

Wild Women's Weekend – Registration Helpful Hints

GENERAL TIPS...

Group Limits:

Register as many women from your congregation as you like! Keep in mind, however, that your group may get split if one weekend fills before we're able to house everyone from your congregation/group. So, be prepared to have a backup date for all (or part) of your group.

Registration opening:

- Registration begins **Saturday, August 20, 2011.**
- **Based on the positive feedback from last year, registration again will open online and by fax at 3:00 pm on August 20 (no longer midnight)!** Registrations will NOT be accepted prior to 3:00 pm on Saturday, August 20 by fax, mail, online, or carrier pigeon (or any other avenue, for that matter).

Ways to register:

There are several different ways to register. PLEASE READ all of the information below to ensure that you are completely informed prior to trying to register on August 20 (or later), which will create a more positive registration experience.

Group Registrations:

Please be sure to put the church or group name on EVERY registration so that we know to house your group together as much as possible. Registrations are processed in the order in which they are received.

Individual registration:

Individuals may register via the same avenues as for groups. Registration for individuals also begins at **3:00 pm on August 20.**

Weekend preferences

Please indicate a 1st, 2nd and 3rd choice weekend. If your first choice is full, we will put you in your second choice. If you have no second/third choice, we will put you on the waiting list for your first choice.

Payment policy:

The FULL COST OF THE PROGRAM is due upon registration. **We cannot accept any registrations submitted with less than the full amount.**

PLEASE READ the cancellation/refund policy before you register.

It will be online or written on your registration form. For **Wild Women** we make this **exception** – If you must cancel but are able to find someone to replace you, we will transfer what you've paid to the new person. They can then reimburse you directly. PLEASE NOTE: regardless of the number of women on the waiting list, the refund policy is still 50% (prior to four weeks out) unless you find a replacement.

Contact information:

To meet American Camp Association (ACA) guidelines, we **must** have individual contact information for each program participant. Please do not put a church address or your own address for someone else. We need each participant's name (as it should appear on a nametag), address, phone number, and email address if they have one.

To be good stewards of time and other resources, we use email as our primary contact whenever possible. Please provide us with an email address if we can use that to contact you, and make us "safe" in your spam folder (we generally have email extensions ending in @campbrain.com, @lutheridge.com or @llmi.org).

Group Leader:

We **STRONGLY URGE** that you give us a primary contact person for your group should any questions arise about dates or housing. Just write GROUP LEADER on the registration form or in the NOTES box online. This will help us serve your group better and process registrations in a timely fashion. THANK YOU!

Housing preferences

Please put down a first choice housing option (and 2nd if you like); however we reserve the right to place you in the best available housing selection (including cottages with bottom bunks) without contacting you first. If you **MUST** have a particular housing option – please make that known; however if that option is not available when your registration is received, then you simply forfeit your spot in that particular weekend.

Here are the housing configurations:

- **Bacot** - 16 people if you put 1 person per bed or 20 people with 2 in each double bed;
- **Carla and H&H Cottages** – 10 each with 1 person per bunk bed – 12 each with 2 in each of the double bottom bunks (***PLEASE NOTE: 5 of these beds are TOP BUNKS**);
- **Lakeside Cabins** – 8 each with 1 person per bunk bed – 10 each with 2 in each of the double bottom bunks ***PLEASE NOTE: 4 of these beds are TOP BUNKS**;
- **Thornburg** – 2 per room with one person per bed or 3 with 2 in the double bed.
- **Kohnjoy** – 2 per room with one person per bed or 4 with 2 in each double bed.

Please keep these numbers in mind when requesting group lodging. For example, if your group requests Carla Cottage, and you register 12 people...we will assume that it is okay to put 2 people in each of the double beds and 5 people on top bunks.

AGAIN FOR 2012:

All 6 Lakeside Cabins will be used for Wild Women housing. Lots of groups have been begging to stay here, but please keep in mind that the Faith Center and Dining Hall will require a little further walking or driving distance. Additionally, there is no parking inside the village – parking is located across the street, so Lakeside Village may not be a good choice for those with mobility issues.

CONTACTING the Registration Office:

If you need assistance with Wild Women registration, follow the proper steps...

1. **From now through August 19:** Call 828-684-2361 and ask to speak to someone in the Registration Office or submit a general request by email to info@llmi.org.
2. **ON August 20:** Email general questions to jwebb@llmi.org, but please do not call as there will not be anyone available by phone, as we work to manage the influx of registrations.
3. **After August 20:** Follow the same steps as in #1 above.

REGISTRATION TIPS...

Online Registration

Go to our website (www.llmi.net) and click the Non Summer Registration link at the top of the page).

Follow the steps to set up an online account. You WILL need to do so for the first time this year unless you or your child attended a summer program. (In that case, you may use the same account.)

Once your online account is established, CHOOSE the non-summer form, READ the overview and then CLICK continue.

ADD a new camper (the term “camper” is generic for any participant – youth or adult). Enter the required fields (first name, last name, date of birth – watch date format, gender, and choose N/A for grade).

CHOOSE the proper site (Lutheridge, in this case), and all available programs at Lutheridge will populate. Choose the correct program and date and then click continue.

Primary Household Information refers to the address, home #, etc. for the “Camper”, who in this case is also the “First Parent/Guardian”. Be sure to put the participant’s name there or it will get filled in as the online account holder’s name. Enter each person’s email address (not just the account holder’s for everyone) so that confirmation can be sent to each participant – and so we have correct emails to send information before the retreat, and for our participant list.

“Second Parent/Guardian” is generally spouse for our programs that would include spouses. CLICK continue.

Next, CHECK the “Camper” Biographical Information for accuracy. ENTER any general comments (group leader, special diet, etc.). SELECT housing preferences and ENTER any known roommate requests.

REVIEW the page, including fees at the bottom.

DO NOT CLICK “add camper” unless they live at your same address. If you are registering multiple women, you will need to start a new registration form after finishing with the “checkout” of this one.

CLICK checkout if finished.

You will then see “thank you for registering” and a list of supplemental forms. Be sure to print off the materials relevant to all programs as well as the specific Wild Women material. You can also click a printable copy of the registration for your records (see bottom of page).

If you have more folks to register, you may start a new form on the same account. Again, enter the contact information about the CAMPER you are registering, not your own information.

Fax Registration

Fill out the printable form from the website and fax to either 828-684-5196 or 828-684-6746. We do NOT recommend this method, because fax machines are very unreliable. However, if you choose to do so, we will discard any registrations received prior to 3:00 pm on August 20, so please adhere to the correct start time.

Snail Mail Registration

Very few people choose this method anymore due to the fact that the program usually fills prior to us ever receiving a registration in the mail. However, if you choose this method of registration, please print off the registration form from our website and fill out one form per person and mail in (not before August 20) to **LLMI Registration Office; 28 Spruce Drive; Arden, NC 28704**.

Thank you for taking time to read these helpful hints. We continue to look for ways to make program registration better for all involved. These policies will help us confirm your registration much more quickly! Please don't hesitate to call and speak to somebody in the Registration Office with any further questions. **We hope to see you in 2012!**