this deadline.

WHAT IS HELPFUL TO KNOW?

- **NAVIGATING THE PORTAL**
  Always click the 'Login', 'Submit', or 'Save/Next' button to move to the next screen. Pressing 'Enter' will not advance you. Using your browser's back button will not return you to the previous screen—please use the 'Previous' or 'Back button' within the registration system instead when needing to return to the previous screen.

- **HOODIE PRE-ORDERS (OPTIONAL) -** *See hoodie design on page 9*
  As you register online through the LGYC registration system, you'll have the option to pre-order an Arctic Blast hoodie for **$24 each** (Sizes: Adult Small-3XL). If you choose to pre-order a hoodie, payment will be made directly to LGYC online at the time of registration. If payment instructions change, your group leader will notify you.

  To complete the payment, please select "Make Payment" at the end of the registration process or go to the "Financial" tab on your dashboard. If you pre-order a hoodie, it will be provided to you when you arrive at camp.

- **REGISTRATION FORMS**
  Please complete all required registration forms **at least 9 days prior to arrival**. These forms include:
    - 2027 Arctic Blast Group Leader
    - 2027 Activity Waiver

- **DIETARY RESTRICTIONS**
  We do our best to accommodate all dietary needs. Please list any restrictions on your online registration form **at least 9 days prior to the event's start date**. This allows our Food Service Team time to plan, accommodate needs, and purchase any necessary items.

  Alternative meals will be available at the Kitchen Window, with instructions provided during your group's first meal. Our kitchen staff is available to assist and answer any questions throughout the weekend.

  ***Common LGYC accommodations include non-life-threatening allergies or sensitivities to peanuts/nuts, gluten, dairy, eggs, fish, shellfish, sesame, and vegetarian/vegan diets*.

ENCOUNTER ISSUES WHILE REGISTERING?

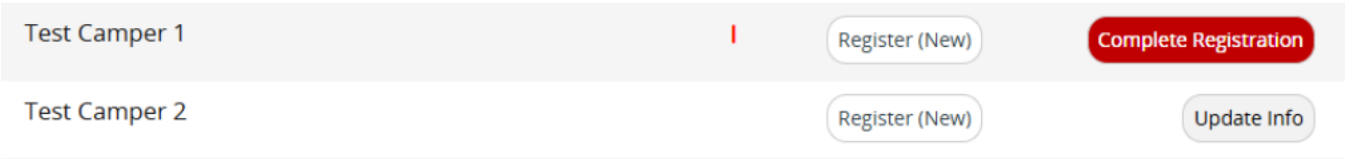
If you encounter any issues or have questions regarding registration, please email our registration team at registrar@lgyc.org. To help us best assist you, please be sure to include in your email that you're registering as a leader for Arctic Blast, along with your church name and your first and last name.

While registering, you will see a **Contact Us** button at the top of the screen that includes the technical support phone number and the camp phone number. If you are having issues with the system itself (i.e. not loading/spinning, not saving information, error messages, etc.), please contact the technical support phone number. For any questions regarding the registration itself, please contact the camp phone number or email (*see bottom of the page for contact details).*

LOST YOUR PLACE DURING REGISTRATION?

If you lose your place during the registration process for any reason, *don't worry*! Simply log back in, and you should be directed back to the page with your name listed (see reference photo below).

If you've already started the registration, click either **"Update Info"** or **"Complete Registration"** next to your name (depending on how far you got) to access your dashboard. Once you are on your dashboard, the **red notification bells** will alert you of any incomplete items.



If you don't see that page with your name listed right after logging in, click the **"Home"** button to return to that page. If you run into any issues, please contact us (*see contact information below*).

