

1. Click "Register Now" at the top of the CAMP Y2Y web page.
2. Log in or Sign Up: You will be redirected to a site called CampDoc, this is our new registration software. If you already have an account you can log in if you need to make a new account follow steps 4-7. Click "Sign Up" if you are new to the site.
3. Welcome!: Provide an email and password for this account. This email should be one that you check often as important information regarding the account and registration will be directed to this email.
4. New Participant: This first page is about the first person on your account that will be attending conference. If you are an adult participant, your information would go here. If you are a parent (of a student that is not coming with a group) or advisor (not attending) registering your student, your student's name goes here.
5. About You: Your information goes here, whether you are a parent or adult coming to the conference. This information is for the "User" of the account. Be sure to click "Confirm" then "Save" to continue.
6. Registration: At this point you have only created an account in our system and are not yet registered to an event, to do so, make sure the name of the participant that is attending is selected on the left banner and select, click "Register for a new session" on the current screen.
7. Grade Level: The system is defaulted to this screen. Select the participant's grade level, if you are an adult scroll down to see the adult option. After selecting the appropriate grade click "Continue" in the bottom right corner.
8. Select Your Event: Select the event you wish to attend. Double check the dates to ensure you have selected the right conference. Once you have selected the appropriate registration, click "Continue" in the bottom right corner.
9. Coupons: If you have been given a coupon code by an advisor or the Youth to Youth Registration Coordinator click "Yes" then enter the code; click "Submit" then "Continue." If you do not have a coupon code click "No" then "Continue" in the lower right-hand corner.
10. Transactions: (For youth and adult participants). Choose one of the three payment options described below by navigating the tabs with the name titles.
 - a. Full: If you are covering the entire tuition of the conference you can process that payment here by credit card or a RCH Bank Account (e-check). Click "Pay \$xx.xx and Register" in bottom right corner.
 - b. None: If your group is paying for the full cost of conference, someone else is paying for you, you are paying by paper check or cash select this tab. Click "Register" in bottom right corner.
 - c. Other: If you are paying a partial amount of the cost of conference by credit card or a RCH Bank Account (e-check), select this tab then type in the amount that you are paying followed by the account information. Click "Pay \$xx.xx and Register" in bottom right corner. *** Note: We ask that if you are coming with a group, and you are paying by cash or check that you give your advisor that payment, who will then give it to Y2Y.***
11. Successfully Registered: You are now assigned to a participation; however, you are NOT completely registered. You MUST fill out the forms following this screen to be registered for the conference.
12. Forms: To fill out these forms, read the cover page carefully, you can start them by clicking "Continue" in the bottom right corner. **Please note this screen shot is for International Conference, Eastern States Conference will show different dates**