

Camp Lutherhoma Summer Programs- Step by Step Registration Guide

If you are having trouble or need help at any point in this process feel free to call 918-458-0704 or email Lutherhoma@lutherhoma.com.

1. If you have previously registered a child for Camp Lutherhoma, you don't need to create a new account. The first time you log into the system you can use your email address as the username and reset your password.
2. Creating your account- as a NEW parent or adult user
 - a. Go to www.lutherhoma.com
 - b. Click "Account Login"
 - c. Click "New User"
 - d. Fill in all required information about yourself then click "Next"
 - e. You will then see your Account Page- this is the first screen you will see each time you log in. A few important buttons:
 - i. Menu- three line icon in top left corner helps you quickly navigate different parts of the website
 - ii. My Account- person icon- Manage your personal information and account members (Family Members)
 - iii. Cart- when you make reservations they will appear in your cart.
 - iv. Message Center- envelope icon- View messages from Camp Lutherhoma or send an email to your camper while they are at camp.
3. **Registering your camper**
 - a. Once you are logged in and at your Camp Lutherhoma Account click "Reservations"
 - b. Click "Explore Sessions" to see our full summer camp schedule.
 - c. Click "Register" on the session you want to register your child for.
 - d. Select the Individual you are registering or click "+ A Person" and fill out the details about your child.
 - e. Confirm Information for Primary Account holder. Please fill out necessary information about yourself then click NEXT.
 - f. Authorized Pick-Up- List individuals who are authorized to pick up your child at the end of their week of camp, and then click NEXT.
 - g. Membership Information- Please select the church you attend from the drop down list.
 - h. Tiered Pricing- Tiered pricing allows families to choose the price that works best for them, and offers the opportunity to take an active role in supporting the true cost of the camp experience at Camp Lutherhoma. All campers receive the same high quality camp experience regardless of what Tier you select, and all families are free to choose the Tier that works best for them. Your selection is completely confidential.
 - i. Tier A - Prices reflect the TRUE COST of a week of camp.
 - ii. Tier B - Prices are partially subsidized by donors. This is comparable to the 2023 pricing.
 - iii. Tier C - Prices are significantly subsidized by donors.
 - i. Adventure Options- Campers in Force, Energy, and Dynamic Sessions must select 2 Adventure Options your child would like to experience during his/her week at camp then click Next.
 - j. Campership Fund- If you are not requesting financial aid, click NEXT.
 - i. If you ARE requesting financial aid from Camp Lutherhoma's campership fund or from your Lutheran congregation, please select the correct option and fill out the additional information. Pay only the deposit to reserve your spot, if you can.
 - k. Cabin Mate Request- If your camper would like to be in the same cabin as a same-gender friend within two years of your camper's age, name the friend in the space provided. Cabin mates must be registered for the same camp session.

Camp Lutherhoma Summer Programs- Step by Step Registration Guide

- l. Health Form- Answer the health history and medical questions about your child to the best of your ability. Please read the Authorization for Health Care and digitally sign.
- m. Medication- Please input any routine medication that your child will bring to camp- including vitamins.
- n. Discounts-
 - i. Bring a Friend- If your child has attended Camp Lutherhoma in the past and is bringing a NEW friend to camp; you and the new friend get a \$30 discount! Select this discount and write the name of your friend if you are the Returning Camper or the New Friend. We will approve this discount once both campers have registered.
 - ii. Family Discount- The first camper in your family pays the full fee, each additional registered camper from your family receives a \$30 discount. Automatically applied at check out.
- o. Camp Store Account- Campers will get 2 free snacks each day. You can put money onto your child's Camp Store Account so they can purchase t-shirts or souvenirs during the week, if you'd like. Please indicate how you want leftover money to be handled. Camp Store money is optional.
- p. Donation Options- Consider a one-time or recurring donation to support the ministry of Camp Lutherhoma.
- q. My Cart- Scroll down and click the plus sign next to the session name to review your registration details.
 - i. If you intend to register another child click "Add additional reservations"
 - ii. If you are finished registering, click "Proceed to Payment"
- r. Payment Options
 - i. Select your preferred payment amount and method.
- s. Once you have completed your registration you will receive a confirmation email with details from your registration and more information including a packing list.