

ENGAGE REGISTRATION INSTRUCTIONS

CREATING AN ACCOUNT

1. Go to (engageministries.us)
2. Scroll down to find appropriate location (Gordon College/New England) and click “**Register Now**”
3. Find “I DO NOT have an account”
4. Click “Create an Account”
5. Leave the selected account type on “Individual/Family”
6. As the parent/guardian of the student(s) fill in the primary contact information
7. The additional contact is for the child attending engage, the the “This Person Is” box to “child” and fill in information for your child (even if they are 18-year-old seniors, they need to be put into the system as a child)
8. Check box that says “the contact information is the same as the primary contact”
9. The system defaults the username as the email address you entered, if you’d like to change the username uncheck the box that says “Use E-mail address” then create a password and click “Create Account”

REGISTERING/MAKING A RESERVATION

1. Once you have successfully created your account, you are ready to register!
2. Under “Make an individual reservation for” click your child’s name, please do not register yourself.
3. On the next screen, find the appropriate location (GORDON COLLEGE) and click the box next to it, then click register.
4. It is important to confirm your child’s information on this page and click NEXT.
5. You will then be asked to fill out an Engage Participant Medical Information Form, Medication information, and Engage release Waiver, it is important to provide your electronic signature on these forms by clicking NEXT
6. After completing these forms, you will be taken to a screen that says, “Your order is not yet complete,” on this page click “Proceed to Checkout”

Payment Options

1. Find “Add gift certificate or promotional code” and use the code Crossroads2020 (Capital C, no spaces)
2. Make sure to click “Add Code”
3. It is VERY important to click the box next to your reservation on the next screen, if you do not do this, the code will not go through. After clicking the box next to amount due, click “Claim Sponsorship”
4. The next screen should show that the sponsorship code did indeed work for the amount that it is supposed to cover. If it covers the full amount, click “Complete”
5. The cost of Camp is then due to the Church.
 1. If you desire to see your students remaining balance, email tim@todaysjourney.org.

NEXT STEPS

1. New this year is two forms everyone attending ENGAGE needs to provide.
 1. An up-to-date immunization record from your primary care doctor.
 2. A physical form from your primary care doctor.
2. Both of these forms need to be uploaded to ultracamp (the same website you used to register.)
 1. You can upload these files by logging into your account.
 2. Find "Additional Options" at the top and click "Document Center"
 3. If you need further instructions click on the on the cloud with the "down" arrow to download an instruction sheet for each form.
 4. When you have the proper files, click on the cloud with the "up" arrow to upload the files for your student(s).
3. Make sure your student is prepared for camp.
4. More information about transportation and what to bring will be sent out closer to the time of camp.

Some Basic Camp Info

1. Camp will take place from July 13-17 (Monday -Friday) at Gordon College in Wenham, MA.
2. We will leave from Pelham, NH, around 10am in two busses and return to Pelham around 12pm on Friday.
 1. Some parents from Orange brought the students down to Pelham and they leave from Orange around 8am.
3. Camp is all about letting the students spend an entire week learning about the Bible and sitting in messages designed to engage them and present the gospel to them. But it is by no means a boring week! It is filled with excitement and fun every single day!
4. The cost of camp is \$320 this year. This price includes the cost of Engage, t-shirts for every student, and transportation to the camp.
 1. If they attend the fundraisers, their cost is significantly reduced!
5. We only bring a specific number of leaders to camp. Each leader has been background checked and serves in the student ministry throughout the year.