

Voyageur Camp Registration Instructions for Agencies

1. Email Peg (registrar@metigosheministries.com) with all of the campers who want to attend camp. Please send first and last names of the campers and birthdate.
2. Peg will assign a log in to each of the camper's accounts and email you back the log in information.
3. Once you receive a log in, click on the registration link: <http://cwngui.campwise.com/Customr/metigoshe/browser-check-reg.html> and enter your log in and password.

ADVENTURE ANCHORED IN CHRIST Metigoshe MINISTRIES

Click to View Important Message

Welcome to our online registration system. If you have never attended camp or a retreat at Metigoshe Ministries, click Create New Account. **IF YOU HAVE ATTENDED CAMP OR A RETREAT BEFORE, YOU HAVE AN ACCOUNT AND A LOGIN. IF YOU DO NOT REMEMBER YOUR LOG IN, PLEASE CALL THE OFFICE. DO NOT CREATE ANOTHER ACCOUNT.** If you know your login, enter your username and password.. **PLEASE NOTE: Please use correct capitalization for all First and Last Names, plus all addresses, as this information goes directly into our database. Thanks for your help!**

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information. [Contact Us](#)

Already Applied. Login Here

Username: [Reload App](#)

Password:

[LOGIN](#)

[Forgot Username?](#) [Forgot Password?](#)

New User. Create A New Account

Create a new account. An account will enable you to:

- > Return to view or edit your submitted applications and forms
- > Return to fill out additional forms
- > Continue a partially completed form or registration
- > Return to register online for camp again next year

[Create New Account](#)

Enter your login information here

- You will now come to a screen that lists all of your agency's campers that we have given a log in to thus far.

Click to View Important Message

Please Select An Option To Begin

[Add Camper](#) [Make A Payment](#) [Account](#) [Logout](#)

Current Camper: Daryld Carlson

Current Camper(s) In Your Account

Camper Name	Register (New)	Update Info
Daryld Carlson	Register (New)	Update Info
Halle McAtee	Register (New)	Update Info
Peggy Carlson	Register (New)	Complete Registration
testDiscover TestCarlson	Register (New)	Update Info
testParker testCarlson	Register (New)	Update Info
testPeg testCarlson	Register (New)	Complete Registration

- Click on Register (New) by the camper you would like to register. Scroll to find the Voyageur camp you would like to register the camper for. Select the box and the click on Save/Next.

2024 Spring Quilting Mar 21 2024-Mar 23 2024

Check one, from the available options:

Spring Quilting [Details...](#) [Available?](#)

2024 Featherweight Quilt Apr 22 2024-Apr 24 2024

Check one, from the available options:

Featherweight Quilting [Details...](#) [Available?](#)

2024 Voyageurs I Jun 10 2024-Jun 13 2024

Check one, from the available options:

Voyageurs I - Male \$450.00 [Details...](#) [Available?](#)

2024 Camp Craft-a-Lotta Jul 17 2024-Jul 19 2024

Check one, from the available options:

Camp Craft-a-Lotta [Details...](#) [Available?](#)

[Prev](#) [Save/Next](#)

6. Open the Voyageur Camper Information Form by clicking on the Open button.

Please complete the forms that are marked required before proceeding to the next step.

Click on the Form to open the form for modification. System will cycle back to this screen after completion of each form. Once all forms are completed, use the [Next] button on this screen to go to the next step.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information. [Contact Us](#)

Progress Indicator for Completing Registration

Registrations Contacts Forms 3

Current Camper: Daryld Carlson

List of forms required to be completed before registration is complete.

Voyageur Camper Information Form	Form is required. Registration incomplete unless required items are completed. Please complete form before next step.	Open
Daily Living	Form completed or no items on form are required. Ok for next step.	Open

If information is shown in red, it needs to be completed before continuing with the registration.

If information is shown in green, it is either complete or can be completed at a later time.

