



## Participant Account Instructions

### Group Leaders

Group Leaders will need to log in to their accounts by going to [core.crossings.org](http://core.crossings.org). On the dashboard underneath each registration, a link will be visible. Simply copy that link and paste it into an email or Facebook post to send to parents. Parents will use that link to sign their campers up for camp.

### Parents

The first step for parents/guardians will be to access the link sent to you from the group leader. This link will take you directly to your church's registration and will allow you to sign your child up. This year, everyone will create new accounts and need to click "Register". Once you click the link you will need to register yourself before you can fill out any information on your child.

The next step will be registering your (guardian) account. Simply fill out your (guardian) name, email address, and password. Once this is complete you (guardian) will receive a confirmation email with a link to access your account.

The next step will be to follow the confirmation link sent to your email and then log in.

The next step will be to add a participant (your child). You will fill out all their personal information and then select the "Next Step" button. You will then be asked to fill out your personal information (guardian) then select the "Next Step" button.

The next step will be to select the profile of the participant (your child) and select the "Next Step" button. You will then fill out insurance information, allergy information, as well as general health information and select the "Next Step" button. You (guardian) will then sign the medical release form. The digital signature must be the name of the guardian (not your child's name) then select the "Next Step" button.

The last step will be to fill out the participant's (your child's) grade and t-shirt size. A recent photo upload is optional for you as the guardian. Once this information is filled out you (guardian) will select "Complete Registration". At this point the process is complete and you may log out.