



WinShape Camps for Communities

HOST WIN GUIDE

LOGGING IN TO WIN

Log in to WIN using the credentials from your Host Development representative at <https://campregistration.winshape.org/>.



The image shows the WinShape Camps for Communities login and registration page. It features a blue header with the WinShape Camps logo and the text "for Communities". Below the header, there is a "Welcome! Register, Reset Password, or Log In" section. This section includes instructions for new users and existing users, a "Remember Login" checkbox, and "Login", "Cancel", and "Register" buttons. There are also input fields for "Email Address" and "Password". A "Forgot Password?" link is located at the bottom right of the form.

Welcome! Register, Reset Password, or Log In

WinShape Camps for Communities accepts campers who have completed grades K through 5.

If you have not registered for WinShape Camps for Communities in the past, please click the "Register" button. Otherwise please log in.

***For best results, use a desktop or laptop and do not use the auto-fill feature.**

If you do not receive an email with a password reset link within 10 minutes, it may be that the email you provided is not in our records, or there may be a delay in the sending of the email. Please check your spam/junk folder, click on the "Register" button to create a new account, *OR* contact support at 844-WSCAMPS (844-972-2677) or communitiesinfo@winshapecamps.org.

* Please note that online application times out after 25 minutes of inactivity, but your steps will be saved.

Email Address:

Password:

☐ Remember Login

Login Cancel

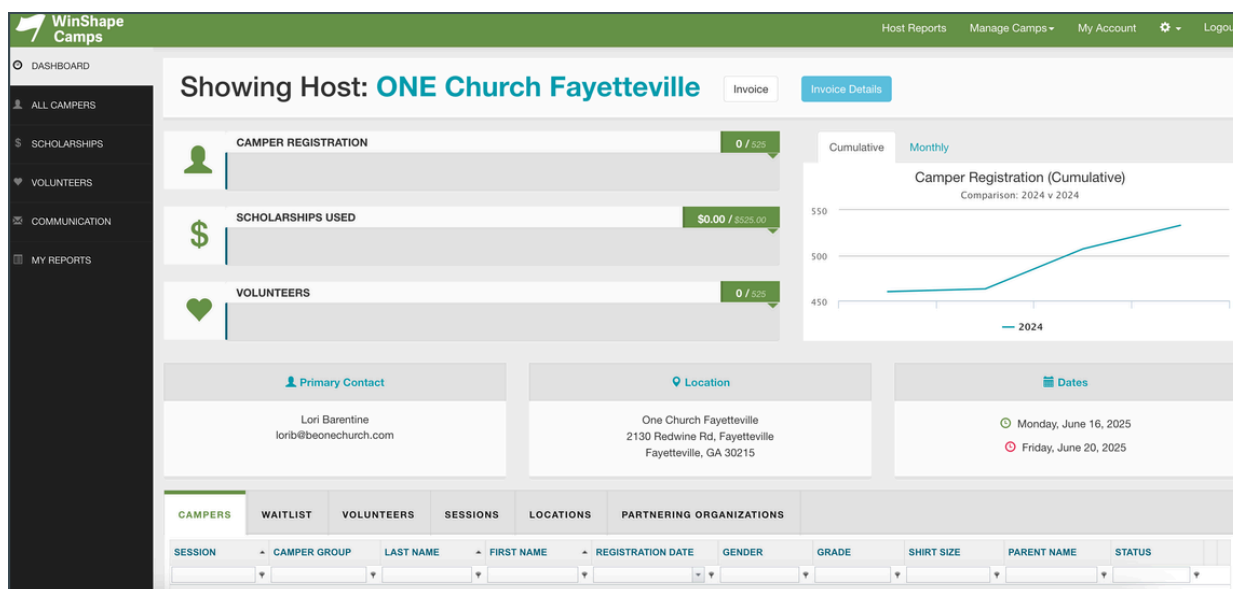
Register

[Forgot Password?](#)

If you have not received your log in credentials or if they are not working, please reach out to your Host Development representative for assistance.

GENERAL OVERVIEW

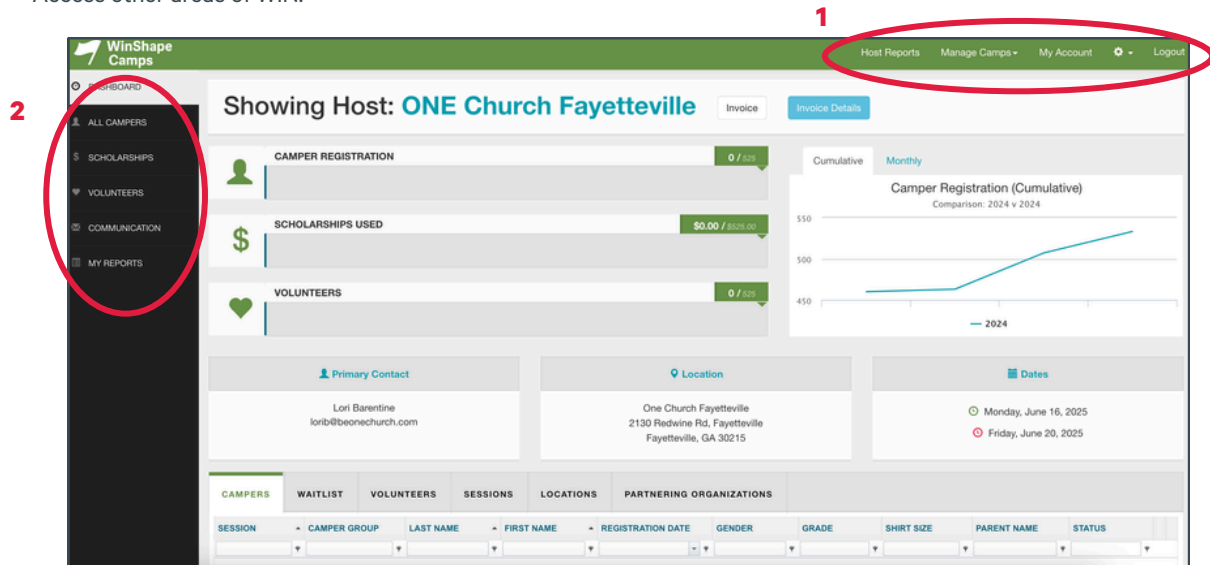
Once you have logged into the site, you will land on to the Host Dashboard. Here, you will find useful information and ways to navigate the site. Your page should look like this:



NAVIGATING THE DASHBOARD

On the Dashboard, you can:

- Set your Camper/Scholarship/Volunteer goals,
- Look up Campers/Volunteers, or
- Access other areas of WIN.



