Reserving Spaces for Your Group:

For the Rock Solid-5th Grade Winter Retreat on *January 26th-27th, 2019* click this link:
https://mycircuitree.com/ngumc//Registration/EventSelection.aspx?filter=peid|Prxd%2bYndUbA%3d

1. Input the quantity of spaces you would like to reserve for both male and female students and male and female chaperones. Press "Continue".
2. On the next screen, press "Create New Account".
3. Input the information required to create an account. Once all fields have been filled, press "Create" at the bottom of the screen.
4. On the next screen, verify that the number of spaces displayed for male and female participants is correct along with the price per person and total price. The price per person will be the $98.
5. A breakdown of the per person cost can be viewed by clicking on this price in the second column.
6. If changes are made, press "Update Quantity", then press "Check Out".
7. Read the Conference Terms in full. After reading the terms, check the box that says you agree to the terms and Type your name in the Required Signature field. Press "Continue".
8. Input the payment info for the card you will be using to make payment.
   The minimum deposit per participant ($10/person) is all that is required at the time of checkout.

*If you are not paying with a credit card and prefer to mail a check, you will need to log out from this screen and send a check for the deposit to Glisson Camp & Retreat Center, 690 Camp Glisson Road, Dahlonega, GA 30533. Once the check has been received, we will apply to the account and the spots will be held at that time.

9. Press "Save Account" at the bottom of the page.
10. Input the Card Security Code, verify the amount, and press "Continue"
11. Check the total amount one more time, and press "Finish" to complete group registration.

Managing Roster - Adding Participants

1. Login to your account.
2. Select "View Registrations".
3. Select "Manage Roster" underneath your event group registration
   a. Making it a Private Itinerary: Individually Naming Participants and Request Codes
      i. A private itinerary is managed by sending specific, one-person use request codes to each potential participant or individually naming each participant.
         1. This option gives you much more control over your roster and the space you have available

Private Itinerary
1. To add participants, under the actions column press "Invite" beside the division (male or female) you would like to add participants to
2. Name Attendee
   i. Using the dropdown menu under "Select Attendee", select "Add a new individual" and press "Continue".
   ii. Input all required information for the participant and press "Continue" on the bottom of the page.
   iii. On the next screen, input all required information and select "Continue" on the bottom of the page
   iv. The new screen, will display any activities that have already been selected and paid for during group registration. Make any changes you would like to make (these changes will only effect that particular registrant/participant), and press "Continue"
   v. This will send an email to the parent/guardian prompting them to complete the remaining required information
   vi. Do this for as many participants as you would like
   vii. You are not able to add a participant if there is any missing information, so in this document we have included a list of the fields that are required to complete this option so you can ask parents for this beforehand.

Information Required to Add a Participant

1. Attendee Name _____

     First   Middle   Last

2. Attendee Birthdate _____ __, 20___

3. Attendee Grade (for 2018-2019 school year) _____

4. Attendee Gender _____

5. Attendee Email Address (optional) _____

6. Attendee Relationship to Family _____

1. Parent/Guardian Name _____

      First   Middle   Last

2. Parent/Guardian Family Role _____

3. Parent/Guardian Email Address _____

4. Family Address _____

  Street Address   City   State   Zipcode

5. Phone Number _____._____._____

**If you have any questions about the registration process, please call

Glisson Camp & Retreat Center

706-864-6181**