

Winterlight On-Line Registration Instructions

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

Registration Deadline: November 30th, 2022

Online Registration Homepage:

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

***Note:** Past registrants to any Kanuga event since June of 2022 can Sign-in with Email and Password. Others create account by signing in under New user sign-up.*

Overview:

Welcome to registration for Winterlight.

Payment Policy:

The online payment system accepts Visa, MasterCard, American Express and Discover credit cards. Payment in full is required at time of registration for Youth and Torchbearer participants. Exceptions are for those applying for Financial Aid or Conference Staff.

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:

KEY (Kanuga Empowered Youth) events should be accessible for all. 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 from Kanuga and/or another organization, 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 apply your discount and email you so you can then sign back in and pay the final balance due to complete your registration.

Anyone wishing to donate to the scholarship fund can do so here: [Giving](#)

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.

Winterlight On-Line Registration Instructions

To register as an adult non-participant (those adults who are driving youth to Kanuga but are not on staff) please select **"Add an Adult"** and follow instructions as above.

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

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, etc.... Proceed from form by clicking **"Complete This Form"** on bottom right. Then proceed by clicking **"Continue"** bottom right. All non-required forms (such as medical) can be completed later.

Please do not Submit the medical form until all information is complete.

Household Form*

Participant Information Form*

Release and Acknowledgement of Risk*

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 for all participants (& Torchbearers) unless you are Applying for Financial Aid or are Conference Staff. Those Applying for Financial Aid, either from Kanuga and/or another organization, will not be charged at time of registration. Once your scholarship is approved, we will apply your discount and email you so you can then sign back in and pay the final balance due to complete your registration.

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 another person by clicking **"Add/remove people"**. You can only register person's within your own household. All other persons must register separately.

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

Confirmation Page

Will tell you your registration is submitted and you will receive a confirmation email shortly. Be sure to check your spam/junk folder as the email comes from Kanuga via CampBrain.