



PARENT REGISTRATION INSTRUCTIONS

STEP 1- MAKE RESERVATIONS

My access code is(only people who reserved spots will have this):_____Case sensitive applies

My Church Group code is:_____

My YP email is: _____

If your child(ren) is attending AYM Summer Camps with your church group, **contact the Youth Pastor/ group leader BEFORE REGISTERING** to find out your Access Code and Church Group Code. You **CANNOT** register without these from your youth pastor/leader. Once you have these codes, please proceed with the registration process.

- Go to: www.alabamayouthministries.com - Click “events” and “SUMMER CAMP”
- **You can complete the online registration from any computer or mobile device**

STEP 2- GO TO REGISTRATION

- Head to the link on our website to register. If you sent in a reservation request, you should have received an email from Hillary with an access code to unlock the reserved registration spots. Once you enter your Access Code at the top left of the page and click the black box with the white arrow in the top right, scroll down to the bottom of the page, and you will see the reserved spots with the word “unlocked” beside them. Use those respective portals to register your students and personnel. **Everyone registering will need that code, AS WELL AS their church group link or passcode, to correctly register. *DO NOT REGISTER**

MORE THAN THE SPOTS YOU RESERVED BEFORE FIRST EMAILING THE OFFICE*

- Create a group for your church by going to the link provided on our website, clicking “register”, then “join a group”, then “create a group instead”. Follow the steps to create your church group.
- **PLEASE NOTE THAT REGISTRATION WILL WORK ON ANY DEVICE**
- **PLEASE REMIND PARENTS TO MAKE SURE INFO IS COMPLETE, ACCURATE, AND UPDATED.**
- If you have a **brand-new student (or personnel)**, they will need the access code (for those who made reservations) and the church group link or password to register. Once they select the appropriate registrant type, this process will take approximately 20 minutes. Just follow the prompts to complete your registration.
- **A step-by-step registration guide may be found on our website. Direct parents there who need assistance.**
- If pre-order shirts or a highlight video link were selected, that money is due to you with the non-refundable registration deposit of \$90 per student (\$80 balance due at camp check-in - \$175 total). Personnel registration cost is \$105.00. There is a \$20 camper late fee if the early registration deadline has passed.
- When selecting a shirt size, **click the appropriate size ONE TIME only.**
- Your church registration window closes 4 weeks prior to the desired camp week you are attending. Late registration will be open up to one week before your desired week of camp, as space allows, and will incur a \$20 late fee.
- **THERE ARE 2 PAYMENT OPTIONS: Parents can either choose to pay by card online, OR they will give a deposit to you, the youth leader (including shirt and highlight video payments if selected), and you will submit one church check for the deposit (including shirts/highlight videos).**
- If parents give you a check, it should be addressed to your church. You should submit **one church check** to AYM. Registration fees (including pre-order shirts and Highlight Video Link money) is due to AYM as soon as your early reg date has ended, 3 weeks before your camp week.
- **Mail one church check to: Alabama Youth Ministries, 5919 Carmichael Road, Montgomery, AL 36117**

STEP 3- PICK UP AND READ THE “IMPORTANT INFORMATION” FORM ON NEXT

STEP-BY-STEP ONLINE CAMP REGISTRATION GUIDE FOR FIRST TIME USER

Important Tips:

- The parent/guardian of each camper must complete the online registration process to register their student(s) for AYM Summer Camp.
- If your student(s) is attending Summer Camp with a church group, contact the pastor/group leader BEFORE REGISTERING to find out what your Church Group Code is and Access Code, if you have one. You cannot register without these codes.
- The registration form will time out after being open for 30 minutes, and any unsaved information will be lost.