

Helpful Hints for Tapawingo Registration

This information is to help you familiarize yourself with our registration process.

Here are some helpful tips and answers to frequently asked questions:

- **Don't try to log on to the same account using two separate devices.**
- **Membership fees (\$15) are charged for each session that a camper will be attending Tapawingo.**
- **Tapawingo Sessions are in conjunction with CAMP-of-the-WOODS Weeks for the Summer season. Please double check your dates prior to registering.**
- **Ignore the "Enter a Discount Code For" that comes up in your cart. This is only for families who work at CAMP-of-the-WOODS.**
- **Think ahead on how much you plan to put into your daughter's camper spending account (crafts/store items) for each session she is at Tapawingo. Try to select the amount you think you will actually want her to have. You can add to this amount at a later date. (Suggested amount is \$75 for one week and \$25 for an additional week).**
- **Set this site as one of your favorites on your toolbar.**
<http://tapawingo.campbrainregistration.com>
- **NEW - Plan to pay the \$110.00 deposit with a credit/debit card to hold your camper's spot upon** registering. You will not be able to register without this payment. We no longer offer the online option of choosing that you will send a check to hold a spot. You can pay the remaining balance with a check, but we ask that the initial payment is upon online registration. Please email questions and concerns before November 1 to tapawingo@cotw.org.

-All Returning Camper Families:

1. Test your password.

Your password will be the same as last year. If you forget your password, click the password reset button (you can check prior to registration opening). *My suggestion is to do this prior to 12 noon on registration day!

Go to our website (see above) and click on the link listed there:

<http://tapawingo.campbrainregistration.com>

There is a Sign-in box on the left side with "E-mail," "Password," and "Login" just below it.

Test your username and password. If it works, GREAT!

If you can't figure it out, reset your password.

- Under the maroon login box, click on the gray "Reset password" button.
- Use the same e-mail you have used in the past.
- Follow the instructions to reset your password!

2. If you wish to add a sibling:

Login. Scroll down to "Manage People and Household Information" and then scroll down to click on "add a child living in this household."

You may also go to "Household Details" to review/edit "Detailed Household Information" and "Emergency Contacts" prior to registration day. Click "Save changes."

-First Time Campers will be able to set up an account once registration opens.

-Other Helpful Tips

-Have your credit card handy if you will pay via that method.

-Know your daughter's date of birth.

-Fill out fields with an asterisk. Others are not necessary.

Once Registration is open: "Start Application."

On the Instructions page, click "Continue."

Step 1/7 Select People for Registration

Returning Campers

Check the box(es) on the left hand side of **each returning camper that you wish to register**. Select grade. If you wish to add a new sister, use the +Add a Child feature.

First Time Camper

To add a new camper click on +Add a child. Enter their first name, last name, date of birth, select gender and select grade.

Continue

When you have selected all campers you wish to register, click Continue.

Step 2/7 Select Sessions

***Note: Have a second and third choice week in mind prior to registration. Historically Weeks 3, 4, 5 and 6 fill very quickly.**

Choose Your Session(s)

Click on the Session(s)/Dates that you would like. From there, click on the green ("Add to Cart") button. **This will hold your spot in the Session(s) for one hour as you complete your registration.** *Limit of 2 sessions per camper

Registering Multiple Daughters

Select the desired Session(s) for your first daughter, click on the "Add to Cart" button and then **immediately** scroll up above "Select sessions for..." OR scroll down to the bottom of the page, **click on the name tab of your next daughter and choose the desired Session(s) for her. Repeat for each girl coming to camp.**

Then go back and forth for each daughter to complete the required membership fee (required per session).

My First-Choice Session is Full (Screen will show – "Waitlist Available")

If your first-choice Session is full, it is best to **first** select your second-choice Session and **then** select "Add to waitlist*" for your first-choice Session. There are no limits on how many Waitlist Sessions you may select. **Complete and submit the application and the waitlist request will be sent to Tapawingo with a time stamp.**

**Note: Waitlist Sessions do not require completion of any Session options.*

Session Options

-You **MUST** select the **Membership** option for each session.

