

# 2021 Super Summer Online Registration Process

Church Contact will launch the registration process from the SS website by clicking the Church Registration button.

**Church Contact** will create an **online user account for themselves** in order to register your church for their Group Hold ID. This person will oversee church's registration and be able to see all participants progress through the registration process. Information Needed To request Group Hold : Contact Person, phone number, email address, Week Attending Camp, # of Exec Staff, # of Team Leaders (Required ratio: 1 Team Leader per 7 Students), and # of students.

Begin Church Registration  
(Use previous account or create new account)  
**Request Group Hold Identification**



SS receives Church's request and assigns Group Hold ID

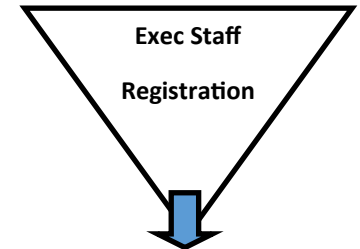


Church gives Group Hold ID to endorsed church participant  
Online Registration opens April 15th



- ⇒ Church conducts Interview/Selection Process for Team Leaders and Students.
- ⇒ Church reviews Spiritual Assessment Forms with students
- ⇒ Sign approved Forms and give students the church's Group Hold ID.

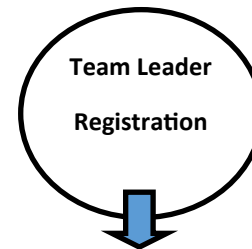
- ◆ ***An online user account only needs to be created once.*** This profile could be used for different roles. An online user account can be used for a church contact, register for camp participation or as a parent to register a camper.
- ◆ If you have forgotten your user name or password, you can request this info on the SS registration home screen. Just **click Forget User Name** or **Forgot Password**.



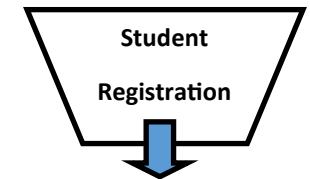
- ◆ Use previous account log in or create online user account \*
- ◆ Complete SS Exec Staff Profile online
- ◆ SS Medical Form online
- ◆ **Upload** signed Affirmation Letter
- ◆ **Upload** PDF of Insurance Cards

## Church Contact completes the following on or before May 15th:

- **Upload** Background Compliance Form listing all participating adults
- Roommate Request Forms - **Must be submitted for each church**
- All churches will be roomed with members from the same church.
- Send payment to: **Super Summer OK 609 NE 21st, Moore, OK 73160**
- Oversee that all participants complete all parts of their online registration including forms that need to be uploaded.



- ◆ Use previous account log in or create online user account \*
- ◆ Complete Team Leader Profile online
- ◆ SS Medical Form online
- ◆ **Upload** signed Affirmation Letter
- ◆ **Upload** PDF of Insurance Cards



- ◆ Use previous account log in or create online user account \*
- ◆ Complete Camper SS Profile online
- ◆ SS Medical Form online
- ◆ **Upload signed** Spiritual Assessment
- ◆ **Upload** PDF of Insurance Cards
- ◆ Silver School Students only —complete Silver School Connections Form

All forms are **uploaded** on the Dashboard screen in the section called Forms (lower right hand corner).