7. All fields shown in yellow are required. Click on Save/Next at the bottom of each page and the end of the form.

Voyageur Camper Information Form

VOYAGEUR AGENCY, GUARDIANS AND EMERGENCY CONTACT INFORMATION

Agency Voyageur Camper is Affiliated With *
500 Chars Left

Agency Contact Person *
250 Chars Left

Agency Contact Person Email *
100 Chars Left

Agency Contact Person Phone *
100 Chars Left

Parent/Guardian Name(s) *
100 Chars Left

Emergency Contact *
100 Chars Left

Emergency Contact Phone Number *
13 Chars Left

Prev Save, Finish Later Save/Next

8. Complete the Daily Living Form by clicking on the Open button. Click on the Save/Next button at the bottom of each page and at the end of the form to continue.

Please complete the forms that are marked required before proceeding to the next step.

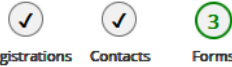
Click on the Form to open the form for modification. System will cycle back to this screen after completion of each form. Once all forms are completed, use the [Next] button on this screen to go to the next step.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information.

Contact Us

Progress Indicator for Completing Registration



Current Camper: Daryld Carlson

List of forms required to be completed before registration is complete.

Voyageur Camper Information Form	Form is required. Registration incomplete unless required items are completed. Please complete form before next step.	Open
Daily Living	Form completed or no items on form are required. Ok for next step.	Open

Daily Living

BEHAVIOR

Personality

<input type="checkbox"/> No behavior problems	<input type="checkbox"/> Tendency for self-injury	<input type="checkbox"/> Verbally disruptive
<input type="checkbox"/> Has excessive mood swings	<input type="checkbox"/> Hallucinates	<input type="checkbox"/> Demonstrates inappropriate sexual behaviors towards self
<input type="checkbox"/> Demonstrates inappropriate sexual behaviors toward others	<input type="checkbox"/> Steals	<input type="checkbox"/> Repetitive movements
<input type="checkbox"/> Physically aggressive/abusive	<input type="checkbox"/> Shy/withdrawn	<input type="checkbox"/> Frequently demonstrates negative, attention-seeking behavior
<input type="checkbox"/> Requests unneeded assistance	<input type="checkbox"/> Verbally aggressive/abusive	<input type="checkbox"/> Has panic/anxiety attacks
<input type="checkbox"/> Has excessive fears/phobias (explain below)		

Explain fears/phobias:
300 Chars Left

Required Interventions

<input type="checkbox"/> Firm, consistent approach	<input type="checkbox"/> Increase reassurance affirmation	<input type="checkbox"/> Discourage excessive dependence
<input type="checkbox"/> Encourage independence	<input type="checkbox"/> Provide one-on-one attention	<input type="checkbox"/> Allow opportunity to express feelings
<input type="checkbox"/> Move to area of decreased stimulation	<input type="checkbox"/> Verbally redirect for inappropriate behavior	<input type="checkbox"/> Limit setting

← Prev Save, Finish Later Save/Next →

9. Click on the download button for the 2024 Voyageur Annie's Form Instructions. This opens another page of instructions for you to follow. Click on the web link in the instructions and this will take you to the page where you can fill in the form on your computer. After completion, print the form and send to your parents/guardians for signatures. Once you receive the form back from the parents/guardians, you can upload it back to the camper's account. See instructions below:
 - a. Log into your online camp account (www.metigosheministries.com, click on register tab at the top of the home page, enter log in and password for your agency)
 - b. Click on Complete Registration by the camper who you are uploading forms for.
 - c. Click on the Forms tile
 - d. Click on the Upload Forms tab towards the bottom of your screen
 - e. Click on the arrow to select 2024 Voyageur Annies Form Instructions
 - f. Browse to where you have saved the completed and signed form and select.
 - g. Click on Upload.
 - h. Your completed form will now be in the camper's record where both Camp Metigoshe and your agency can see it.

