




Navigating Your Online Berea Ministries Account

Activating/Accessing Your Account for Camp

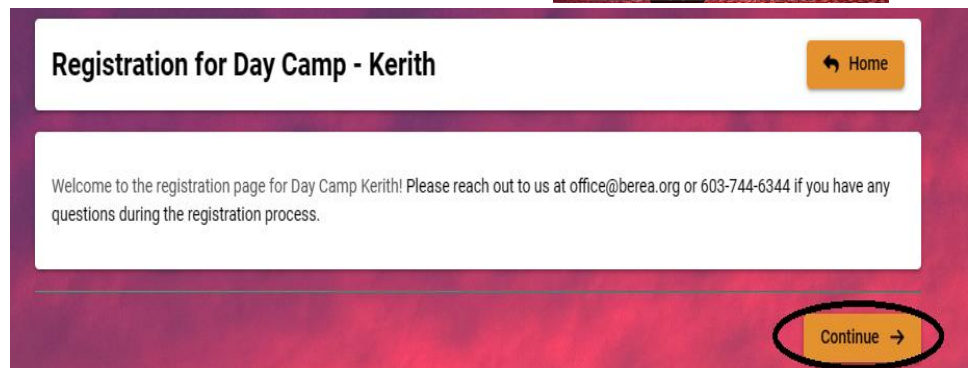
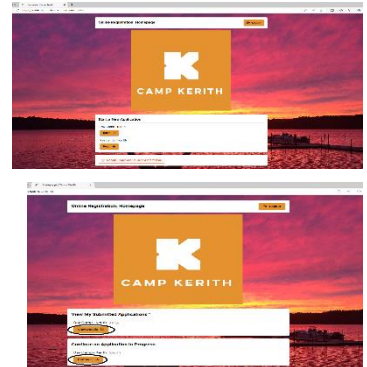
To activate or access your online account, click the links to navigate:

Note: Depending on location, each camp has its own registration site with its own campus style.

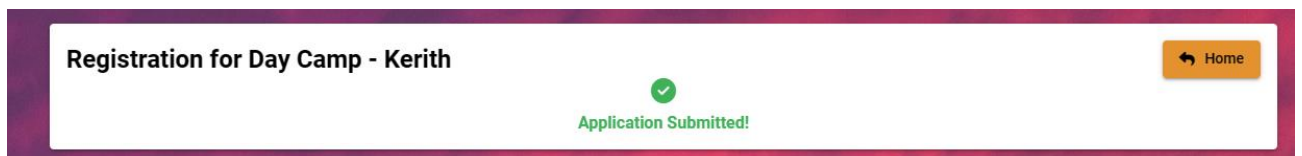
berea.camp/register for Camp Berea	
kerith.camp/register for Camp Kerith	
monadnock.camp/register for Camp Monadnock	

Depending on your application status, you may see up to three different options:

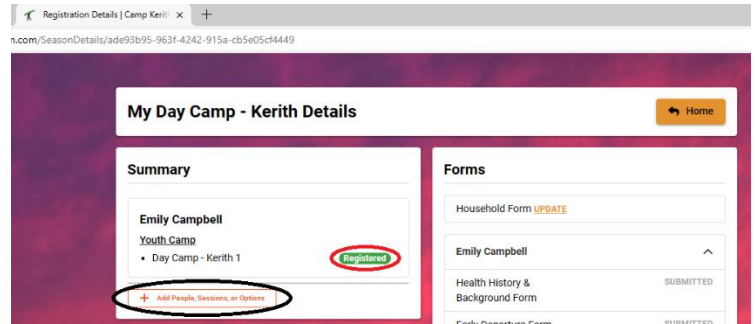
- 1) A Begin button – select this if starting a new application for your first camper
- 2) A View Details button – select if you have successfully registered a camper, but need to upload forms or add additional information
- 3) A Continue button for an application in progress



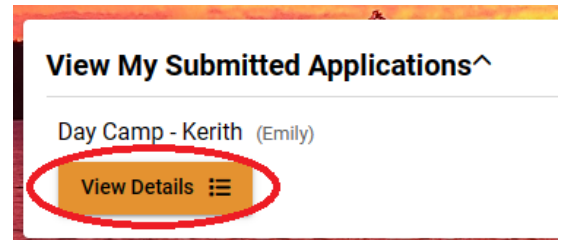
Note: To start a New application for another child you must complete the current camp application until registered.



