

Potomac Kids Camp 2024

ONLINE REGISTRATION STEP-BY-STEP GUIDE

GETTING STARTED

Church registrations must be completed online in addition to submitting the paper forms. Below is a step-by-step process to make the online registration process a positive experience.

STEP 1:

Go to PotomacKids.com. Click on the Kids Camp page, download the registration forms and distribute to your kids and prospective chaperones.

STEP 2:

Set an early deadline for collecting completed registration forms to allow plenty of time for completing the online registration before registration closes at 11:59 pm on May 15.

STEP 3:

Have families fill out the camper registration & medical forms in their entirety.

Chaperones must complete the **Application form**.

STEP 4:

Go to PotomacKids.com/kids-camp. Scroll to the bottom of the page & click on "**Register Here.**" This will take you to Brushfire, which is the online registration site.

STEP 5:

You must register each camper & chaperone.

- Pick the week your church will come to camp
- Answer all questions for each person (You can start registering people as soon as you receive their registration forms. **Your progress can't be saved unless you pay for attendees each time they're entered.**) **Remember that camp operates on a first come, first serve basis.**
- Click check out

STEP 6:

Provide the contact information of the camp coordinator/contact person for your group. This person will receive the confirmation email and all other camp related correspondence.

STEP 7:

Click the submit payment button. Once payment is processed, you will automatically receive a confirmation email regarding your payment. ***Contact us if you would like to pay by check.*

STEP 8:

Once you have completed the online registration, **mail your registration packet including the group registration form** to Potomac Kids// PO Box 690// Gainesville VA 20156.

YOUR CONFIRMATION IS NOT COMPLETE UNTIL WE RECEIVE YOUR PAPER FORMS.

ALL FORMS MUST BE POSTMARKED BY MAY 22ND.

IF FORMS ARE NOT TURNED IN ON TIME, YOU WILL FORFEIT YOUR SPOT WITHOUT A REFUND.

We are here to help. Please call or email Dorine Harter if you have any questions.
dharter@potomacag.org or 571-297-2596