

## Registered Group Leaders

### How to Log in to your Group Leader Account

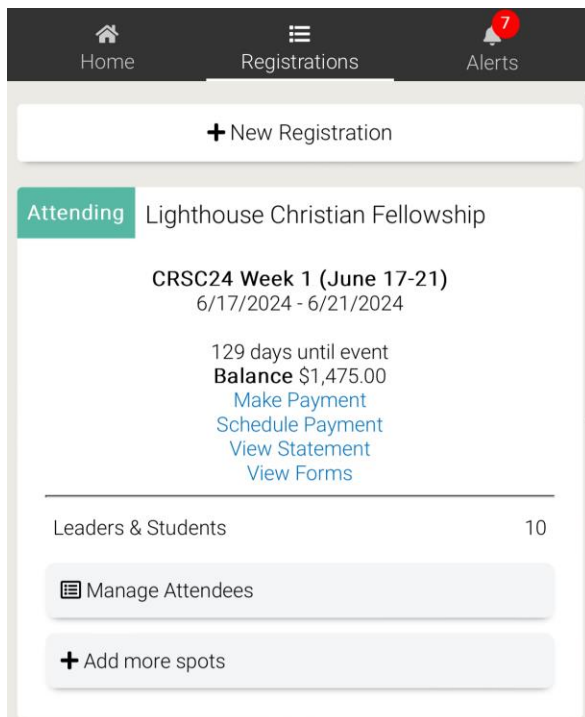
1. Go to our [Registration Site's Password Assistance](#)
2. Enter the email address that you used when you signed up for camp
3. Click “Continue”
4. Click the link in your email to reset your password
5. Once you create a new password, you can access your Group Leader Account and invite your attendees to camp using the Public Itinerary Link!

Be sure to bookmark the [Group Leader Portal](#) for future access!

Watch this [video](#) to see the above steps!

## Group Leader Portal Overview

### [Registration Dashboard](#)



**New Registration** – Select to register for a new Event.

**Balance** – Displays the current balance on your account.

**Make Payment** – Select to make a payment.

**Schedule a Payment** - Create a payment plan by selecting Schedule Payment.

**View Statement** - View a summary of your account and download a copy if needed.

**View Forms** – Download import forms for attendees

## Make Payment

1. To make a payment on your account, select **Make Payment**.
2. Under Payment Amount, select Full Amount or enter an Other Amount.

Summary

<b>Lighthouse Christian Fellowship</b>	
CRSC24 Week 1 (June 17-21) - Leaders & Students	6 @ \$325.00 \$1,950.00
Golf Cart Rental	(\$500.00)
<b>Victor Ortiz</b>	
CRSC24 Week 1 (June 17-21) - Leaders & Students	\$325.00
<b>Aniah Ortiz</b>	
CRSC24 Week 1 (June 17-21) - Leaders & Students	\$325.00
<b>Santino Cervera</b>	
CRSC24 Week 1 (June 17-21) - Leaders & Students	\$325.00
<b>Macie Simon</b>	
CRSC24 Week 1 (June 17-21) - Leaders & Students	\$325.00
<b>Due Now</b>	<b>\$150.00</b>
Previous Payments	\$1,325.00

Payment Amount

Due Now \$150.00 ✓

Full Amount \$1,625.00

Other Amount

3. Select a Payment Method or select **+ Add Payment Method** to add a new one
4. Select **Continue to Review**
5. Select **Pay**

Payment Method


VISA Visa #4242 ✓

Expiration Date 10/29 EDIT

+ Add Payment Method

CONTINUE TO REVIEW


Privacy - Terms



## Payment Complete

Below is a summary of this transaction.

<b>Lighthouse Christian Fellowship</b>	
Golf Cart Rental	\$250.00
<b>Victor Ortiz</b>	
CRSC24 Week 1 (June 17-21) - Leaders & Students	\$325.00
<b>Aniah Ortiz</b>	
CRSC24 Week 1 (June 17-21) - Leaders & Students	\$325.00
<b>Macie Simon</b>	
CRSC24 Week 1 (June 17-21) - Leaders & Students	\$325.00
<b>Due Now</b>	\$0.00
Previous Payments	\$1,325.00 ▼
<b>Payments</b>	\$150.00
<b>Balance due on 6/1/2024</b>	<b>\$1,475.00</b>


[TAKE ME TO MY ACCOUNT](#)

**View Statement**

View a summary of your account and download a copy if needed.