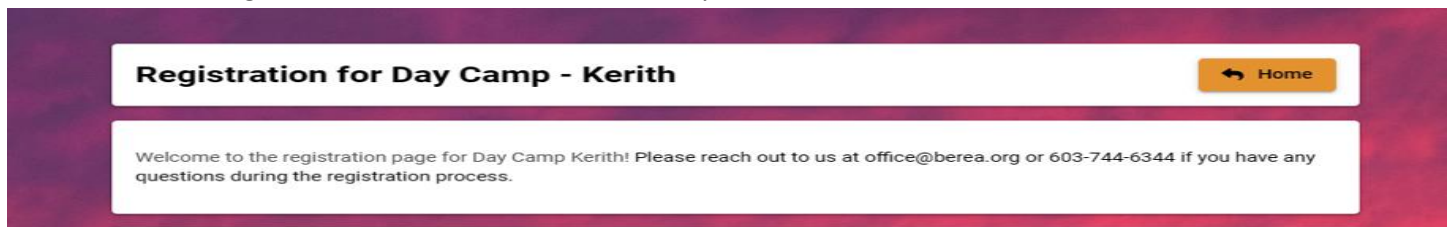
and then select the Add People, Sessions, or Options Button.



For instructions on how to see details, make payments, upload forms, etc. for programs you are already registered for, see the detailed "View My Registrations" instructions below. If you need to begin an application or have an application in progress, simply follow the step-by-step instructions on the online registration page.

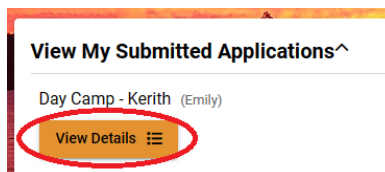


If you are unsure how to proceed within the applications process, please reach out to us at office@berea.org or call us at 603-744-6344 during office hours and someone will assist you .

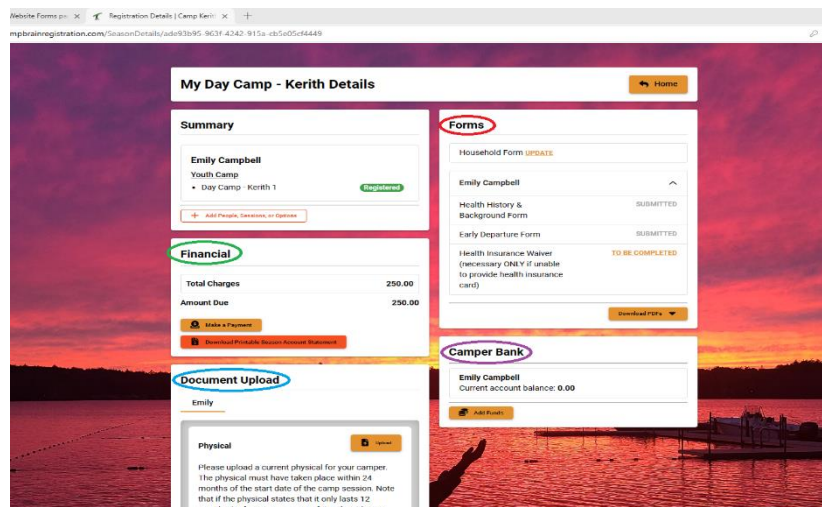


View My Registrations

Click the "View details" button (circled).



This will bring you to a screen like this:



Completing Forms

Once on this page, you will be able to fill out all required forms, as well as any of the optional forms that apply to your camper. (See section circled in red.) **The “MANDATORY - Health History & Background Form” is required for ALL summer campers by the State of NH and State of ME. Your camper will not be able to stay at camp without it.**

Depending on the week of camp your camper is attending, you may also need to fill out the Power of CCCA Study. (This will only be visible to campers registered for the applicable weeks.)