1 Top Navigation Bar

The top navigation bar directs you to the following tabs:

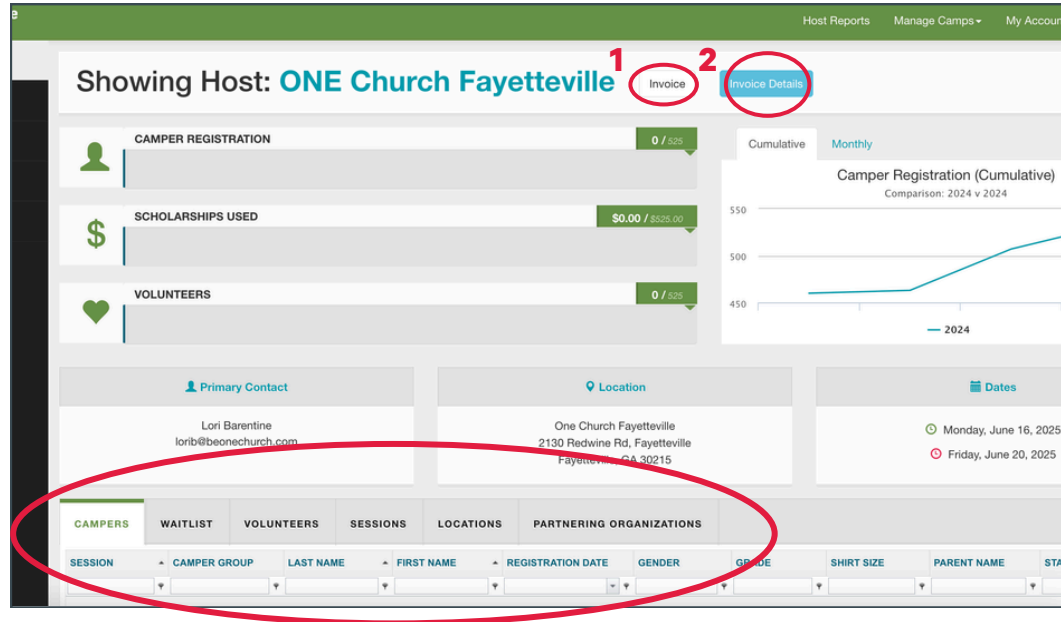
- **Host Reports**
- **Manage Camps**
 - **Camp Dashboard:** This will bring you directly to the Host Dashboard.
 - **Campers:** This is where you can look up Campers.
- **My Account:** This is where you can change your password.
- **Gear Icon**
 - **Manage Users:** You should not have to utilize this feature.
 - **Group Registration:** This is where you go to register Campers on the back end. You can register a single Camper or multiple Campers at a time.
 - **Medical Form Admin:** You should not have to utilize this feature.
- **Log Out**

2 Left Navigation Side Bar

The left-side navigation bar directs you to the following tabs:

- **Dashboard:** Use this to navigate to the Host Dashboard.
- **All Campers:** This is a section where you can look up Campers.
- **Scholarships:** This is where you will access scholarships.
- **Volunteers:** This is where will look up information on your volunteers.
- **Communication:** This is where you will send emails to previous or current Campers or volunteers.
- **My Reports:** This is another way to access the **Reports** page.

NAVIGATING THE DASHBOARD (CONT.)



1 Invoice

At the top, you will find the **Invoice** button, where you can click to see the invoice for your camp location. Invoices can be shared by copying the URL.

2 Invoice Details

This will give a more in-depth breakdown of all charges. If any of this information is incorrect, please reach out to your Host Development Representative.

3 Navigation Tabs

- **Campers:** Here, you will be able to see the Campers' registration status of *Completed*, meaning that they have paid in full, or *Partial*, meaning that they have paid at least the deposit.
- **Waitlist:** Here, you will see any Campers who are on a waitlist, if one of your camp sessions is full.
- **Volunteers:** Here, you can view basic information on your Volunteers for your camp.
- **Sessions:** Here, you can see your camp session information and where you set your goals at the top of the page.
 - **Please note, Kindergarten and 1st-5th grade are considered two separate sessions in WIN.**
- **Locations:** You can see the location where you will physically be holding camp.
- **Partnering Organizations:** Here, you will be able to see any church partners.

SETTING UP GOALS

When you log into WIN for the first time this camp season, you might not see the bar graphs for the Camper, scholarship, or volunteer goals. In that case, you need to set them up for this camp year. See instructions below.

From the Dashboard, you will go down to the tabs at the bottom and click **Sessions**.

From there, you will locate your 1st-5th grade session for the current year and click **Edit** over to the right of that session.

CAMPERS	WAITLIST	VOLUNTEERS	SESSIONS	LOCATIONS	PARTNERING ORGANIZATIONS						
YEAR	NAME	CAMPER GROUP	REGISTRATION	START	END	TRUE CAPACITY	ONLINE CAPACITY	DIRECTOR	PHONE NUMBER	STATUS	
2025	Fayetteville, GA	Kindergarten	0	6/16/2025	6/20/2025	60	60				Edit Delete
2025	Fayetteville, GA	First thru Fifth	0	6/16/2025	6/20/2025	480	480				Edit

A pop-up window should appear. Scroll down towards the bottom of this pop up. Enter your goals under **Camper Goal**, **Scholarship Goal**, and **Volunteer Goal**. Once you click **Save**, your page will reload, and the bar graphs will appear at the top. You only need to input your goals under your 1st-5th grade sessions.

Please note, your Kindergarten Campers will count towards this goal.

First thru Fifth

Kindergarten

+ Add Session

Camper Group

First thru Fifth

Capacity

480

if blank, uses the default for the camp type

Registration Start Date

2025-03-10 09:00 AM

Registration End Date

2025-06-18 05:00 PM

Camper Goal

Scholarship Goal

Registration Amount

255

if blank, uses the default for the camp type

Camp Fee Prorated Amount

Volunteer Goal

Skills

7

Cancel

Save changes

ADDING A PARTNER

To add a partnering organization, go to the Host Dashboard, at the bottom of the page, click **Partnering Organizations**.

Showing Host: ONE Church Fayetteville

Invoice

Invoice Details

CAMPER REGISTRATION

0 / 525

SCHOLARSHIPS USED

\$0.00 / \$325.00

VOLUNTEERS

0 / 525

Primary Contact

Lori Barentine
lorib@beonechurch.com

Location

One Church Fayetteville
2130 Redwine Rd, Fayetteville
Fayetteville, GA 30215

Dates

Monday, June 16, 2025

Friday, June 20, 2025

CAMPERS

WAITLIST

VOLUNTEERS

SESSIONS

LOCATIONS

PARTNERING ORGANIZATIONS

+ Add Partner

ORGANIZATION NAME

PRIMARY CONTACT

INVOICE



Under that tab, click **Add Partner**. From there, the following pop up should appear.

ADD PARTNER

Organization Name *

Primary Contact Info

Email

First Name Last Name

Password Retype Password

Camp Sessions

Session Select Some Options

Cancel Save

Here, you will enter the organization's name and set up the primary contact information. You will also associate them with your camp sessions. Once this is complete, you will be able to let your partner know that you have created an account for them and provide them their login information. They will be able to log in with that information. If this is set up, our Host Development team can invoice your partner directly.

CAMPERS

Camper Registration Statuses

Before you begin looking up Campers, it is important to understand the different Camper registration statuses.

- **Completed:** The Camper is fully registered, has a confirmed spot in camp, and has paid all their money to attend camp.
- **Partial:** The Camper has completed their registration, holds a confirmed spot in camp, and has paid at least their deposit, but still has a remaining balance on their account.
- **Waitlist:** These Campers registered after camp was full and have therefore been placed on a waitlist until a spot comes open. They have paid a deposit to hold their spot. If they do not come off the waitlist, their deposit will be refunded to them.
- **Cancelled:** The Camper was once registered, either partial or completed, and held a spot in camp, but then cancelled and is no longer attending camp.
- **Pending:** The registration was started but not finished, and no money was put down to confirm the Camper's spot for camp.

HOW TO LOOK UP CAMPERS

There are two ways you can look up Camper information in WIN:

1. The Host Dashboard

- On the Host Dashboard, you will locate the tab that says **Campers**. In this tab, you will see all your Campers who have the registration status of Completed or Partial.
- You cannot view Cancelled or Pending here.
- You may search for Campers by any of the fields in this grid.
- On the tabs at the bottom of the Host Dashboard, you can click on **Waitlist** to view all your waitlist Campers.