This is the tab you will click on in Step 9d once your forms are signed.

The screenshot shows a web interface titled 'Forms'. It is divided into two main sections. The first section, 'List of forms to be completed.', contains two rows: 'Voyageur Camper Information Form' with a red status message 'Form is required. Registration incomplete unless required items are completed.' and an 'Open' button; and 'Daily Living' with a green status message 'Form completed or no items on form are required.' and an 'Open' button. The second section, 'List of downloadable and uploadable forms to be completed.', features three tabs: 'Download Forms', 'Upload Forms' (highlighted in yellow), and 'Upload History'. Below the tabs is a table of four PDF forms. The first row, '2024 Voyageur Annies Form Instructions.pdf', has a red status message 'Form must be completed & uploaded prior to arrival at camp.' and a green checkmark, with a yellow 'Download' button highlighted. The other three rows have similar red status messages and green checkmarks, each with a 'Download' button.

Form Name	Status	Action
Voyageur Camper Information Form	Form is required. Registration incomplete unless required items are completed.	Open
Daily Living	Form completed or no items on form are required.	Open
2024 Voyageur Annies Form Instructions.pdf	Form must be completed & uploaded prior to arrival at camp. ✓	Download
2024 Voyageur Health Form Instructions.pdf	Form must be completed & uploaded prior to arrival at camp. ✓	Download
2024 Voyageur High Ropes Form Instructions.pdf	Form must be completed & uploaded prior to arrival at camp. ✓	Download
2024 Voyageur MARS Form Instructions.pdf	Form must be completed & uploaded prior to arrival at camp. ✓	Download

For all forms listed here, click on Download for the instructions. (Step 9)

2024 Voyageur Annie's Form Instructions

The 2024 Voyageur Health Form can be found by clicking the following link:

<https://metigosheministries.com/voyageur-camper-forms/>


Link to get the fillable pdf. (Step 9)

The 2024 Annie's Form is a fillable, pdf form. It is a required form that needs to be completed for all Voyageur registrations. Click on the form and complete the form on your computer. Print the completed form to send to the parent/guardian for signatures. Once the form has been signed, please scan and upload it to the camper's online account.

To upload the completed and signed form back to the camper's online account, do the following:

1. Log into your online camp account (www.metigosheministries.com, click on register tab at the top of the home page, enter log in and password for your agency)
2. Click on Complete Registration by the camper who you are uploading forms for.
3. Click on the Forms tile
4. Click on the Upload Forms tab towards the bottom of your screen
5. Click on the arrow to select the form you are uploading
6. Browse to where you have saved the completed and signed form and select.
7. Click on Upload.

If you have any questions, please email Peg at registrar@metigosheministries.com.



VOYAGEUR CAMPER FORMS

The following forms are fillable, pdf forms that need to be completed for all Voyageur registrations. Click on the form and complete the form on your computer. Print the completed form to send to the parent/guardian for signatures. Once the form has been signed, please scan and upload it to the camper's online account.

- 2024 Voyageur Health Fillable
- Annie's House INTAKE FORM 2020-2021 Fillable PDF
- High Ropes Participant Form Fillable

Link from step 9 takes you to the forms that can be filled out on your computer.

10. Repeat step 9 for the Health Form, High Ropes and MARS. The MARS obtained from the pharmacy can be uploaded directly here so mistakes will be eliminated from transferring information.