HOW TO REGISTER AS A LEADER:

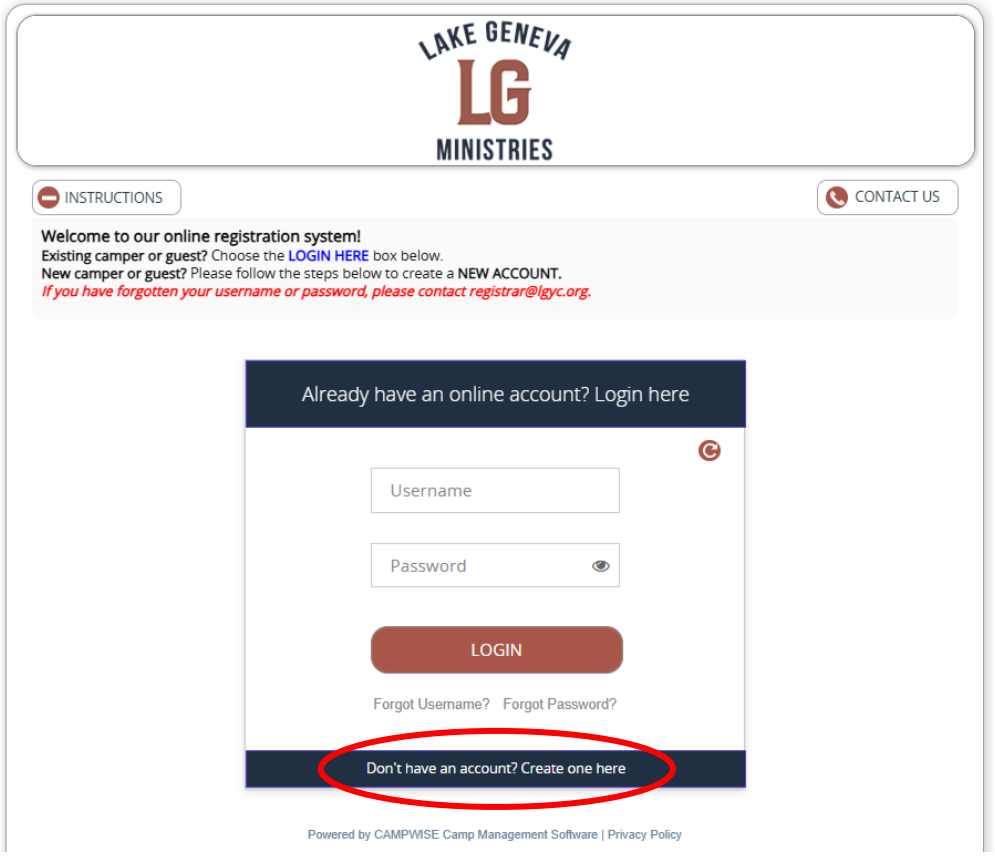
CLICK HERE to access our online registration system: www.lgyc.org

EXISITING ACCOUNT: Please log in using the link above and **SKIP TO STEP #4**. **Please do not create a new account if you already have one.**

***** IF YOU'VE FORGOTTEN YOUR USERNAME OR PASSWORD, PLEASE CONTACT THE REGISTRATION TEAM. PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU ALREADY HAVE ONE.*****

NEW ACCOUNT: If you are new and have never created an account with LGYC before, please continue to follow the steps below (Steps #1-7).

