

To: 2012 Create in Me Registrants
From: Lois Schweinler, Registration Assistant
Re: Online Registrations

We're so excited about the 2012 Create in Me weekend! Once again, talented people have agreed to share their creative gifts and allow others to benefit from their wisdom.

Registration is now open and we would encourage you to register online by creating an account to which you can then return each year and simply add the new registration in minutes.

If you would prefer to use a written form, you can find the registration form by clicking on the 'Forms' tab at our website: www.llmi.net. Download the form, fill it out, and return it to me via email (lois@llmi.org) by scanning, fax it to me at (828) 684-5196, or mail it to me at 28 Spruce Drive, Arden, NC 28704.

Below you will find helpful hints and instructions designed to make the online registration process go smoothly:

llmi.net online Registration

1. Go to www.llmi.net and click on the 'Registration' tab at the top left of the page. If your account has already been created, you can enter the required information on the left and then proceed to #3. If you have no existing account, proceed to #2.
2. Please make note of your User name, Password and Security Question as you create them, as these can be used each time this account is accessed in the future. This same account should be used to register for all future events and programs for any members of your immediate family.
3. Click on 2012 Adult/Family and Youth Non-Summer Registration Form. After you read the information page, click 'Continue'.
4. If you are in an established account, select the family member attending Create in Me. Please note: 'grade' is deleted each time you exit this account and will need to be reentered each time to proceed further in the registration or create a new registration. If you are creating a new account and are an adult registering as a camper, you may enter any birth date as long as the year entered indicates an adult. Since the 'grade' is not applicable, select N/A at the top of the dropdown. (Children's birth date and grade must be entered correctly, as this is how the available camp programming is selected for each child.) Click 'Select'.
5. Choose 'Lutheridge Events 2011-12' on the following page. When the list of available sessions appears, click on 'Create in Me' at the bottom of the page and then click on your housing choice.

Primary Household Information

6. Please fill in the next section completely. American Camp Association regulations require complete contact information for each attendee on our sites.

Camper Biographical Information

7. The 'Home Church' information is very important to us. Please enter your church name and location.
8. Continue to add information as directed.
9. Please review the information listed on the Family Form carefully. You will not have access to make changes to this registration once checkout has occurred.
10. The opportunity to 'Add a Camper' offered at the bottom of this screen is only for members of the family living in the same home. Use 'Add a Camper' even when registering another adult. Persons of another family or living elsewhere must have a separate account created for them.

Checkout

11. Pay your balance in full by entering your credit card information.
12. Confirmation of this registration will be sent immediately to the email listed under 'First Parent or Guardian'. We suggest you print off a copy of your completed registration to keep on file.

Although we hope the online registration process will be a smooth one for you, we know questions can arise that require more assistance. Please feel free to call me at (828) 684-2361 Monday through Friday, 9:00 a.m. to 5:00 p.m. I will be happy to help any way I can.