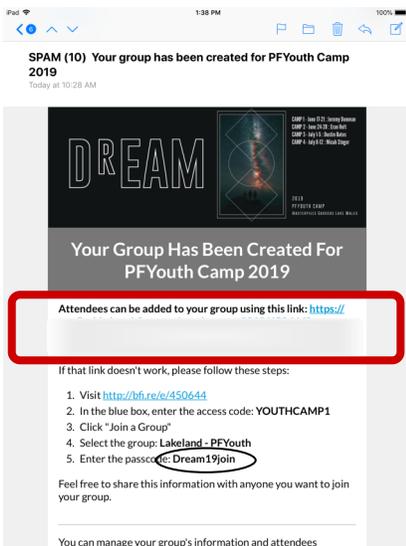




## 1. Sign up as a Youth Camp Coordinator from your church.

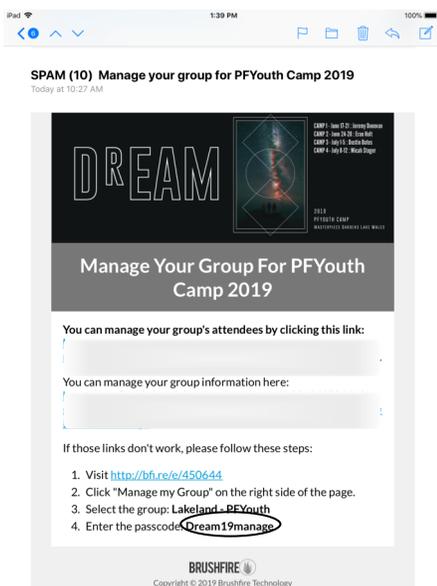
- Youth Camp use this link: <https://penflorida.brushfire.com/youth-camp-2019/450643> (Kids Camp use: <https://penflorida.brushfire.com/kids-camp-2019/450641>)
- Once you sign up you will get an email that looks like the image to the left.
- This does NOT contain the link to register your students. This is just information and confirmation that you are a coordinator.
- Only ONE coordinator per church. (The church can have a separate kids camp coordinator.)

## 2. You will receive a secondary email with instructions to register your group.

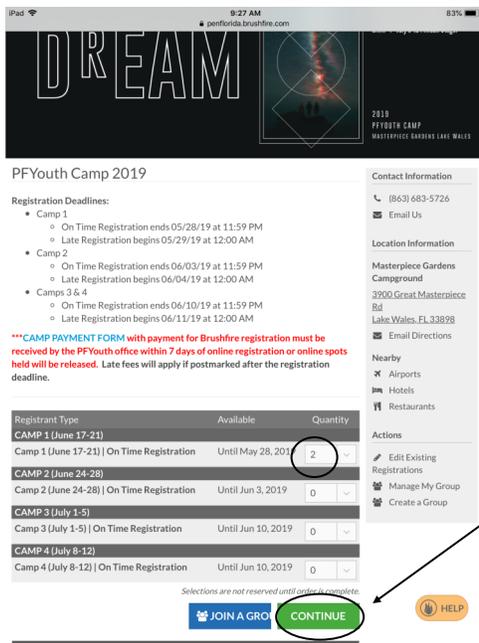


- This email is generated from the PFYouth Office. *If you sign up after hours or on the weekend, you will not receive this email until the next business day.* Plan accordingly.
- Use the link provided to go to Brushfire and begin entering students & staff.
- Note the Passcode

## 3. You will also receive an email that will give you a link to manage your group.

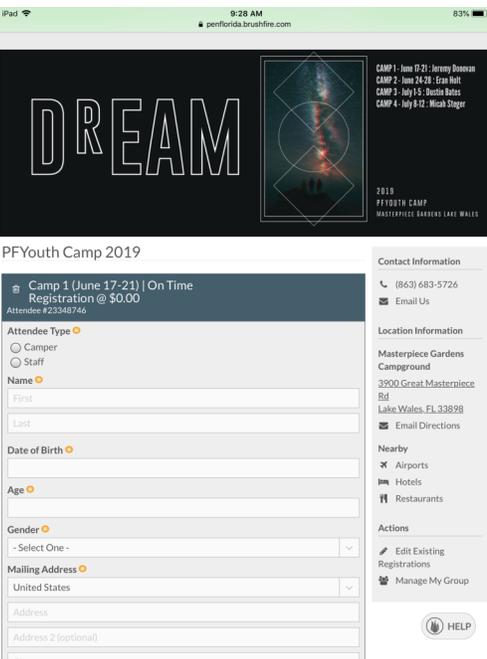


- This will give you access to change or update existing registrants' information.
- Again, note the passcode.



