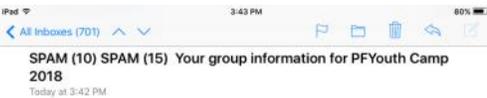




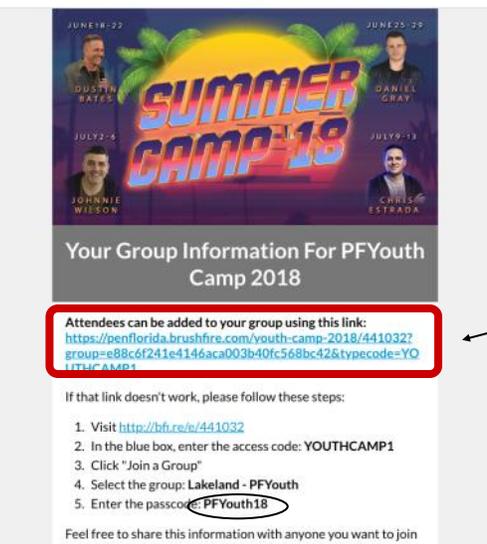
1. Sign up as a Youth Camp Coordinator from your church.

- Go to PFYouth.com and under “Camp Registration Steps” you will see sign up to be Camp Coordinator.
- Or use this link: <https://penflorida.brushfire.com/youth-camp-2018/441031>
- 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.

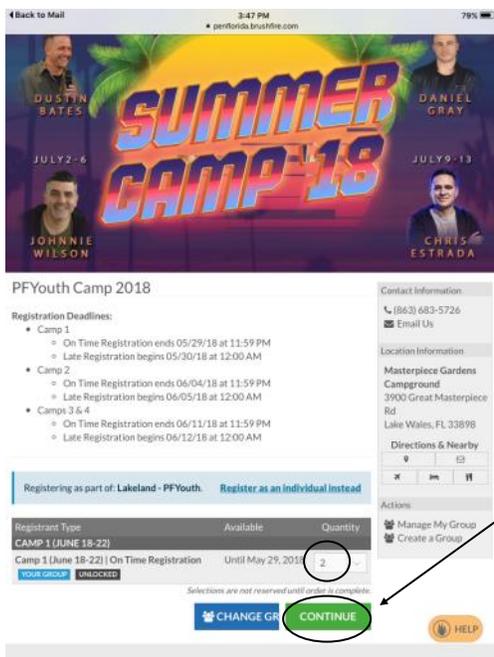
- This email is generated from the PFYouth Office. *If you sign up after hours or on the weekend, you will not receive this email until the next business day.* Plan accordingly.
- Use the link provided to go to Brushfire and begin entering students & staff.
- Note the Passcode



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.





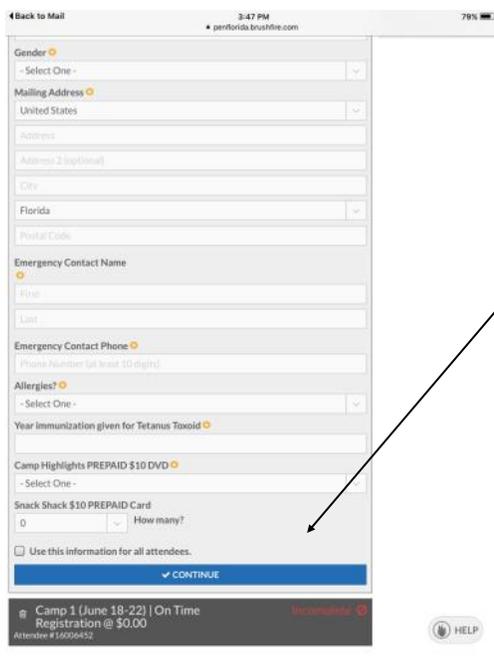
4. Indicate the number of people you would like to register

