

How to Complete Online Registration:

From the Camping Home Page (www.dakcamps.org), click on the [Camps and Events](#) button, or follow the link <https://www.dakotasumc.org/camping/camps-and-events>. You will find a listing of our current camp sessions with descriptions. Click the **Register Online** link in the Camp Information section and you will connect with our online registration system to register or create a new account.

IMPORTANT: *If your camper previously attended camp, they already have an account. Be sure to contact the camping office at 855-622-1973 for assistance with username and password information before trying to create a new account.*

When registering online for camp the first time, please plan for the process to take about 15-20 minutes to complete. We suggest you gather all the items needed before you start since an account that is only partially completed may not save properly. You will be able to search through camps available for your camper once all required information is entered.

Required Information for Initial Registration:

- **Camper** name, address, phone number(s), e-mail address and date of birth
- Name, address, phone number(s) and e-mail address for **at least one guardian**
- Name, address, phone number(s) and e-mail address for **one emergency contact**. The emergency contact should not be the same as either guardian, and should be a person we could be contact in the event of an emergency where the guardians could not be reached. The guardians will always be the first contact we attempt. Multiple phone numbers are appreciated. The camp will only call if there is an emergency.
- Camper health information: Insurance card information, names & phone numbers for doctors and dentists, camper immunization history
- There will be many questions about the camper's medical history, including allergies and any medical condition we should be aware of. The more information you provide, the better prepared our staff will be to safely care for the camper.
- A list of the medications the camper is taking, both prescription and non-prescription. During check-in at camp, staff will go through the list and verify details for current medications.

Note that this information will be saved securely in your account and you will merely need to verify and update it in following years.

Once all your information is gathered,

- Go online to www.dakcamps.org
- Click on the red Log In/Payment button on the bottom of the page.
- If you receive a message that indicates you do not have the level of software needed to register online, please register by phone during office hours (855-622-1973 toll-free) or use the paper registration and mail to: DAK MN Camping Office, 122 W Franklin Ave #400, Minneapolis, MN 55404. Otherwise **Continue to Registration**.
- Login screen: Please create an account. If you have already created an account, you can enter the user ID and password. The system does not like duplicate accounts, so if you have forgotten your information please request your user ID and/or your password to be reset. Or contact the Camping Office by phone or email (info@dakcamps.org) if you need help.
- Online Dashboard: The "Important Message" will introduce the various areas in the dashboard and how to use them. **You can always return to the Dashboard by clicking the Log In/Make Payment button on the main Camping website and logging in to your account.**

Further information:

- If the camp you want doesn't show up as an option for your camper, it may be that the camp is full, or your camper is not the correct age or grade level for that camp. Contact the Camping Office if you would like to request a waiver or if the age or grade level information needs to be corrected.
- Required Forms - Some forms are required to complete registration. Some forms are required to attend camp, but not before you can register. Check the notification area for necessary forms if you are unable to complete registration or make a payment. The forms needed to attend camp must be either filled out online 10 days before camp begins or printed and filled out by hand to bring to camp check-in.
- Where to find the forms - In your Online Dashboard, the Forms section has tabs for Online Forms and Download Forms.
 - Online Forms - You can complete any of the forms needed to attend camp online at least 10 days before camp begins.
 - Download Forms - You will find your Camp Welcome Letter with important information about check-in times and packing list. The Parent's and Camper Handbook with general information about Dakotas and Minnesota United Methodist Camps is also available. If you are unable or don't wish to complete the online forms needed to attend camp by 10 days before camp begins, please download, print and fill them out to bring with you to camp check-in.
- Making Payments: Once all mandatory fields are entered, you will have the option of paying for camp online. If there is money in your account from a deposit from last year, it is now available as a Payment Voucher and you will be able to apply it toward payment. You may also deposit money into the Store account for your camper to use during camp. You can register without making a payment. And you can always return to your Dashboard to make payments.
- Alternate Ways to Make Payments: Pay by credit card over the phone by calling the Camping Office at 855-622-1973 Monday through Friday, 8:30 am - 4:00 pm Central Time. Or mail a check to the Camping Office at DK MN Camping Office 122 W Franklin Ave, Suite 400 Minneapolis MN 55404.
- Camperships are available. If you need monetary assistance to help cover the cost of camp, please complete an online campership application at <https://www.dakotasumc.org/camping/forms/campership-form>

Please call or email if you have any questions! We are here to help!
855-122-1973 or info@dakcamps.org