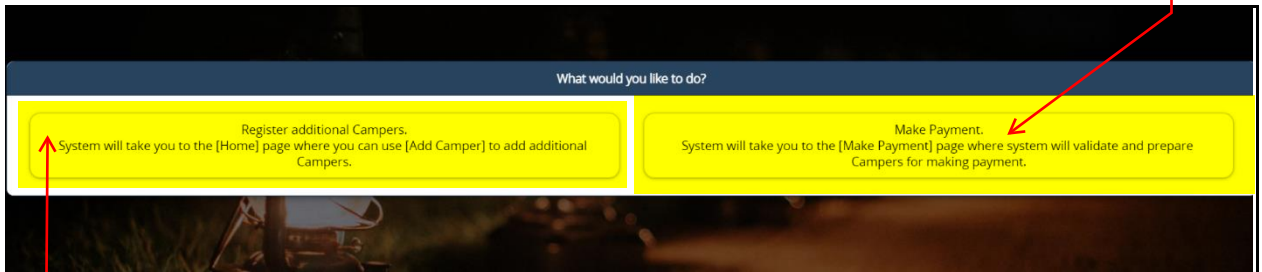
11. The Download/Upload of the Health, Annie's, High Ropes and MARS forms can be done at a later time. We just require all information to be completed and uploaded 2 weeks prior to the camp date.

12. Click on Save/Next

13. If you have additional campers to register, click on Register Additional Campers and repeat the above process.

14. When you are finished entering all of your campers, click on Make Payment

Click here to make payment for 1 or more campers.



Click here if you have more than one camper to register.

15. Follow the directions on this page. You can select the campers you want to pay for and then select the green button Process Selected Campers. Remember, a minimum deposit must be made in order for the camper(s) to be registered. Click on Save/Next

System will automatically select Campers to be included for making payment. Click **[Process Selected Campers]** to continue to the next step. User can click on **[Deselect]** to exclude Campers. System will validate and analyze if the selected Campers are eligible for payments. When selecting Campers, the Campers that are successfully validated and added will have the text 'Selected', the once that failed validation will have the text 'Missing Req. Data' and will not be included for making payment, the once that do not have any enrollments or balance due will have the text 'No Balance Due', the once that were not selected will have the text '**Not Selected**'. A validation error message will be displayed on the top, if any Campers failed validation. Click on **[Details]** to view details on missing data for the Camper. Click on **[Select]** to include Campers. Click on **[Select All Campers]** to include all Campers. Click on **[Deselect All Campers]** to exclude all Campers.

One or more Campers either do not have any enrollments, no balance due or there are one or more required data missing. Use the [Details] button to view additional information on the missing required data.

From the dashboard, select each of the Campers with missing data, review their notifications and provide each of the required missing data. Once all required notifications are cleared, you will be able to make payment for these Campers

Select Campers and click **[Process Selected Campers]** button:

View Options: List Tile

Name	Reg Bal	Str Bal	Status	Action
Daryld Carlson	\$450.00	\$0.00	Missing Req. Data	<input type="button" value="Details"/>
Halle McAtee	\$0.00	\$0.00	No Balance Due	
Peggy Carlson	\$450.00	\$0.00	Selected	<input type="button" value="Deselect"/>
testDiscover TestCarlson	\$0.00	\$0.00	No Balance Due	
testParker testCarlson	\$0.00	\$0.00	No Balance Due	
testPeg testCarlson	\$450.00	\$0.00	Missing Req. Data	<input type="button" value="Details"/>
testPeggy testCarlson	\$450.00	\$0.00	Selected	<input type="button" value="Deselect"/>

If you do not have any balance due or do not want to make a payment at this time, click on the **[Dashboard]** button. This will take you to the application Dashboard.

When camper is marked selected, then you can click on Process Selected Campers to continue to payment

Click/Tap on the screen to Display or Hide the Save/Next button.
 If you need additional assistance, please click the [Contact Us] button to get our contact information. Contact Us

If you do not have any balance due or do not want to make a payment at this time, click on the [Dashboard] button. This will take you to the application Dashboard. Dashboard

Your Progress Indicator For Completing Registration Payment

✓ ② ③ ④ ⑤

Select Registration Store Pmt. Options Confirmation

Please enter registration payment amount for each of Campers Program. Enter 0.00 to skip payment for a Campers Program. Amount(s) entered below this section are for registration payment of the Campers Program.

