

REGISTERING YOUR GROUP MEMBERS

Now that you've secured your retreat at Arrowhead, it's time to begin signing up your group members for camp. Our system is designed to require as little work from you, the Group Leader, as possible. Below you will find instructions on how it works!



STEP ONE: SIGN INTO YOUR ACCOUNT

1. Visit <https://register.circuitree.com/ArrowheadBibleCamp/account/>
 2. Enter your email and password and click **Sign In**.
Please use the email address with which you corresponded with camp as that is the email address we will assign to your account. If this is your first time logging in, you will be prompted to create a new password.
 3. On your Account Dashboard, select **View Registrations** to see your **Itinerary List**
 4. The Itinerary List gives you an overview of all the upcoming events for your group. You can see event dates, balance and balance due date, and how many people you've enrolled.
***What does "ENROLLED" mean?** The number you see under "enrolled" is the preliminary group count that you provided when booking the retreat. As you get closer to your event and have a final group count, this number will be adjusted to reflect your final group count, which will also update your balance.*
 5. From your Itinerary List, you can perform the following actions:
 - a. **Manage Roster.** Invite individuals to attend your event.
 - b. **Make Payment.** Apply a credit card or e-check payment to your remaining balance.
 - c. **View Statement.** See a breakdown of the current charges for your events. You may also print this statement.
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STEP TWO: COLLECT REGISTRATION INFO FROM ATTENDEES

The **Manage Roster** tool allows you to collect the names and information of your group members (i.e., Attendees) attending your event. There are several ways to collect this information, but we recommend using the **Public Itinerary Link**. The Public Itinerary Link allows anyone who clicks on the link to register for your event as a part of your group. You can distribute this link via email or post it on your group's website for easy access. It's important to note that while your group members can register through this link, they are **not** given the option to make a payment. This allows you to maintain control over the cost you charge for your retreat and in collecting payments from attendees.

1. Click **Manage Roster**.
2. To turn on the Public Itinerary Link, change the status to **Public**.
3. Click on **Copy It!** to open a popup that contains the link to your Itinerary.
4. Copy the link and distribute it as necessary. Now group members will be able to access the event and register themselves.
***NOTE:** If you expect that the number of Attendees will exceed the preliminary group count you submitted, you will need to contact Camp so that they can adjust your **enrolled** number to allow for more Attendees.*