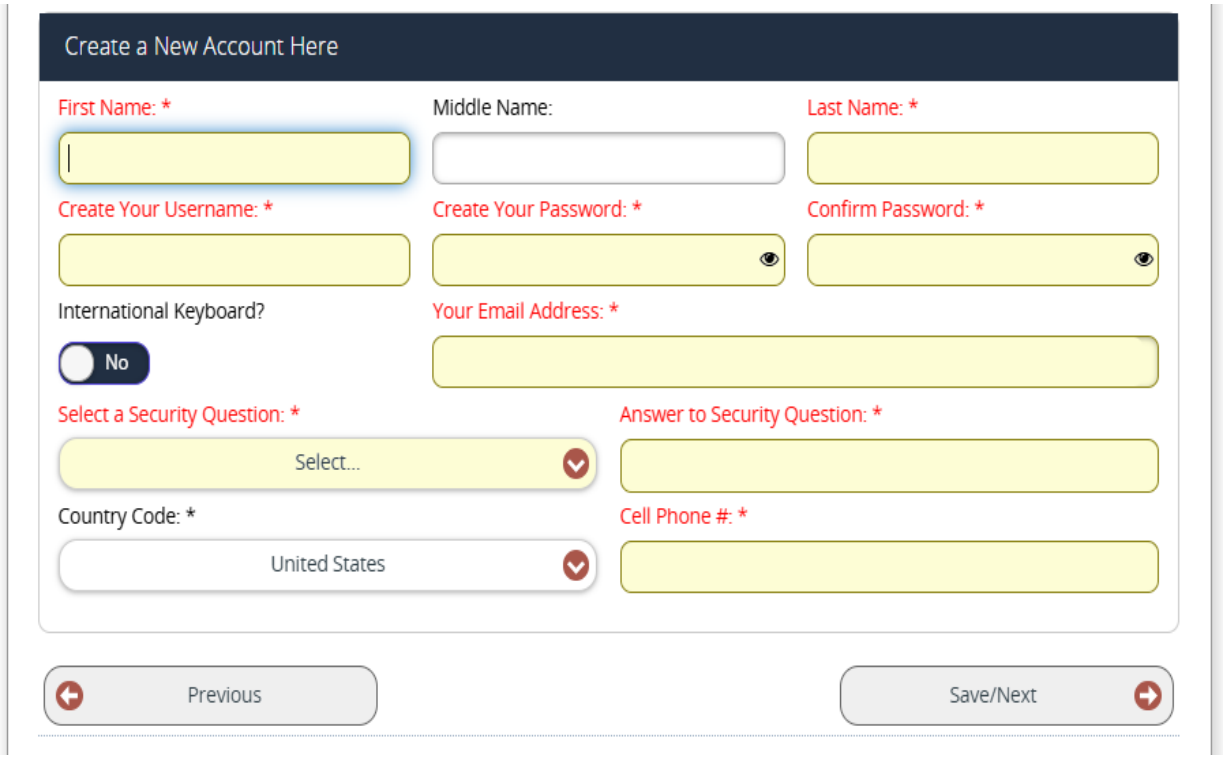
STEP 1 (*NEW ACCOUNTS ONLY*): Click on the LINK above to go to the LGYC online registration page. Click the button "**Don't have an account? Create one here.**"



STEP 2 (*NEW ACCOUNTS ONLY*): On the first screen, you'll be asked to **create a username and password** as the **account holder**. **Please use <u>your</u> own name and information in this section.**

Be sure to save your username and password in a secure place, as you'll need them to log in again, update information, or register for future camp sessions.

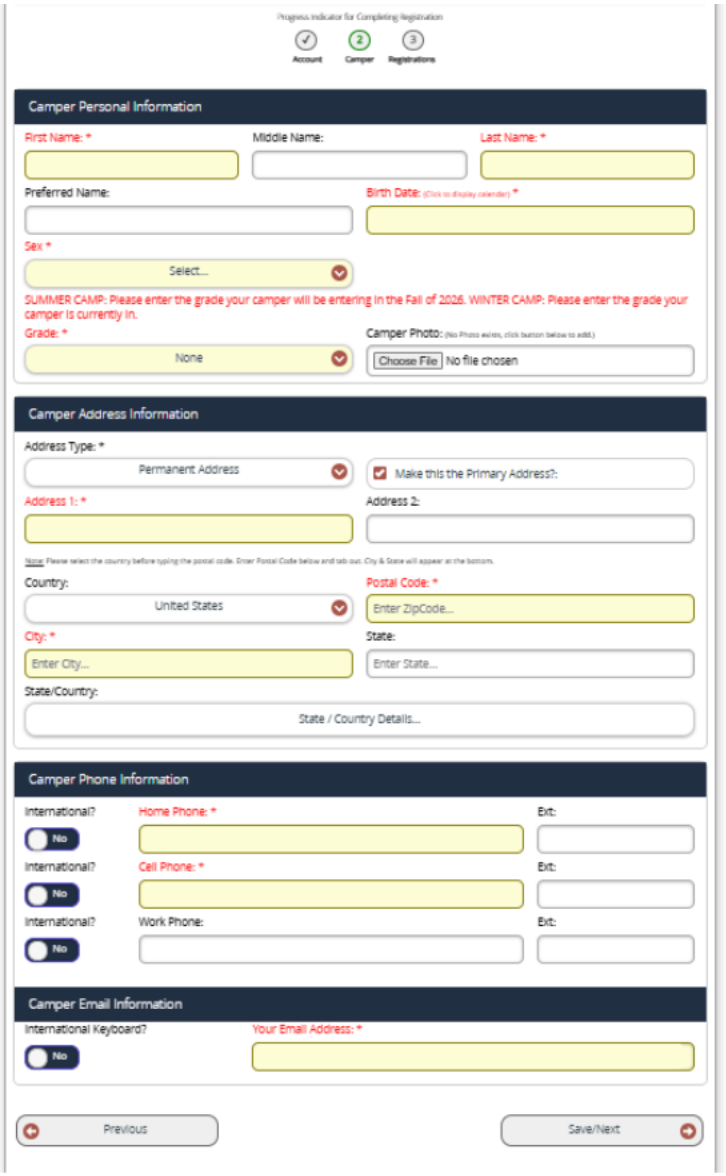
Once you have entered and confirmed your information, click "**SAVE/NEXT"**.