\$1,475
CRSC24 Week 1 (June 17-21) - 2024

June 17th - 21st, 2024

<b>Lighthouse Christian Fellowship</b>	
CRSC24 Week 1 - Leaders & Students	\$1,950.00
Golf Cart Rental	(\$500.00)
<b>Subtotal</b>	<b>\$1,450.00</b>
<b>Victor Ortiz</b>	
CRSC24 Week 1 - Leaders & Students	\$325.00
<b>Subtotal</b>	<b>\$325.00</b>
<b>Santino Cervera</b>	
CRSC24 Week 1 - Leaders & Students	\$325.00
CDH	(\$50.00)
<b>Subtotal</b>	<b>\$275.00</b>
<b>Aniah Ortiz</b>	
CRSC24 Week 1 - Leaders & Students	\$325.00
<b>Subtotal</b>	<b>\$325.00</b>
<b>Macie Simon</b>	
CRSC24 Week 1 - Leaders & Students	\$325.00
<b>Subtotal</b>	<b>\$325.00</b>
<b>Total</b>	<b>\$2,950.00</b>
Previous Payments	(\$1,475.00) ▼
<b>Balance Due on 6/1/2024</b>	<b>\$1,475.00</b>
Projected Balance Due	\$0.00 ▼

[DOWNLOAD](#)
[SCHEDULE PAYMENT](#)
**PAY NOW**

**Pay Now** – Select to Make Payment on your account.

**Schedule Payment** – Select to schedule a payment.

**Download** – Select to download a copy of the statement.

## Manage Roster

*Manage Roster gives you the tools to collect registration information from your Attendees and see the status of existing registrations.*

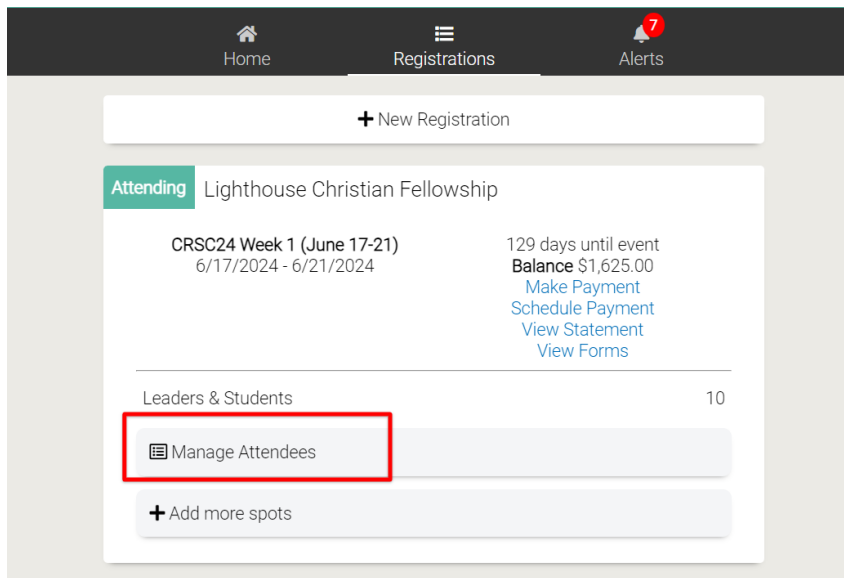
1. Log in to the [Registration Dashboard](#) with your email address and password
2. Click **Manage Attendees**

There are three main sections to the **Group Roster**:

**Itinerary Status** – Automatically set to Public to allow you to distribute the link via email or on your website


**Roster** – List of individuals that are attending the Event.

**Filters** – Used to narrow down the list of Attendees.

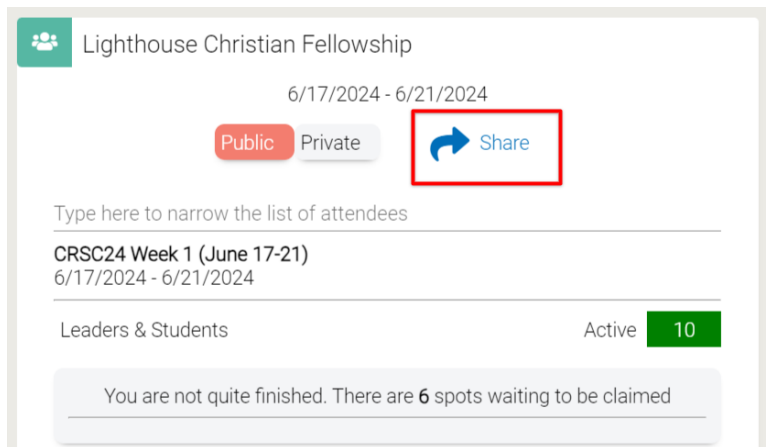


3. **Invite** your attendees through the **Public Itinerary Link**

*The Public Itinerary Link allows any customer who clicks on the link to register as part of the group. You can distribute this link through an email or by posting it on your website.*

4. Click  [Share](#) to open up a popup that contains the link to the Itinerary.

5. Copy the link and distribute as needed.



6. Once your attendees register, they will appear on your **Roster**. Use the filter on the left to narrow down the list.

You will be able to Click on their name to verify they have completed all the required registration steps (indicated by a green check mark).

If you need to need to remove an Attendee and be able to add a new one, click Remove Attendee.

**Quick Tip – Removing an Attendee changes the status of the Registration back to Anonymous and does not cancel the spot.**

