

Instructions and Tips for Registration Day

- Make sure you have an account on our website at campbarakel.org.
- Each of your children must have a “parent/guardian” listed in their contact information. Parents should make sure their name and contact information is entered prior to adding their kids.
- Add your children as contacts on your account and be sure to select the appropriate “parent/guardian” in the drop-down menu under their contact information. This is the reason the parent/guardian contact and information must be created first.
- If you already have all of the above done from previous years, make sure your children’s grades are updated so they can be added to the appropriate week of camp. This grade must be the grade that they will be going into in the fall of 2025. While you are at it, please update any contact information that is outdated such as: phone numbers, addresses, etc.
- If all of this is done before registration begins on February 8, you will be able to go right to the “events” page, click register on the proper event, click your child’s name, and continue on with the payment.

Additional Tips:

- **Computers work better than phones for the registration process.** Especially if you are having issues on your phone, please try a computer before calling the office for help.
- Please take your time and make sure you are selecting the correct week for your child when you are registering them.
- Call the camp office (989-848-2279) or email the registrar (registrar@campbarakel.org) if you need to change weeks for your child. We can make the change for you if there are openings. If not, we can put your child on a waitlist for the new week.
- You can put your child on as many waitlists as they are eligible for with one \$50 deposit.
- If your child does not make it into a summer camp week from the waitlist, the \$50 deposit is refunded when they are off all waitlists.
- Deposits for registered campers are refundable up until two weeks before their event. The remaining balance outside the \$50 deposit is always refundable.
- When you register, it will ask if you would like to put money into your child’s trading post account. That money is in addition to their registration fee. Please make sure you do not try to pay for their camp week in the trading post money section.
- The Explorer Camp event is the only summer camp event where the registration process asks for buddies that your child would like to stay with. Your child has the opportunity to join up with up to two friends when they arrive at Camp for every other summer event.
- You will be filling out a health profile for your child through a system called CampDoc. You will receive an email when it is time to fill that out.
- Your final balance is due at least one week before the event begins. Please log in to our website, where you registered your child, to make the final payment. Our system will NOT take the final payment from you automatically.