

Youth Week 2022

Online Registration Instructions

Registration Link: <http://kanugayouthweek.campbrainregistration.com>

Registration Deadline: May 19, 2022

Online Registration Homepage

Fill in info for New user sign-up, Click **“Create Account.”** Click **“Start Application.”**

Overview

Welcome to registration for Youth Week.

Payment Policy:

The online payment system accepts Visa, MasterCard, American Express and Discover credit cards. Payment in full is required at time of registration.

Cancellation Policy:

Written notice of cancellation must be delivered to Kanuga and may be made by electronic transmission to reservations@kanuga.org. Cancellations prior to 14 days out: Kanuga will issue a refund in the amount paid minus a \$100 administration fee per registration. Cancellation within 14 days of the event: no refunds. If a youth withdraws voluntarily or is sent home because of unacceptable behavior, no refund of any type will be granted. It is the parents' responsibility to cover any additional travel expenses.

Scholarships:

Through the generosity of the many who contribute to our Annual Fund, Kanuga can provide scholarship assistance to our programs. When you get to **Step 4/6: Choose a Payment Option**, select **Applying for Financial Aid**. Those applying for financial aid will not be charged at time of registration. Scholarship request forms may be found on the conference webpage here: [Scholarship Request Form](#). Once your scholarship is approved, we will email you a coupon code to apply your discount at check-out so you can make payment.

Instructions:

Clicking **“Continue”** on the bottom right of this page will take you directly to the online registration. Follow the steps listed at the top to enter and submit your information directly. If you have any questions, please feel free to contact reservations@kanuga.org or calling the reservations line at **828-692-9220**.

Step 1: People

Please select **“+Add a Child”** and fill in information. Additional children from your household can be added by clicking **“+Add a Child.”** If the box beside the person's name is checked off, that means they are added to the current registration. Once all children are entered, click **“Continue”** bottom right.

Step 2: Session and Options

For each person in your household, Click "**show details**" for the program you want to register them for, click "**Add to Cart**". Repeat for each person in your household. Under Session Options, click "**Add to Cart**" by appropriate rate for each person. Scroll down to see all rates. Once rate(s) is(are) added to cart for each person, click "**Continue**" bottom right.

Step 3: Forms

Below are various forms for registration. Forms with a red asterisk are required before proceeding. Click "**Open Form**" to go to form and enter information. On the Participant Information Form we will be collecting information for name badge, dietary restrictions, roommate requests, family attending with you, etc.... Proceed from form by clicking "**Complete This Form**" on bottom right. Then proceed by clicking "**Continue**" bottom right. All other forms (if any) can be completed later.

Household Form*

Participant Information Form*

Medical Form

Step 4: Payment Options

Please select a Payment Option. We accept Visa, MasterCard, American Express and Discover credit cards.

Please note, Payment in Full is required at time of registration unless you are Applying for Financial Aid. Those Applying for Financial Aid will not be charged at time of registration and will hear from Kanuga once we review your scholarship form.

If you have any questions, please feel free to contact reservations@kanuga.org or calling the reservations line at **828-692-9220**.

Step 5: Review

Review... add, remove, edit as necessary. You can add a spouse by clicking "**Add/remove people.**" All other adults must register separately.

Proceed by clicking "**Submit Application**" bottom right.

Confirmation Page

Will tell you your registration has been submitted; you will receive a confirmation email shortly.