



Group Registration Process 2019

1. Contact Sky Ranch to discuss your options!
2. Choose a program, solidify dates, and estimate the number of participants. Ally, Sky Ranch's Office Manager, will put together a **Group Hold ID** and a **Contract**.
3. To hold your spot, please sign and return your contract with a deposit of \$100/participant within two weeks of receiving your contract. **Your group has now reserved a trip at Sky Ranch!** Up until March 15, 2019, unused deposits can be applied to your outstanding balance.
4. After registering, you will receive **Registration Packets**. Please share the packing list and paperwork with all participants and set a deadline for paperwork completion.
****PLEASE NOTE: ALL participants MUST have a Physical Exam within 24 months of coming to camp. A Physician or Advanced Practice Provider (Nurse Practitioner or Physician Assistant) MUST complete & sign the 2019 Sky Ranch Health Form within 6 months of arriving at camp.****
5. Share registration information with families to register participants in CampWise. Online Registration of all participants MUST be complete by April 15, 2018 to be eligible for the Registration Discount. If a group leader is registering all participants, make sure you have completed Participant Releases on hand—they contain all the information you'll need for online registration.
6. If you are participating in Four Wind, High Wilderness, or Rendezvous, complete the **2019 Trip Planning Guide** and return it to Hannah@SkyRanchColorado.org by **May 1, 2019**. The Trip Planning Guide will be sent to you as a Google Form.
7. Collect completed paperwork and send it to camp! **Please, keep copies of all paperwork on file in case something goes missing.**
Email: Ally@SkyRanchColorado.org
Fax: 970-493-7960
Mail: 805 S Shields St., Fort Collins, CO 80521
Please send completed paperwork at least 3 weeks prior to your arrival at camp!
8. Send full payment at least 3 weeks prior to your arrival at camp. Contact Ally (Ally@SkyRanchColorado.org) for an updated invoice if needed.
9. Come to camp and Encounter Christ on the Mountaintops!



2019 Trip Planning Guide: Please use this form to communicate your expectations and finalized numbers. We **MUST** receive this completed form by May 1, 2019.

CampWise: CampWise is our online registration system. When you register online, you will need to create an account (or login to an existing account). If you have trouble with CampWise, call the Parent Support Line: 1-866-433-4548.

Group Hold ID: The Group Hold ID is the code you will use to register individuals in CampWise, our online registration system. Your contract has your Group Hold ID on it, but we also have it on file at the office in case you lose it! Group Hold IDs are also published on the Sky Ranch website.

Registration Packets: These packets have all of the info you'll need to prepare for camp—from packing lists to forms to driving directions! The appropriate registration packet will be emailed to you and mailed to you. You can also access this on the Registration Forms page of the website.