Primary Contact		Location		Dates	
Lori Barentine lorib@beonechurch.com		One Church Fayetteville 2130 Redwine Rd, Fayetteville Fayetteville, GA 30215		Monday, June 16, 2025 Friday, June 20, 2025	

CAMPERS	WAITLIST	VOLUNTEERS	SESSIONS	LOCATIONS	PARTNERING ORGANIZATIONS				
SESSION	CAMPER GROUP	LAST NAME	FIRST NAME	REGISTRATION DATE	GENDER	GRADE	SHIRT SIZE	PARENT NAME	STATUS

No data to display

Page 1 of 0 (0 items) Page size: 10

2. The Campers Tab

- There are two ways to get to the Campers tab from the Host Dashboard:
 - Navigate to the top green bar and select **Manage Camps**, and then **Campers**. This will take you to the Camper grid.
 - Navigate to the side bar on the left-hand side of the screen and click **All Campers**. It will also take you to the same grid.
- **This Camper grid will include all Camper registration statuses.**
 - This grid will load with no Campers showing up. To see Campers, select your camp year at the top and search using one of the columns, then click **Enter**.
- If no Campers load, add a comma to the *Session* column, press **Enter**, delete the comma, then press **Enter** again.

Host Reports Manage Camps My Account Logout												
Camp Year Camp Year 2025										Camp Dashboard Campers		
Note: This page includes all campers, including ones who are canceled and incomplete.												
Drag a column header here to group by that column												
HOST	SESSION	CAMPER GROUP	LAST NAME	FIRST NAME	REGISTRATION	GENDER	GRADE	SHIRT SIZE	PARENT EMAIL	PARENT NAME	STATUS	POSIT

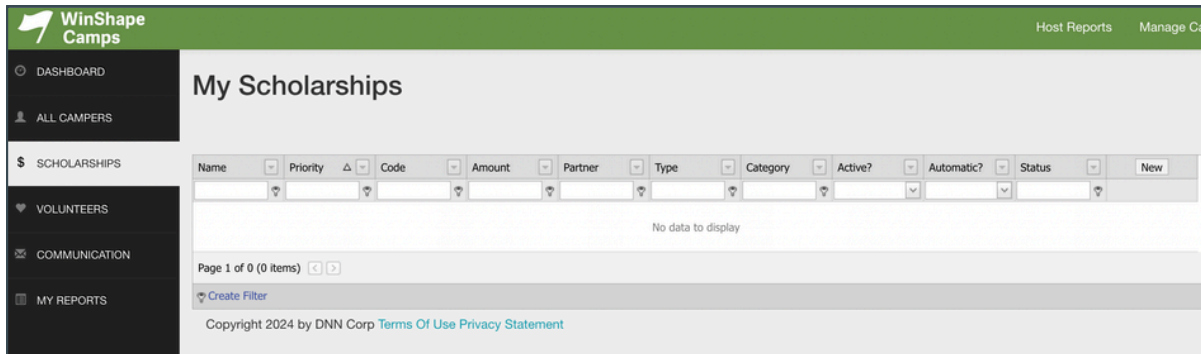
No data to display

Page 1 of 0 (0 items) Page size: 10

Create Filter

SCHOLARSHIPS

To access the Scholarships page, go to the navigation bar to the left of the Host Dashboard and click **Scholarships**.

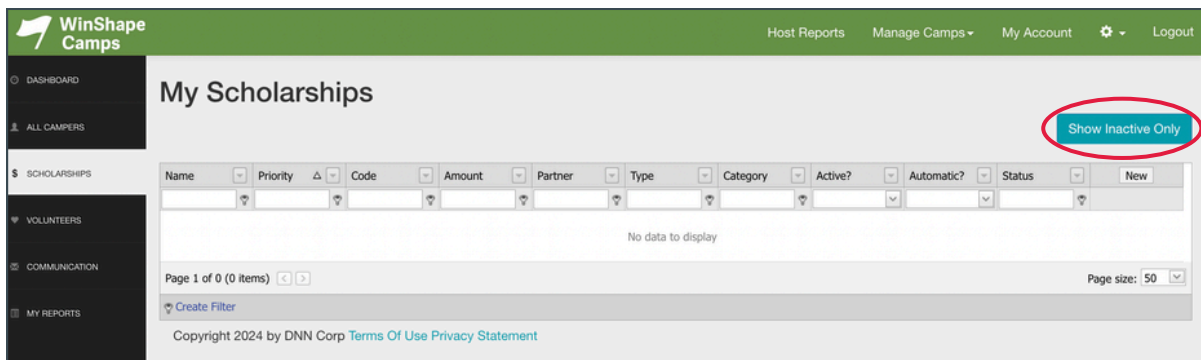


MY SCHOLARSHIPS

From here, you will create and edit scholarships for your specific camp location. The scholarships will be listed at the top of the page. A few things to note:

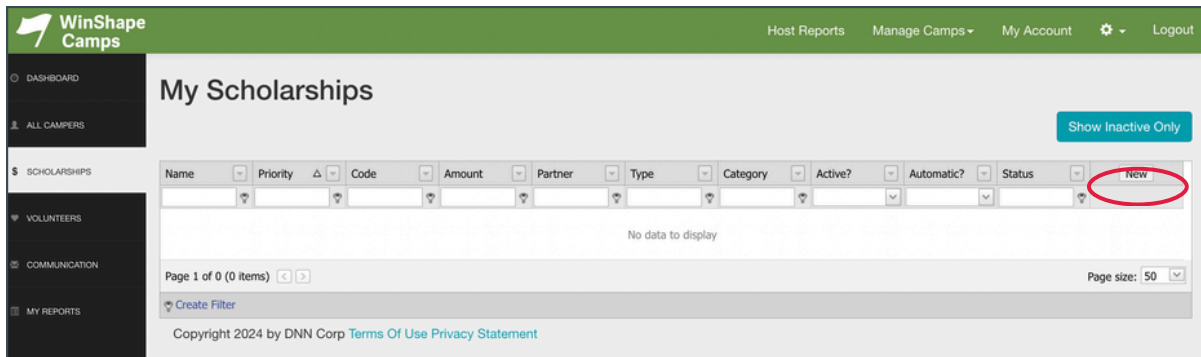
- Scholarships are not active until reviewed and approved by your Host Development Representative.
- Under the **My Scholarship** section, only active scholarships for the current year will show up.
- If you are a returning host, all your scholarships from previous years have been turned inactive. You will have to go in and reactivate them.

The top part of the page is going to show any active scholarships. To see inactive scholarships, click **Show Inactive Only**.



SETTING UP A “NEW” SCHOLARSHIP

To set up a new scholarship, you will look under the **My Scholarships** section and select **New**.



INPUTTING THE BASIC SETTINGS

Once you have clicked **New**, the page below will load.

WinShape Camps

Host Reports Manage Camps My Account Logout

DASHBOARD ALL CAMPERS SCHOLARSHIPS VOLUNTEERS COMMUNICATION MY REPORTS

Edit Scholarship

Basic Settings Advanced Settings Override

Name Code

Type Category Total Uses

Each Camper Scholarship Reimbursed

☒ Active? ☐ Automatic? ☐ Waive Deposit – Used in Group Reg or Admin Only

Host Partner

ONE Church Fayetteville

Discount Type Amount Priority

Dollar Amount

Associated Sessions

Scholarship Notes

Cancel Save Save & Submit

On this page, you will enter information into the blank fields. See below for a description of each field.

