

## Jenness Park Online Group Leader's Registration

1. Select, ***Click Here to use Camp Online Group Registration Process***
2. If you already have a Group Hold ID number, please Select ***Click Here to use our Online Registration Process*** to register your campers or go to step #5 to make changes to your existing Group Hold Reservation
3. Create New Reservation
  - a. New groups, create a user name / password. Keep this information for your records. This will be how you re-enter the system. Click *Submit*.
  - b. Link Organization
    - i. Please select *Link Organization* to put this reservation with your church entity already in the system. (Most churches attending in the past two years have been entered). Selection your church name and select *Next*.
    - ii. If you do not see your organization, please **close the window** and create your organization in our system by following the directions under "Create Organization" below.
    - iii. Please read the information on the top of the page.
    - iv. Choose the Pastor's first and last name from the listings provided, select *Next*
    - v. Choose the Church's phone number, select *Submit*. You will now go to the Group Reservation screen.
    - vi. **Please do not create a new Organization if you are able to see your church name listed, but unable to match the pastor's name and phone number. We are very eager to help you in this process, please don't hesitate to call us and we will look up the pastor's name and church phone number.**
4. Add a Group Reservation (under Meeting/Event Information)
  - a. Select the Session (Specific Camp) that the group would like to register for.
  - b. Select the Program (Housing option) the group would prefer. Retreats that are divided by gender, such as Winter youth and children's retreats, have only one housing option.
  - c. Enter the group leader's information for the reservation. Please copy the Entities information, by clicking on the **two black silhouettes**, and then change the name boxes to the actual contact person for this event. Be sure to give an email address. This will be how registrations and confirmations will be delivered.
  - d. Enter the *#of Holds* requested.
  - e. If the church is paying for the campers deposit or a portion of each camper's reservation, enter the amount (in whole dollars, no point or cents) the church is agreeing to pay for each camper. If the camper is responsible for the entire registration fee, leave as zero.
  - f. Check the *Been Here Before?* box if they have attended Jenness Park in the past.
  - g. Once Jenness Park approves the group reservation, they will enter the *Hold Expiration Date*, which will be 2 weeks before the beginning of the Session. This will allow camp to get an accurate number of those attending and be able to use the unfilled reservations for other churches or groups that would like to come if the camp has a waiting list. If at that time you still need the addition reservation, please contact Jenness Park.
  - h. Notes may be entered if there are any special situations or comments.
  - i. Click the *Next* button.

- j. You will receive a confirmation by email of your requested Group Hold Reservation.
5. Working with Existing Reservation
- a. Enter the user name/password associated with your church/organization.
  - b. Click on the *Select* button on the right of the reservation you would like to working in.
  - c. You may change any of the black type that is on the screen. The gray shaded type are fields that cannot be changed.
  - d. Click the *Save* icon, the **small blue floppy disk**, to save any changes.
  - e. You may use the options at the top of the page to work within your organization's account.
    - i. *Organization* – will allow you to view, select and edit your church's information.
    - ii. *Reservation* – will go into a current reservation.
    - iii. *Add Reservation* – will allow you to start a new reservation
      - 1. *Register to a Group Hold Reservation Session* – will create a new session reservation for your church group at a Jenness Park program camp.
      - 2. *Make Reservation for a Group/Event* – will create an Inquiry into Jenness Park for an individual or group rental that will be separate from our Jenness Park sponsored programs. You may pick the date and facility that you are interested in and Jenness Park staff will review and contact you in regards to booking the facilities for your event. (There are details on entering inquiries at [www.jennesspark.com](http://www.jennesspark.com) under the *Facility Rental* tab).
    - iv. *Make Payment* – will allow you to pay on your organization's account.
    - v. *View Transactions* – will allow you view your payment history.
    - vi. *Camper Detail* – will list the campers that have registered for your group's hold.
    - vii. *Overview Help and Navigator Help* – will give you more detail instructions on working within the Registration program.
    - viii. *Modify Reservation, Add Categories to Reservation Detail, and View detail* - will allow you to edit and change reservations that have been made for *Make Reservation for a Group/Event* as a Facility Rentals only. No information is included on this page for session reservations.
    - ix. *Log out* – end online group reservation process.

6. Create Organization

**Create a new organization only if your organization was not listed in the drop down listing. If you create a new organization and your church/organization is already listed, your records will be difficult to find when searching for your reservations.**

- a. *Organization Name* - Church's full name. if it is a First Baptist Church, list with the city after the name, as "First Baptist Church – Cold Springs"
- b. *Contact* – Head Pastor's first and last name.
- c. *Title* – Pastor, Dr., etc.
- d. *Address, City, State, Zip* – physical street address of the church.
- e. *Email* – Pastor's email address (Your information will be requested on the reservation).
- f. List as many phone numbers as possible for the church.
- g. Click *Next*. You will go to the reservation window and can follow instructions starting at point - 3. Add a Group Reservation.