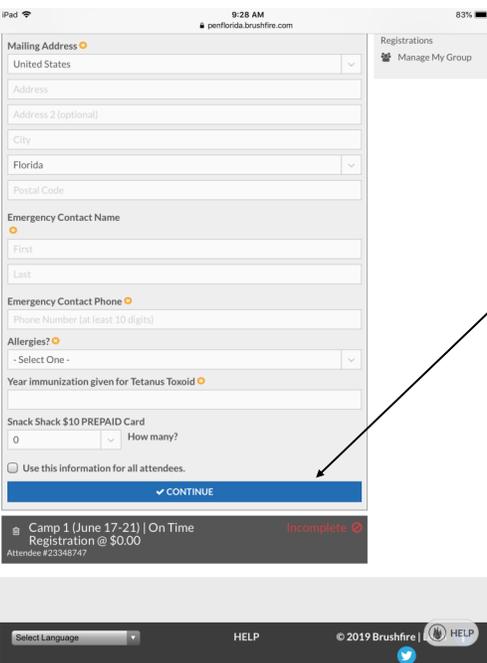
#### 4. Indicate the number of people you would like to register

- Do not forget to register staff
- Signing up as a Coordinator does NOT register you for camp. Please register yourself if you are coming to camp.
- Consider entering small batches at a time in case you have to leave the session.
- The cart will refresh every 24 hours.** *If you leave the cart too long, it will empty itself and you will have to begin again.*
- After selecting quantity then Continue



#### 5. You will then be taken to the form(s) to enter information.

- Be sure to have the camper/staff form in front of you with COMPLETE and ACCURATE information before beginning this process.
- Required fields are necessary for our office for information and in case of emergency.
- PLEASE do not enter bogus addresses, phone numbers, etc. If we should need to make contact with a parent after camp, this information is very important. **DO NOT use church address and phone as a home address and home phone.**
- For multiple entries, you are able to copy the previous form, which is helpful for siblings who share much of the same information.



#### 6. After completing the form

- Be sure to press **Continue** which will save this entry and move you along to your next form or to finalize your cart.

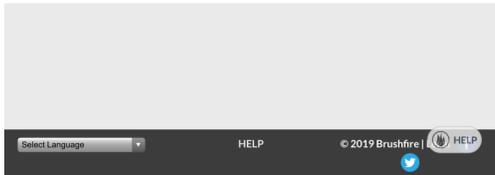


Your reservation is not yet complete!  
To ensure your information is saved, please provide your name and email.

First Name  Last Name   
Email

[SUBMIT \(2 ATTENDANTS FOR 1 EVENT\)](#)

[VIEW FULL DETAILS...](#)



## 7. Complete the requested info

- This is for whomever is entering the information. Most likely the coordinator.
- If you allow the parents to enter the information individually, they can complete these fields
- We suggest one designated person enter all info

## 8. Once everything is complete you can now Submit

- *No one* is registered until the order is placed
- *Do not walk away before this step is complete!*

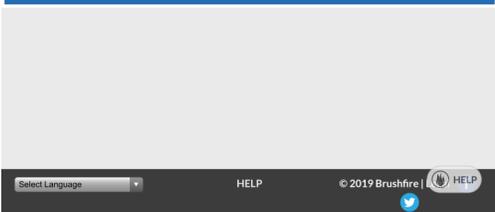


Thank you, Tammy! Your order has been received!

Email confirmation will be sent to youth@penflorida.org. If you do not receive your confirmation, please check your junk/spam folders and consider adding orders@brushfire.com to your email white list.