- **Name:** Enter a friendly name for this scholarship (max of 50 characters).
- **Code:** Enter a scholarship code that contains letters and numbers (max of 20 characters).
 - *Please note, you do not need to set up a code if this will be an automatic scholarship.*
- **Type**
 - Additional Camper: This scholarship will be deducted for each subsequent Camper after the first Camper on the registration.
 - Each Camper: This scholarship will be deducted once for each Camper on the registration.
 - Single Camper: This scholarship will be deducted from the first available Camper.
- **Category:** The scholarship category is used for accounting reporting.
 - Scholarship Reimbursed: An amount that is reimbursed by a host church, including all host church scholarships.
- **Total Uses:** The total number of times this scholarship can be used for all sessions within a year. Using this option will allow the scholarship to be applied in total to the limit entered. The number used will reset at year end, and the scholarship will be available in the next camp year.
- **Active:** Only scholarships marked *Active* will be available to be applied to camp registrations.
- **Automatic:** Automatic scholarships are automatically applied to all registrations, without entering a scholarship code.

- **Host Responsible for Camper Deposit:** This will allow the Camper to register without paying a deposit.
 - The Host is responsible for the deposit amount.
 - ***These scholarships can only be used in group registration or by a WinShape administrator.***
- **Host:** If a camp host is selected, this scholarship will apply to all sessions for that host. The camp host will be responsible for the scholarship.
- **Partner:** Select a camp Host to see a list of partners. The partner will be responsible for the scholarship.
- **Discount Type:** Choose whether a dollar amount or percentage is used for this scholarship.
- **Amount:** The amount (dollar or percentage) subtracted from the registration fee.
- **Priority:** The order in which the scholarship is applied to a registration. Priority 1 will be applied first.
- **Scholarship Notes:** Please describe the purpose or reason for this scholarship. This information is helpful for your Host Development representative.
 - Sibling Discount is a Priority 0 and will always be deducted if applicable. Please be as detailed as possible.

After you have input all the information on the basic information tab, it is time to move to *Advanced Settings*. Please note, advanced settings may not be used for every scholarship you set up.

SCHOLARSHIP STATUS

There are three different statuses your scholarship will be in:

1. **Not Submitted:** You have not submitted the scholarship to your Host Development representative.
 - If your scholarship is declined, it will reappear as *Not Submitted*, and you will receive an email from your Host Development representative on the reason. Once the issues are resolved, you will be able to resubmit.
 - Saved scholarships appear as *Not Submitted*.
2. **Submitted:** Your scholarship has been submitted and is now under review.
3. **Approved:** Your scholarship has been approved by your Host Development representative.

My Scholarships										
										Hide Inactive
Name	Priority	Code	Amount	Partner	Type	Category	Active?	Automatic?	Status	New
One Church Full	1	OneChurchFull	100.00%		Each Camper	Scholarship Reimbursed	☐	☐	Not Submitted	Edit
One Church Half	1	OneChurchHalf	50.00%		Each Camper	Scholarship Reimbursed	☐	☐	Not Submitted	Edit

Emails are sent when Scholarships are approved or denied. If denied, notes regarding the reason will be included.

ADVANCED SETTINGS

To access advanced settings, click on the *Advanced Settings* tab at the top of the page.

The screenshot shows the 'Edit Scholarship' interface in the WinShape Camps system. The 'Advanced Settings' tab is selected and circled in red. The form includes the following fields and options:

- Per Session Limit:** A text input field.
- Min Registration:** A text input field.
- Max Registration:** A text input field.
- Include Cancelled Registrations?:** A checkbox.
- Start Date (use YOUR local time):** A date and time picker showing '01/01/2004 12:00 AM'.
- End Date (use YOUR local time):** A date and time picker showing '01/01/2004 12:00 AM'.
- Days Before Start:** A text input field.

At the bottom right, there are three buttons: 'Cancel' (red), 'Save' (blue), and 'Save & Submit' (green).

You do not have to fill out all the blanks on this page; only fill out what applies to your specific scholarship.

- **Per Session Limit:** The total number of times this scholarship can be used within a single session. Using this option will allow the scholarship to be applied up to the limit entered for each camp session.
 - Example: If you had a scholarship that you wanted to be used a total of 20 times, but you wanted 10 of those to be 1-5th graders and 10 for Kindergarteners, this is where you would input the number 10. This ensures that the Scholarship is only used 10 times in each session. Remember, our sessions are divided into 1-5th grade and Kindergarten so you can only limit uses by those groups.
- **Min. Registration:** Registrations in a session must be equal to or greater than this number for the scholarship to be applied.
 - Example: If 51 is the number you put into the box, registration 51 will receive the scholarship and all the numbers after it.
- **Max. Registration:** Registrations in a session must be equal to or less than this number for the scholarship to be applied.
 - Example: If 100, registrations up to and including 100 will receive the scholarship.
- **Include Cancelled Registrations:** If checked, **all** registrations (including cancellations) are included when calculating min/max registration. If unchecked, only active registrations are included.
 - Example: If a Camper registers and gets your scholarship for the first 100, but then cancels later that day, this setting means that the scholarship will only be given to 99 Campers, as the cancelled Camper is included.
 - Most Hosts do not use this option.
- **Start Date (use your local time):** The date that this scholarship will start to be applied to and available for registrations.
- **End Date (use your local time):** The date that this scholarship will stop being applied to and available for registrations.
- **Days Before Start:** The number of days before the start of a session that the scholarship will be available to be applied.
 - Most Hosts do not use this option.

After you have filled out Advanced Settings, you will want to flip over to Override Settings.

INPUTTING OVERRIDE SETTINGS

You will find **Override** tab on the top bar. On the *Override* tab, you may edit the percentage or amount of the scholarship you are setting up due to potential scholarships that have already been applied. Refer to your Host Development representative to discuss this feature more.

You must save your Basic and Advanced Scholarship Settings, and then go back in and add any overrides before submitting to your Host Development representative for approval. Hosts can only override one of their scholarships.

Edit Scholarship

Basic Settings

Advanced Settings

Override

Please save this scholarship before setting overrides.

If Scholarship Exists ?

Override Discount Type ?

Override Amount ?

Dollar Amount

Cancel

Save

Save & Submit

EDITING AN EXISTING SCHOLARSHIP

You can edit any of your existing scholarships. If you made an error when setting it up or want to activate a scholarship from a previous year, you can do that from the main scholarship page. To do this, locate your scholarship either under the **Active** tab or the **Inactive** tab and click **Edit** to the right of the scholarship you want to edit.

My Scholarships										
										Hide Inactive
Name	Priority	Code	Amount	Partner	Type	Category	Active?	Automatic?	Status	New
One Church Full	1	OneChurchFull	100.00%		Each Camper	Scholarship Reimbursed	☐	☐	Not Submitted	Edit
One Church Half	1	OneChurchHalf	50.00%		Each Camper	Scholarship Reimbursed	☐	☐	Not Submitted	Edit

After you click on **Edit**, the page will load with the three sections of information settings—Basic, Advanced, and Override. You will then go in to edit anything you need to change or update and click **Save**. The scholarship will then be updated.

With scholarship questions, please reach out to your Host Development representative.

