

Camp Luz Online Registration Help Sheet

Important to know:

If your child attended camp here last year, they are already in our database. You will need to enter the EXACT first name, last name, gender, and date of birth.

You will need the camper's insurance information and Physician's name and phone number to complete the registration process.

How to Register Online:

1. **Log in** Create your account (first time), or log in (subsequent visits)
2. **Choose Camper Name** Add a new camper or select an existing camper
 - a. You will be prompted to check basic info (*name, grade, gender, date of birth*)
3. **Register Camper** Select the week(s) desired (*only appropriate age sessions will appear*)
4. **Enter Additional Info**
 - a. **Address** The camper's address, phone, e-mail
 - b. **Contacts** Parent/Guardian or other PRIMARY contact info
 - c. **Emergency Contact** SECONDARY emergency contact info
 - d. **Profile** additional camper info
 - e. **Medical** camper's insurance info and doctor info
5. **Repeat #2-4 as needed for additional campers**
6. **Download forms** Print, complete and bring these forms when your camper comes to camp.
 - a. **Health history**
 - b. **Consent and Release form**
7. **Log out**
8. **Email Response**
 - a. Within 24 hours you will receive an email response to your online registration. It will have two attachments, one is a Confirmation Invoice the other is a Letter to Parents.
9. **Mail** your deposit or full payment, along with a copy of the Confirmation Invoice to:

Camp Luz
152 Kidron Rd
Orrville, Oh 44667

*Payment should be sent as a check or money order, DO NOT mail cash.