STEP 3 (*NEW ACCOUNTS ONLY*): Next, you'll be asked to complete the "**Camper Personal Information**" section – this should be **<u>your</u>** information. Click "**SAVE/NEXT"** when completed.

Please note: *Even though you've created an account as a leader, you still need to* ***set up a "camper" profile for yourself*** *in order to register for a camp. Creating the account alone doesn't register you for camp – it just manages registrations. Because you'll be attending, creating a camper profile is required to complete your registration.*

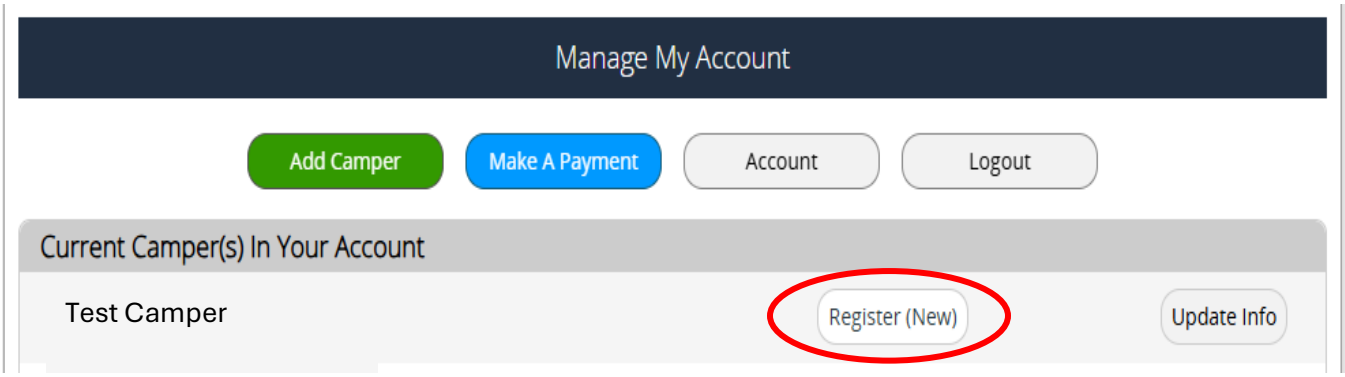
Don't worry – you will still be registered as a Group Leader. When you enter the GHR ID later in the process, the system will recognize your role based on the grade level you select (Adult/Graduate) in your "camper" profile. This will ensure you are placed in the correct session (2027 Arctic Blast # – Group Leader).



STEP 4: After creating your "camper" profile (***for new accounts***) or logging in (***for returning users***), please click the "**Register (NEW)"** button next to your name to begin your registration.