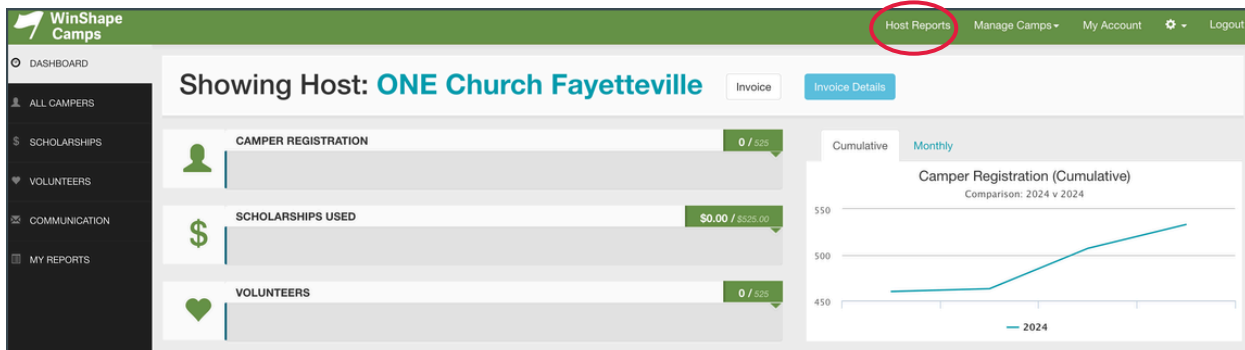
SCHOLARSHIP REPORTS

There are three main reports you will use when looking up scholarships.

1. **Scholarship Per Camper Summary Report:** You will use this report when you need to find the total amount of money a certain scholarship has used.
2. **Scholarship Per Camper Report:** You will use this report when you need to know how many Campers have used a Scholarship, and the exact names of Campers that have used a scholarship.
3. **Scholarship Report:** A list of scholarships that have been set up in our system.
 - Please note, this does not mean the scholarship is active.

REPORTS: GENERAL OVERVIEW

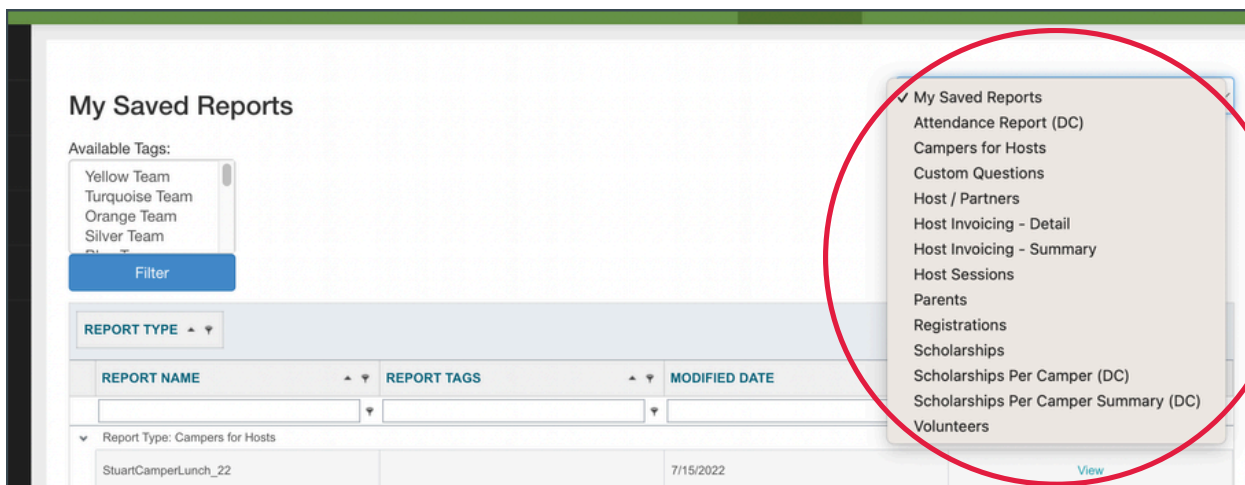
To access reports, look towards the top green bar and find the **Host Reports** tab.



The screenshot shows the 'My Saved Reports' page. It features a table with columns for 'REPORT NAME', 'REPORT TAGS', and 'MODIFIED DATE'. The table lists three reports: 'StuartCamperLunch_22' (modified 7/15/2022), 'Stuart Lunches_2024' (modified 6/9/2024), and 'Fayetteville Campers Nurse' (modified 6/10/2024). Each report has a 'View' link. There is also a 'Filter' button and a 'Report Type' dropdown menu.

REPORT NAME	REPORT TAGS	MODIFIED DATE	
StuartCamperLunch_22		7/15/2022	View
Stuart Lunches_2024		6/9/2024	View
Fayetteville Campers Nurse		6/10/2024	View Delete

To access a report, click on the drop-down at the top right of this screen that says **My Saved Reports**. This will bring up a drop-down menu of all the reports you have access to.



Here, you will be able to choose the report that you would like to view. To demonstrate, we are going to use the **Registration Report** to walk through some of the report features available to you in WIN.

When you open the Registration Report, you will see the following page. It should automatically load the current year, but if not, you can select the camp year in the left-hand corner and then click **Run Report**.

Registrations

Camp Year: [Dropdown]

Run Report

CAMP TYPE	CAMP YEAR	CAMP REGISTRATION ID	REGISTRATION DATE	CAMPER REG ID	CAMPER REG DATE	CAMPER REG TIME	CAMPER REG STATUS

After you click **Run Report**, all the information for the Campers at your camp location will populate. From here you have a couple of options on how you can move forward.

- **Option 1:** You can download the report directly from WIN with all the information and filter out what information you do not need in Excel.
- **Option 2:** You can filter out the information that you do not need in WIN and then save the report to access later without having to re-edit it.

HOW TO FILTER/SAVE A REPORT IN WIN

To demonstrate, we will create a report of Campers with Special Concerns following the steps below.

1. **Filter out your Pending and Cancelled Campers** from your report, as they do not have a confirmed spot in camp. To do this, you would find the column titled **Camper Registration Status**.
 - It is important to make sure you are using the *Camper Registration Status*, **not** the *Registration Status* column.
2. **Select what should be included in this column** using the icon next to the title that looks like a funnel. For this example, **Completed** and **Partial** will be selected. Once you click the check boxes for those options, the Report should reload, only showing the Campers with a Camper Registration Status of Completed or Partial.

Registrations

Camp Year: Camp Year 2024

Run Report

CAMP TYPE	CAMP YEAR	CAMP REGISTRATION ID	REGISTRATION DATE	CAMPER REG ID	CAMPER REG DATE	CAMPER REG TIME	CAMPER REG STATUS	CANCELLATION REASON	REMAINING BALANCE	NEW RETURNING	NBR PRI CAMPS
WinShape Camps for Communities	Camp Year 2024	415085	3/4/2024	661900	3/4/2024	09:01	Completed		0.00	Returning	
WinShape Camps for Communities	Camp Year 2024	415087	3/4/2024	661905	3/4/2024	09:02	Completed		0.00	Returning	
WinShape											

3. **Hide any columns that you do not need** after you have filtered out the Camper registration statuses.

- You can hide a column even if the report is filtered by that column. It will not change your filtering. For example, on this report, we could hide the Camper Registration column and it would continue to filter for Completed and Partial Campers.
- To hide a column, open the **Column Chooser**. To do this, go to the top of the columns where the headers are and right click. When you right click, a menu should open, and you want to select *Column Chooser*.