These other forms only need to be filled out if applicable:

- **Cabinmate/Church Group Request Form:** This form is to request a group/individual for your camper to be housed with. Our camps can only accommodate requests if the campers are within one grade level of each other (for example, 6th and 7th grade, but not 6th and 8th grade).
- **Health Insurance Waiver:** *Only* needs to be filled out if you don't have a health insurance card (see Health Insurance section of Uploading Health Documents section below).
- **Paintball Release Form:** This form is mandatory if your camper would like to play paintball. Campers must be 12 or older on game day to play.
- **Early Departure Form:** If you plan to pick up your camper before the typical pickup time on Saturday morning, you will need to fill out this form or call us at least **24 hours ahead of time**.
- **Grade Variation Form:** Fill out this form if your camper is attending a program outside of their regular grade level. (If this is the case, it means you've already talked to a staff member for approval.)

Uploading Health Documents

Under the “Upload Documents” section (circled in blue), you will be able to securely attach copies of your camper's physical, immunizations (if not already included in the physical), and health insurance card (front and back). **The system only allows you to upload one document per section, so multiple pages must be scanned in and uploaded as one document. If you need to combine PDFs into one document, you can use this free PDF modifier: smallpdf.com/merge-pdf.**

If you are still unable to consolidate the pages into one document, you may email the campus nurse, fax the documents to the main office in Hebron, NH or mail the forms to the location of the camp.

Camp Berea	Email: bereanurse@bera.org Fax: (844-929-1559) Mail: 68 Berea Rd, Hebron NH 03241
Camp Kerith	Email: kerithnurse@bera.org Fax: (844-929-1559) Mail: 67 Cedarbrook Way, Lyman, ME 04002
Camp Monadnock	Email: monadnocknurse@bera.org Fax: (844-929-1559) Mail: 68 Berea Rd, Hebron NH 03241

- **Physical:** The physical must have taken place **within 24 months** of the day your child will arrive here at camp. The physical **must include the doctor's signature. (Recommended but not required for Kerith)**
- **Immunizations:** You only need to upload something here if your camper's record of immunizations was not already included in the physical. If your camper does not have a complete immunization record (due either to religious beliefs or medical requirements), you will need to fill out and upload the "Immunizations Waiver" found under the Summer Downloads section at bera.camp/forms (Camp Berea) , kerith.camp/forms (Camp

Kerith), or monadnock.camp/forms (Camp Monadnock). Note that the Immunizations Waiver **needs to be notarized** to be valid in New Hampshire.

- **Health Insurance Card (Front):** Please upload a copy of the FRONT of your camper's health insurance card. If you do not have health insurance or if your provider does not give out insurance cards, you must fill out and submit the "Health Insurance Waiver" under the Forms section.
- **Health Insurance Card (Back):** Please upload a copy of the BACK of your camper's health insurance card. If you do not have health insurance or if your provider does not give out insurance cards, you must fill out and submit the "Health Insurance Waiver" under the Forms section.
- **Epipen and Inhaler Authorization Form:** You only need to complete this section if your camper will be bringing an epipen and/or an inhaler to camp with them. If this is the case, you must upload the "Epipen and Inhaler Authorization Form" that can be found under the Summer Downloads section at berea.camp/forms (Camp Berea), kerith.camp/forms (Camp Kerith), or monadnock.camp/forms (Camp Monadnock). This form **must be signed by both a parent/guardian AND a doctor**. Please make sure to provide your camper with TWO epipens and/or inhalers if they will be carrying one on them as one must be kept in the Health Center.

Viewing Balances and Making Payments

If you ever need to check your balance, view your invoice, print a receipt, or make a payment, you can do so under the "Financial" section (circled in green). If you try to make a payment and it does not let you, it is likely because you have an automatic payment scheduled to run on June 1st when all Summer Camp balances are due. To remedy this, you can call our office at 603-744-6344. We will remove the scheduled payment, which will allow you to make payments on any date and in any amount you'd like to. (Final payment is still due by June 1st depending on the program you are registered for, unless you've arranged a payment plan with a staff member.)

Camper Bank

If you ever want to check your camper's spending money balance or deposit more funds into their virtual bank account, check out the "Camper Bank" section of their registration page (circled in purple).