-You may select the Transportation Options *now*, or you may come back and add those *later*.

-You may select a Saturday Pick Up at the Marina time *now*, or return *later* to choose your pickup time. (Note: 27 is the maximum capacity for each boat pick-up time).

(*All Session Options are due with payment by May 1).

Review

Please review "Your Cart" on the right hand side.

Continue

When you have selected your Session(s) and reviewed "Your Cart", scroll down and select Continue.

Other Helpful Tips:

***Can't proceed? Double check that you have filled out everything on that page with an *asterisk!**

Step 3/7: Add Camp Store Deposits

How much do you plan to put into your daughter's camper account? (Camper accounts allow campers to make store and craft purchases). This amount is added to your balance due May 1.

Suggested amount: \$75 for one week + \$25 for an additional week.

Recommended minimum: \$10 per session.

TAP Adventure Camp Store Recommended Amount: \$50

CIT Camp Store Recommended Amount: \$100

Click on "Camp Store Deposit for _____"

Add the amount that you want for your camper and select Continue.

Step 4/7 Fill out Forms

Required Forms for Initial Registration (*Mandatory Forms have an asterisk(*) beside them*).

Click on "Open form" below each form that has an asterisk.

Note: Required forms take approximately 6-10 minutes.

HINT: You can leave the rest until later – for initial registration, you are only required to fill out the forms with a red asterisk.

YOU CAN DO THESE LATER...

Required Forms Due by May 1st

Any forms that do not have an asterisk beside them may be completed at a later date.

Forms Required If...

-*Legal Exemption to New York Immunization Law* (required per camper for conscientious exemption) - **due by May 1**

-*Transportation Form* (required per camper if Transportation Service is needed) - **due 4 weeks prior to her arrival.**

Once your required forms are completed, scroll down and select Continue.

Step 5/7: Choose a Payment Option

***Hint: To secure your camper's spot, you will need a credit card, have it handy beforehand.**

Select your payment option:

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- Credit card: I wish to pay the deposit now (\$DEPOSIT), and I authorize Tapawingo to automatically charge my balance on May 1st (\$BALANCE).

- Credit card: I wish to pay the total amount (\$TOTAL) now.
- Credit Card / Check : I wish to pay the deposit (\$110 per session) and I will send the remaining funds in a check by May 1.

Mailing a Check -

Please mail checks to:

Tapawingo
PO Box 250
Speculator, NY 12164

Make Checks Payable To:

Tapawingo

In the Memo Line

Please write your camper's full name and session registered.

Step 6/7: Review and Submit the Application

Please review the application. If all is satisfactory, scroll down and "Submit application."

Step 7/7: Application submitted

You will see this message: Thank you for submitting your application. **You will receive an e-mail confirming your Tapawingo details.**

Questions? Please e-mail: tapawingo@cotw.org

***Be sure to check your spam if you do not receive an e-mail at the account e-mail address.**

One of the most common questions we receive is: "How do I sign several sisters up?"

See Step 2/7 Registering Multiple Daughters.

In the past, there have been a few instances where one sister has gotten in and the other does not due to how quickly some weeks fill. We do not anticipate this being much of an issue if you follow the instructions closely. Please register your first daughter and attempt to register any other girls right away. If you run into this problem, register your 2nd and 3rd daughter for a different week and/or then register her for the waiting list for your first-choice week. Send us a short email at tapawingo@cotw.org. We will do our very best to work with you.

While we are working through registration, the best way to contact us will be by e-mail: tapawingo@cotw.org
It takes between a week to two weeks to finalize everything, so please be patient during that time. Finally, please join us in praying for Tapawingo registration. Our Tapawingo Staff will be praying for all of you. Keep an eye out for newsletters in November and December.

See you in the summer!
The Tapawingo Team