CAMP TYPE	CAMP YEAR	CAMP REGISTRATION ID	REGISTRATION DATE	CAMPER REG ID	CAMPER REG DATE	CAMPER REG TIME	CAMPER REG STATUS	CANCELLATION	REMAINING	NEW	RETURNING	NBR PR CAMPS
WinShape Camps for Communities	Camp Year 2024	415085	3/4/2024	661900	3/4/2024	09:01	Complete		0.00	Returning		
WinShape Camps for Communities	Camp Year 2024	415087	3/4/2024	661905	3/4/2024	09:02	Complete		0.00	Returning		
WinShape Camps for Communities	Camp Year 2024	414996	3/3/2024	662000	3/4/2024	09:02	Complete		0.00	Returning		
WinShape Camps for Communities	Camp Year 2024	413934	1/10/2024	661986	3/4/2024	09:03	Complete		0.00	Returning		

Now that your report is filtered to exactly to what you need, it is time to download your report and save it in WIN. To export your report to excel, scroll down to the bottom of the screen and decide which format to download your report in.

Page 1 of 15 (712 items) | Page size: 50

Save Report Settings

Report Name:

Available Tags: Yellow Team, Turquoise Team, Orange Team, Silver Team

Export Report

PDF, XLS, XLSX, RTF, CSV

Save Cancel

After you export, you can also save your report so that when you come back, it will be ready to go without any of the filtering work. To save your report, you will click **Save Report Settings** at the bottom of the page. Create a title and save it as a **personal report**. (Do not worry about report tags).

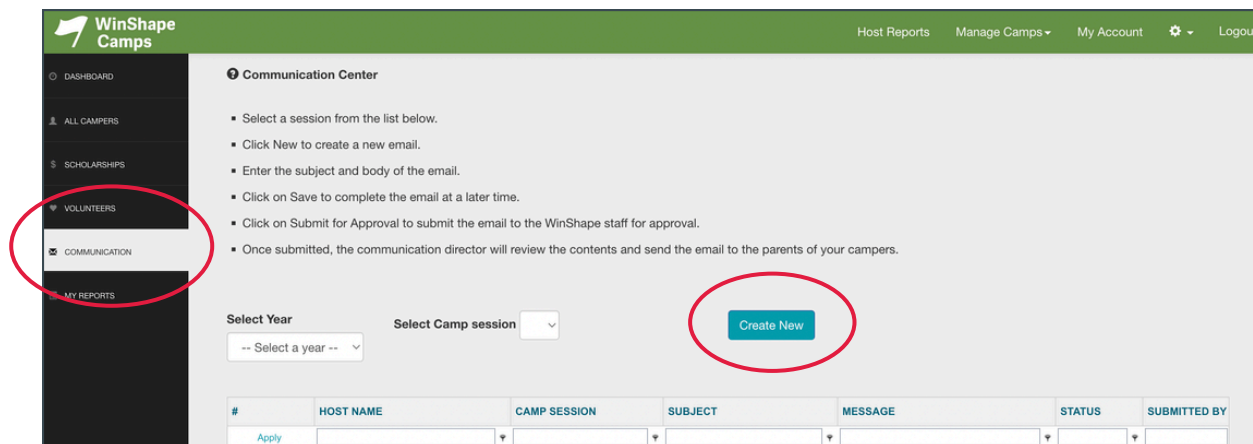
After you have saved your report, you should see it on the **My Reports** tab. You will now be able to view this report whenever needed.

COMMUNICATION TAB (SENDING EMAILS IN WIN)

WIN is to be able to send emails directly to your **Campers and Volunteers**. To get started, select the **Communication** tab on the left. When the page loads, you will see all the previous emails you have sent or submitted and will be able to create a new email.

How to Send a New Email

To send an email, you will select which year of Campers or volunteers that you want to send it to. You may email Campers or volunteers from the current year or the past two years. After you select a year, you will select the desired Camp Session and click **Create New**.



After you select the year and camp session, you may start drafting your email. You should see the **Church Name** and **Session Dates** that you selected. Enter the subject of your email. Then choose the audience for the email.

You have three audience options to select from:

- **Active Campers:** This will be all Campers who are currently registered for camp who have a registration status of Complete or Partial.
- **Volunteers:** Volunteers from that selected year.

When sending your email, you can send it to any combination of these three groups that you would like by selecting the check boxes of the desired group.

Examples of Combinations

- **Active Campers + Volunteers:** To give updates about camp for this summer.
- **Active Campers Only:** To welcome your Campers to camp.
- **Volunteers Only:** To communicate any information that volunteers only will need to know.

Once you have drafted your email, click either:

- **Save:** If you are not quite yet ready to submit your email for approval, you can click the Save button and come back to continue editing it later.
- **Submit for Approval:** If you are finished and ready to have your email reviewed and sent out to your campers and families, you can click *Submit for Approval*.
 - **At this point, you will be unable to make any additional edits. The email will be sent to your Host Development representative to review, approve, and be sent out.**

CUSTOM REGISTRATION QUESTIONS

You will have the opportunity to add custom registration questions to both your Camper and volunteer registrations. This is an **optional** feature if you have additional questions that you would like parents to fill out during registration. Your Host Development representative will give you more details of how to submit these questions.

These questions can be asked on three different levels: Parents, Campers, or Volunteers.

- **Parent Level:** This means this question will be asked when the parent is filling out their information.
 - Example: Would you like more information about our church/organization?
- **Camper Level:** This question will be asked for every single Camper that registers. You can ask different questions based on the two Camper sessions (Kindergarten or 1st-5th).
 - Example: Would you like to purchase Chick-fil-A lunch for your Camper on Tuesday (Original sandwich, chips, and cookie) for \$7.00? (Must be paid for on first day of camp)
- **Volunteer Level:** This question will be asked only to your volunteers on their registration.
 - Example: Will you need childcare while you are serving?

Question Types

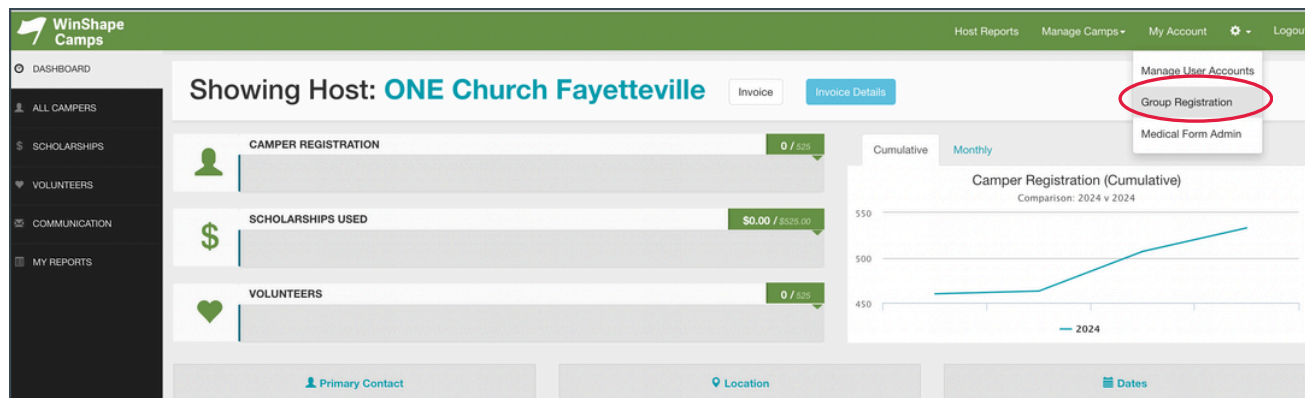
You may have three different question types to choose from:

- Multiple Choice
- True/False
- Text Box Answer

If you plan to use this feature, please contact your Host Development representative or refer to your newsletter for the Custom Question Link. This must be completed for question(s) to be added.