- 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



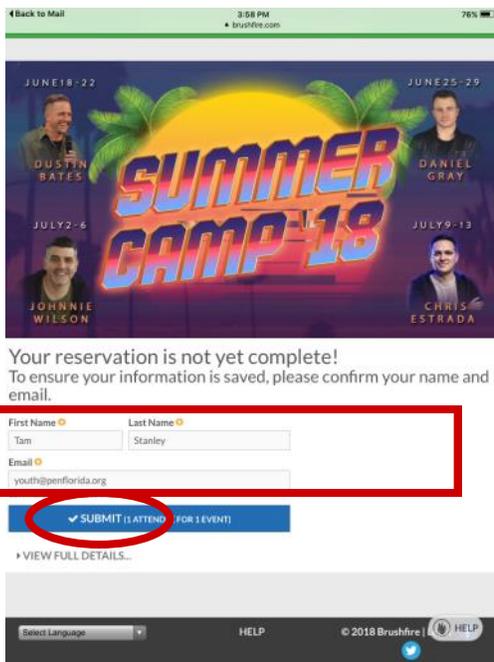
5. You will then be taken to the form(s) to enter information.

- 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.

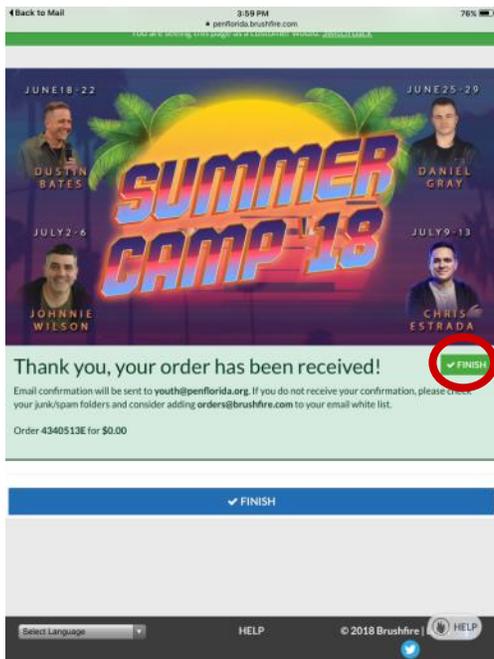


7. Complete the requested info

- 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

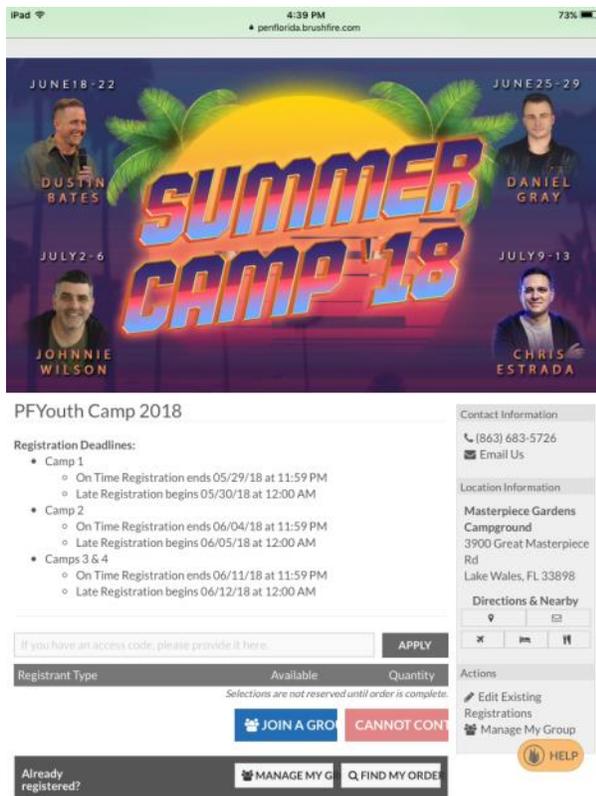
8. Once everything is complete you can now Submit

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



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-2018/440851> 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 following information by the postmarked deadline to avoid late fees:
 - Camp Payment Form
 - Camper and Staff Consent Forms
 - Payment

Questions? youth@penflorida.org