Note: Only Sessions with Balance Due will be displayed.
Total Registration Payment: \$900.00

Peggy Carlson 2024 Voyageurs I (06/10/2024-06/13/2024) [Min Pmt. Amt. is \$125.00 Enter Pmt. Amt. of \$125.00 to \$450.00]	Reg Bal: \$450.00 450.00
testPeggy testCarlson 2024 Voyageurs I (06/10/2024-06/13/2024) [Min Pmt. Amt. is \$125.00 Enter Pmt. Amt. of \$125.00 to \$450.00]	Reg Bal: \$450.00 450.00

Balance shows here. You can enter any amount to pay as long as it is the minimum payment or more. Minimum payment is \$125

16. If your camper wants to put money into the camp store, you have the option to do so at this time. Click on Save/Next

Click/Tap on the screen to Display or Hide the Save/Next button.
 If you need additional assistance, please click the [Contact Us] button to get our contact information. Contact Us

If you do not have any balance due or do not want to make a payment at this time, click on the [Dashboard] button. This will take you to the application Dashboard. Dashboard

Your Progress Indicator For Completing Registration Payment

✓ ✓ ③ ④ ⑤

Select Registration Store Pmt. Options Confirmation

Please enter Camp Store payment amount for each of Campers Program. Enter 0.00 to skip payment for a Campers Program. Amount(s) entered below this section are for Camp Store payment of the Campers Program.

Total Camp Store Balance Payment: \$0.00

Peggy Carlson 2024 Voyageurs I (06/10/2024-06/13/2024) [No Pmt. Amt Due]	Camp Store Balance Bal: \$0.00 0.00
testPeggy testCarlson 2024 Voyageurs I (06/10/2024-06/13/2024) [No Pmt. Amt Due]	Camp Store Balance Bal: \$0.00 0.00

Prev Save/Next

Money for trading post can be prepaid here. Snacks are included in our registration fee. This money is used for Camp Metigoshe clothing and merchandise.

18. Enter your credit card information. All information shown in yellow is required.

The screenshot shows a multi-step registration process. At the top, there are five progress indicators: the first three are checked, the fourth is highlighted with a green circle and the number '4', and the fifth is the number '5'. Below this is a navigation bar with tabs: 'Select', 'Registration', 'Store', 'Pmt. Options' (which is active and highlighted in dark blue), and 'Confirmation'. The main content area is titled 'Please review the payment summary. Select the method of payment and provide payment details.' It contains a 'Payment Summary' table, a 'Method of Payment' section with a 'Credit Card' option selected, and a 'Enter Payment Details below' section with various input fields. At the bottom, there are 'Prev' and 'Save/Next' buttons, along with a 'Dashboard' link.

Payment Summary	
Registration Balance Due: (Coupons, Automatic & Requested Discounts Included)	\$900.00
Total Discount Applied: (Coupons, Automatic & Requested Discounts Included)	\$0.00
Total Registration Payment Amount:	\$900.00
Total Camp Store Payment Amount:	\$0.00
Final Payment Amount:	\$900.00

Method of Payment

You will be charged \$900.00 today.

Select your Method of Payment

Credit Card

Enter Payment Details below

VISA **MasterCard** **AMERICAN EXPRESS** **DISCOVER**

Card #: * **Expiration Month: *** **Expiration Year: ***

Sec. Code: * **Name on Card: ***

Postal/Zip Code: * **Card Amount: ***

If you do not have any balance due or do not want to make a payment at this time, click on the [Dashboard] button. This will take you to the application Dashboard.

Dashboard

Prev Save/Next

19. A confirmation email will be sent to the email address on file once registered.

20. If at any time you would like to go back to the list of campers for the agency, press the button Dashboard, Back Button or Home Button depending on what screen you are on.

If you have any questions on this registration process, please email Peg at registrar@metiqosheministries.com.