



Get the Early Bird Rates by registering
online before these dates
Senior High/Combo: March 8, 2012
Junior High: April 5, 2012

EIGHT SIMPLE STEPS FOR ONLINE REGISTRATION

CTCYM is excited to offer online registration for Individual participants for all 2012 trips. The online registration process is simple and intuitive, but this guide should help you get started!

(1) **Log on to www.ctcym.org**

Begin by clicking the “Register Here” link. If you have registered with CTCYM before, you will use the same User ID and password. If you have not, the first time you log on, you will create an account for your family. This should be set up by an adult family member who will serve as the contact for the trips and be the primary point of contact about the trip. You will need an email address to set up this account.

(2) **Review Welcome Message**

You will see a welcome message with any last minute information and further instructions. You will also see the registration fees and schedule here. Mandatory fields are marked with a red asterisk.

(3) **Add Participants**

If this is your first time to register online with CTCYM, you will add a participant by providing the information under “Add a Participant.” If you have registered in past years, you will be able to select that name from a list of family members who have participated in other trips. **Hint:** When selecting your church, the church list is sorted alphabetically by city (i.e.: Aledo-Aledo FUMC).

(4) **Choose a Trip**

Select the trip this participant will be attending: Senior High, Combination or Junior High trip. You will be required to complete a separate registration for each trip, even if this is an adult participating in more than one trip.

(5) **Family and Participant Information**

If this is the first time you have registered online with CTCYM, you will complete a family profile with all of the necessary contact information. If you have registered with CTCYM before, you will only enter information specific to the individual participant.

(6) **Review and/or Add Another Participant**

Complete your registration by confirming all information entered and changing any if necessary. From here, proceed to checkout or add another participant.

(7) **Checkout**

Options for payment will depend on the date you are registering. See the dates on the reverse side of this form for the Early Bird, On-time and Late registration fees. You will be required to pay the full CTCYM fee by check or credit card. If your group leader has notified you that your church will be collecting your fees and paying by church check, select “Pay by check.” Your group leader will notify you if you owe additional fees or if you will receive any kind of refund. *You will receive an email confirmation when your registration is complete.*

(8) **Print/Complete Release Form**

You will click a link to a blank Liability Release form that you will print and sign in front of a notary. You will then turn this form into your group leader with a copy of your proof of insurance by the deadline he or she sets.

That’s it! You’re registered and ready to participate on a CTCYM trip!

See reverse side for important registration dates!



IMPORTANT REGISTRATION DATES!

Because we are aware of the challenges created by current economic issues, CTCYM has maintained our fees at the same rate for the fourth consecutive year for all who register by the Early Bird date. The sooner you register online, the better the rate you will receive for your CTCYM trip!

SENIOR HIGH/COMBINATION FEES

EARLY BIRD
\$225

*Register by 03/08/12 with \$100 deposit.
Final payment due 04/05/12.*

ON-TIME
\$235

*Register by 04/05/12
with full payment.*

LATE
\$250

*Register after 04/05/12
with full payment*

Deposit is transferable, but non-refundable. Fees revert to \$250 if final payment not received by April 5, 2012. No additions or refunds after May 10, 2012.

JUNIOR HIGH FEES

EARLY BIRD
\$200

*Register by 04/05/12 with \$100 deposit.
Final payment due 05/03/12.*

ON-TIME
\$210

*Register by 05/03/12
with full payment.*

LATE
\$225

*Register after 05/03/12
with full payment*

Deposit is transferable, but non-refundable. Fees revert to \$225 if final payment not received by May 3, 2012. No additions or refunds after June 21, 2012.

Your group leader will provide a date for you to turn in your Notarized Medical Forms and the copy of your insurance card.

See reverse side for 8 simple steps to online registration!