GROUP REGISTRATION: GENERAL OVERVIEW

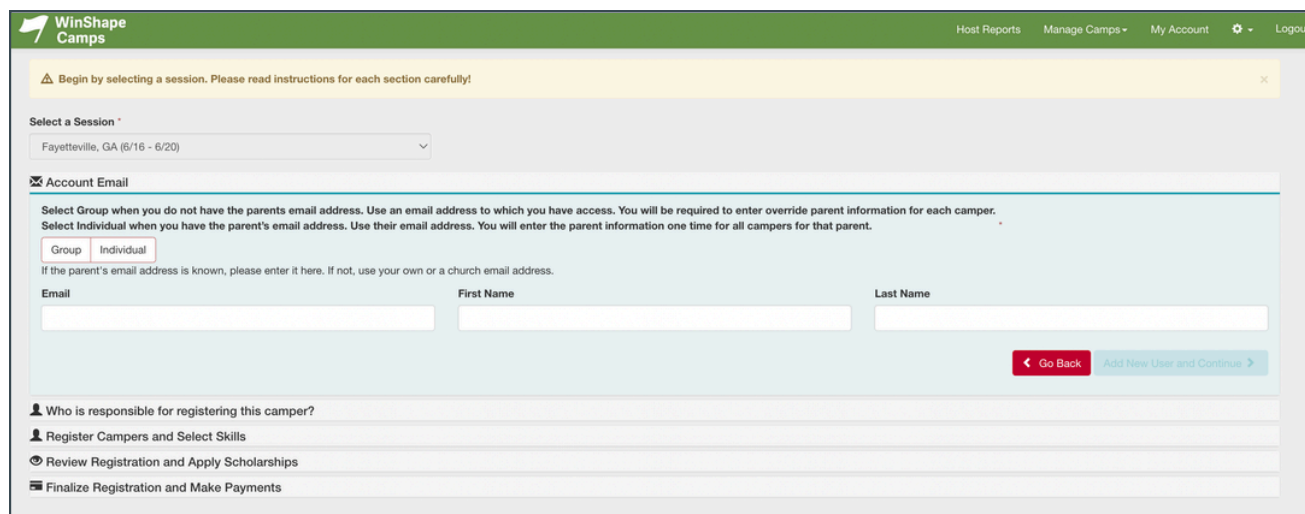
Group Registration allows you to register Campers on the back end. There will be information that you will need to know about each Camper. To access Group Registration, you will look for the gear icon on the top right-hand corner of the page. From here, you will click **Group Registration**.



After you click **Group Registration**, this page will load where you will select your camp session.



After you choose your camp session, you will begin to walk through the registration stepper.



FILLING OUT A GROUP REGISTRATION

Account Email Section

First, determine if you are completing a **Group Registration** or an **Individual Registration**.

- **Group:** This is the option to use when you do not know the parent's email address. We would prefer each Camper to be registered under their own parent's email, but understand there are circumstances where that is not possible. For the email address and first/last name, enter your information. We suggest that you do not use your Host email address when utilizing the Group Registration feature.
- **Individual:** Use this option if you do know the parent's email address. Input the parent's email and first and last name. If the parents have started the registration process, but have not finished it, all the information that the parent already entered should appear.
 - You can register siblings under this registration type at the same time, that will come in a later step.
 - After you have finished the account email section you can click **Add New User** and **Continue**.

The screenshot shows a web form titled "Select a Session" with a dropdown menu set to "Fayetteville, GA (6/16 - 6/20)". Below this is a section for "Account Email" with the email address "parentemail@gmail.com". A note instructs users to select "Group" if they don't have a parent's email and "Individual" if they do. Two buttons, "Group" and "Individual", are visible, with "Individual" being the active selection. Below the buttons are input fields for "Email" (containing "parentemail@gmail.com"), "First Name" (containing "Parent"), and "Last Name" (containing "Name"). At the bottom right are two buttons: "Go Back" and "Add New User and Continue".

“Who is Responsible for Registering this Camper?” Section

In this section, you will answer who is responsible for registering this Camper and fill in the appropriate information.

- **Individual Registration:** You will fill out this section using the parent's information.
- **Group Registration:** You will fill out this section using your information.
 - Here, you are going to see default emergency contact information and default authorized pick up. In the next section, you will be able to input emergency contact and authorized pick up for each individual Camper.

The screenshot shows a form titled "Who is responsible for registering this camper? Parent Name". A note says: "If the parent's email was provided, please enter the parent's information. If not, please enter your information." The form is divided into several sections. The first section has input fields for "First Name" (containing "Parent"), "Last Name" (containing "Name"), and "Phone Number". The second section has "Address Line 1" and "Address Line 2" fields. The third section has "City", "State" (a dropdown menu), and "Zip Code" fields. The fourth section has "Cell Phone" and "Text Message Opt In?" (with "Yes" and "No" buttons). The fifth section, titled "Additional Information", has "How Did You Hear About WinShape Camps?" (a dropdown menu), "Are you actively involved in a church?" (with "Yes" and "No" buttons), and "Current Church" (an input field). The final section has "Default Emergency Contact(s)", "Default Emergency Contact Phone", and "Default Authorized Pickup" fields.

Register Campers and Select Skills

Now it is time to register your Campers. Click the **+ Add Camper** button. If you are registering Campers under the Group registration type, you will need the parent information for this section.

Register Campers and Select Skills

If the parent's email was provided, do NOT enter parent override information. If the parent email was not provided and you have parent information, please enter parent override information.

First Name	Last Name	Group Registration?	Registration Status	Birthday	Gender	Grade
+ Add Camper						

[Go Back](#) [Save and Continue](#)

- **Individual Registration:** For an Individual Registration, meaning you have registered the Camper under the parent's email address, you will *not* see the *Parent Override Information* section at the top, and will be prompted to fill out the information for the first Camper and click **Save**. After you have input information for that first Camper, if there are other Campers being registered under that account you will click the **+Add Camper** button again and repeat for the remaining Campers, then click **Continue** to go to the next section.
- **Group Registration:** For Group Registration, you will be prompted to put in parent override information.
 - **Important note: This is where you will input all information about the parent and as well as an emergency contact for this Camper. This gives the parent permission to be on the Camper's approved pick-up list for camp.**
 - When you are ready to input information for the Camper and parent, click on the drop down under the **Parent Override** section and click **Create New**.

Register Campers and Select Skills

[Remove Parent Override](#)

Parent Override Information

Select from existing or create new *

Camper Details

First Name * Middle Name Last Name *

Grade Completing in SPRING * Birthday * Gender * Male Female

Shirt Size *

Are there any special concerns or circumstances? Can we use pictures of this camper? * Yes No

[Cancel](#) [Save and Continue](#)

After you click **Create New**, you will input information about the Camper, their parent, and an emergency contact for that Camper.

Important Notes

- Parents may only have one phone number.
- Camper Grade is the grade the Camper will be **completing the spring before camp starts**.
- You will select the Skills that the Camper wants. Therefore, it is best to acquire this information from the family ahead of time.
- All these questions can be found on the paper group registration form.

After you finish with this Camper, click **Save and Continue**. This will bring you back to the page where you can add another Camper or proceed to the next section. If you are adding another Camper, the system will save the parent override information you have put in. If you are registering two Campers who are siblings and have the same parent override information, you can select that parent and their information will auto populate. If you are adding a second Camper that does not share the same parent information you would click **Create New**. Once you have added all your Campers, you will proceed to the next section.

Review Registration and Apply Scholarships

Review Registration and Apply Scholarships

Scholarships applied at the Global Level will apply to all campers on the registration, including those that were registered previously.