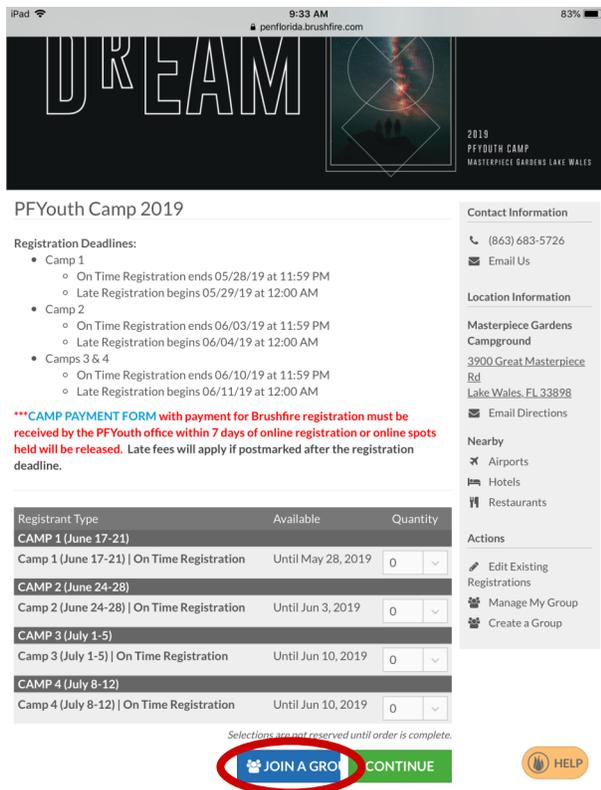
Order: 5536847E for \$0.00

[FINISH](#)



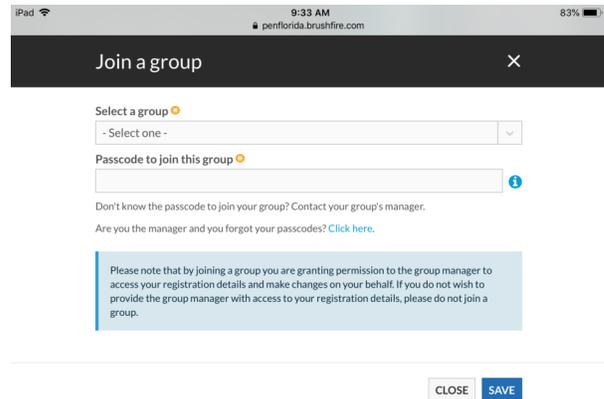
## 9. Finish

- This screen will confirm that your order has been placed and received
- You can click finish to finalize
- You will receive an email with all the information you entered.



## 10. Alternate Way to Sign Up

- If you should get to the home screen of PFYouth Camp on Brushfire and want to sign up.
- Select **Join a group**.
- You will be taken to a drop down list of which your church should be listed.
- Select your church.
- You will be asked for a Passcode that was given in the original coordinator email. (see step 2)
- Proceed to step 6



## OVERVIEW

- This information is the same for the **Kids Camp** entries. Follow link: <https://penflorida.brushfire.com/kids-camp-2019/450641> to register for **Kids Camp**
- You have the ability to go in and edit the information you have entered to the point of substituting students
- Make all changes PRIOR to coming to camp. Any changes made on-site at camp will be by you sitting at a computer logging into Brushfire with your log-in info. For example: If you show up with a walk-up registration, **you** will have to enter this into Brushfire.
- **DO NOT substitute a male for a female or female for a male!!!**
  - \* We have a certain amount of beds for each gender
  - \* If you swap out students of different genders, it will skew our numbers and potentially cause us to run out of space.
- Once you have entered all the information into Brushfire, you will need to send to the PFYouth Office the Camp Payment Form with payment within SEVEN DAYS or held spots will be dropped. All forms (including Camper & Staff Consents) must be sent by the postmarked deadline to avoid late fees:
  - Camp Payment Form
  - Camper and Staff Consent Forms
  - Payment

Questions? [youth@penflorida.org](mailto:youth@penflorida.org)