If you just finished completing a camper profile, you may be automatically taken to the next step (Step #5).

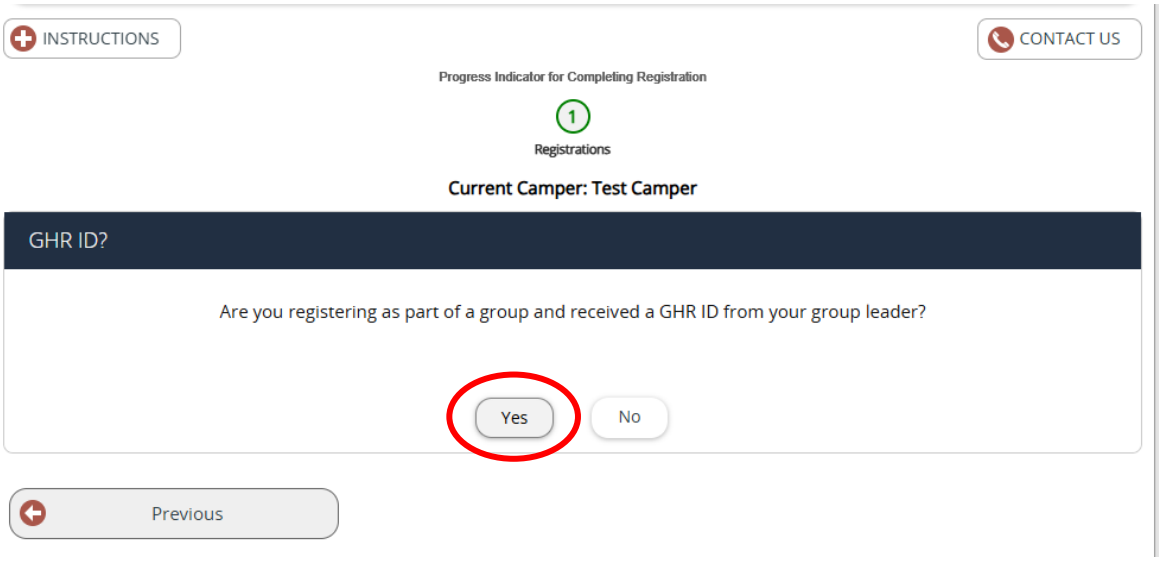
*** If you don't see this option and only see tab buttons like Camper, Registration, Contacts, etc. (A.K.A. Your Dashboard), simply click **"Home"** on the top to return to the main screen shown below. ***



STEP 5: When asked, **"Are you registering as part of a group and received a GHR ID from your group leader?"**, click "**YES"**.