First thru Fifth: 4 slots available of 150.
Kindergarten: 4 slots available of 30.
*A negative number means a waitlist is in place.

Status	First Name	Last Name	Tuition Amount	Remaining Balance	
Pending	Camper	Name	\$235.00	\$235.00	Apply Global Scholarship Apply Scholarship

Go Back

Save and Continue

On this page, you can see how many spots you have left for each of your camp sessions and whether there is a waitlist. You will also apply any scholarships for these Campers. There are two sections to do this under the **Apply Global Scholarship** button or under the **Apply Scholarship** button, by each Camper's name.

- **Apply Global Scholarship:** This button will show all the global scholarships that can be applied (i.e. the Sibling Discount).
 - **In Group Registration, these scholarships will NOT automatically apply to any of the Campers like they do in a regular registration and will need to be manually selected.**
 - Selecting the *Apply Global Scholarship* button here will apply the scholarship to all the Campers. We would prefer that you do not use this button when applying scholarships, instead we would like you to use the *Apply Scholarship* button next to the Camper's name.
- **Apply Scholarship:** This will be the button that you will use to apply scholarships to each Camper. From this button, you will see a pop up that will list all the available global scholarships and scholarships you have set up for your specific camp and you will manually apply any discount the Campers will receive.
 - **Sibling Discount:** The Sibling Discount will NOT add automatically, so you will need to ensure you apply the Sibling Discount to any Campers who are truly siblings. The Sibling Discount only applies to each additional Camper after the first Camper.
 - The Sibling Discount also needs to be added FIRST, before any other scholarships that your church may award the Camper.
 - After you have reviewed the registrations and applied the Scholarships you are ready to go to the next step: *Finalize Registration and Make Payments*.

Finalize the Registration and Make Payments

Finalize Registration and Make Payments

Payment must be made unless a Host Responsible for Deposit or 100% Scholarship has been applied.
* Minimum Amount Due Today: **\$55.00**

After making any payments, please click "Complete Registration" button to officially confirm the registration/updates for this registration.

Camper	Deposit	Balance	Custom	Amount
Camper  (Pending) Minimum Amount Due: \$55.00 Remaining Balance: \$235.00				
TOTAL PAYMENT:				\$0.00

Credit Card Payment

Billing Address

Billing Address *

City *

Enter a New Card

Card Holder Name *

Card Number *

Exp Date *

Here, you will be able to pay the remaining balance due on this Camper's account. Most likely, you will probably be applying a scholarship that covers it.

The minimum due for each Camper is the deposit to reserve their spot. If the deposit is covered by a Scholarship, you will be able to proceed and reserve the Camper's spot. After you have clicked the **Submit Registration** button, the Camper's registration will process and they will be registered for camp!

Important Next Steps

Individual Registration

If you registered the Campers under the parent's email address, the parent will get a confirmation email of the registration and then have their own account created. To log into their account, they will go to our registration site and click the *Forgot Password* button. They will receive a temporary password to log in and set their own password. From there, they will be able to go in and see their registrations, make any further payments, as well as fill out the Camper's medical forms. These must all be completed 30 days before camp starts. **Please ensure you communicate this information to the parent.**

If the parent has any issues accessing their account, they can call the Customer Experience team at 844-WS-CAMPS or email them at communitiesinfo@winshapecamps.org.

Group Registration

All Group Registration Campers will need to fill out their medical forms. To access their medical forms, you will go to the top green bar of the page and click on **My Account**. On that page, you should see that medical forms need to be submitted. You will click on the **Medical Forms** button and have access to fill out the digital forms for each Camper you have registered.

VOLUNTEERS

Volunteers can register at <https://camps.winshape.org/volunteer/>.

Volunteers will be brought to a login page that looks very similar to the Camper registration page. From there, they will need to log in or create a new account. Next, they will be able to fill out the volunteer registration.

- Currently, you can only register one volunteer per email address.

How do I look up my volunteers?

Option 1: On your Host Dashboard, at the bottom of the page, you will see a tab labeled **Volunteers**. When you click this, it will list out all your volunteers for that year. This is the only place where you can select the *Background Check Completed* option.

CAMPERS	WAITLIST	VOLUNTEERS	SESSIONS	LOCATIONS	PARTNERING ORGANIZATIONS					
+ Add Volunteer										
BACKGROUND CHECK COMPLETED	SESSION	LAST NAME	FIRST NAME	CLASSIFICATION	SHIRT	PHONE	ADDRESS	CITY	STATE	STATUS
No data to display										
Page 1 of 0 (0 items) ◀ ▶ Page size: 10										

Option 2: On the Host Dashboard, go to the sidebar, on the left-hand side of the screen and select **Volunteers**. Once on that page, select the camp year that you would like to see volunteers for.

WinShape Camps

Host Reports Manage Camps My Account

DASHBOARD

ALL CAMPERS

SCHOLARSHIPS

VOLUNTEERS

COMMUNICATION

MY REPORTS

Camp Year

Camp Year 2025

Note: This table includes all volunteers, including ones who are canceled.

Drag a column header here to group by that column

HOST

SESSION

LAST NAME

FIRST NAME

CLASSIFICATION

SHIRT

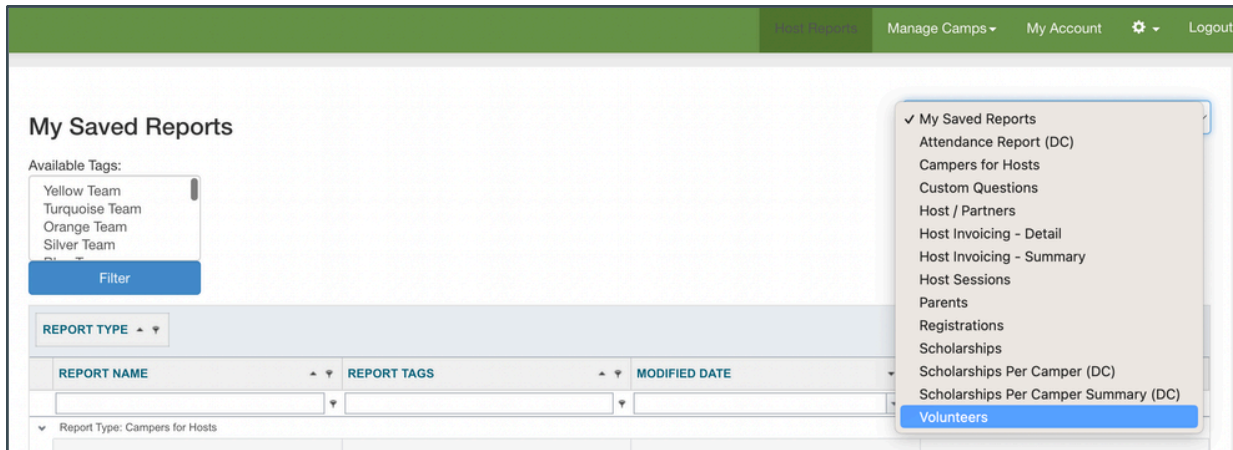
PHONE

ADDRESS

No data to display

Page 1 of 0 (0 items) [◀](#) [▶](#) [Create Filter](#)

Option 3: Pulling a report will allow you to save the information and either come back to it later or download it into an excel file. To do this, you will go to the top green bar and select **Host Reports**. Then once on the *Reports* page, you will locate the drop down in the right-hand corner of the screen and select **Volunteers**.



You will then choose the year of volunteer reports you want to run and then click **Run Report**. From there, you can filter the report and then either save it or download.