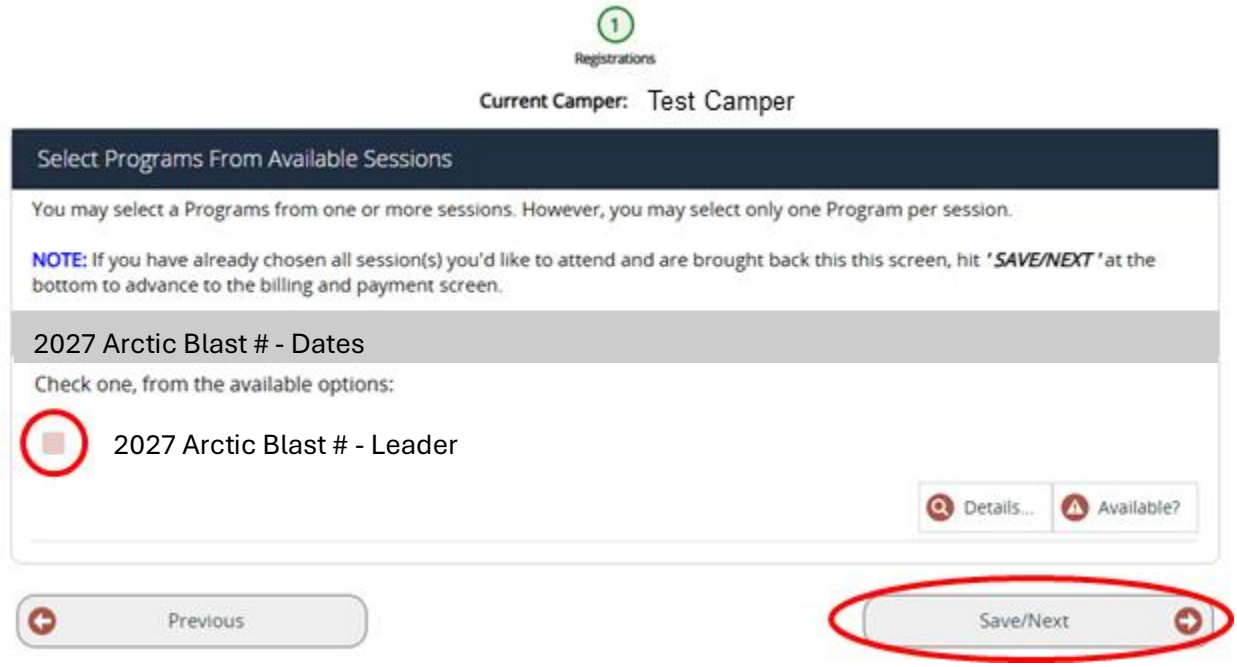
You'll then be prompted to enter the GHR ID (see below), which links your registration to your church group. After entering the GHR ID, click "**SAVE/NEXT"** to continue.

YOUR GHR ID: PHAB2027

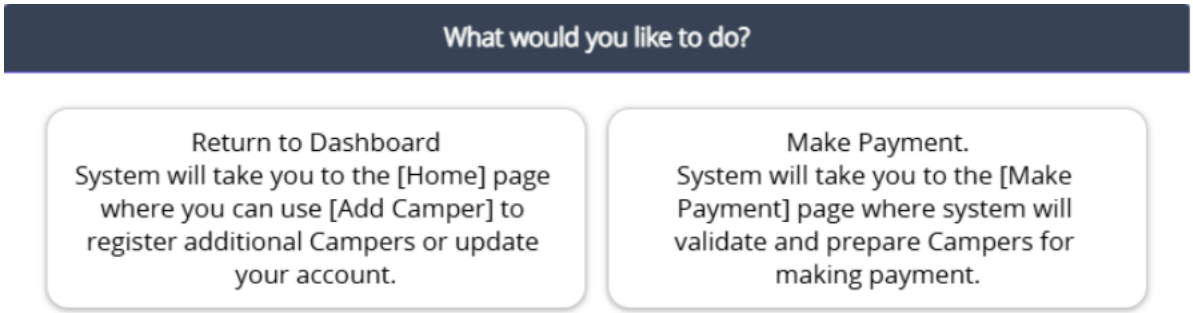


STEP 6: After entering the GHR ID, you will **select the correct leader session** (*2027 Arctic Blast # – Leader)*. Once selected, click **"SAVE/NEXT".**

You will then continue through the registration process, including pre-ordering a hoodie (optional), completing the required registration forms, and submitting payment (if applicable).



STEP 7: When you reach the end, a pop-up screen will appear and ask if you want to return to the dashboard or make a payment. You can click "Return to Dashboard" if you want to ensure that everything is completed or "Make Payment" if you have selected to pre-order a hoodie and need to make the payment. The **red notification bells on your dashboard** will alert you of any incomplete items.



2027 ARCTIC BLAST HOODIE DESIGN



Thank you for dedicating your weekend to investing in your students' lives at Arctic Blast this upcoming winter!

Your director/main group leader will communicate and share the packing list, travel arrangements, and any other additional information with you prior to the weekend of the event.

If any items are incomplete on your registration, we will contact the email address or phone number listed on your account to remind you to complete these items.

Please be sure to complete all required registration forms and payments by the deadlines.

If you have any questions or concerns, please let us know – we'd be happy to assist!

- LGYC Registration Team

LAKE GENEVA
EST. 1950
YOUTH CAMP