

# CampBrain Summer Camp Tutorial

*Using Lutherlyn's Online Registration Portal*

[lutherlyn.campbrainregistration.com](http://lutherlyn.campbrainregistration.com)

## Online Registration

Homepage



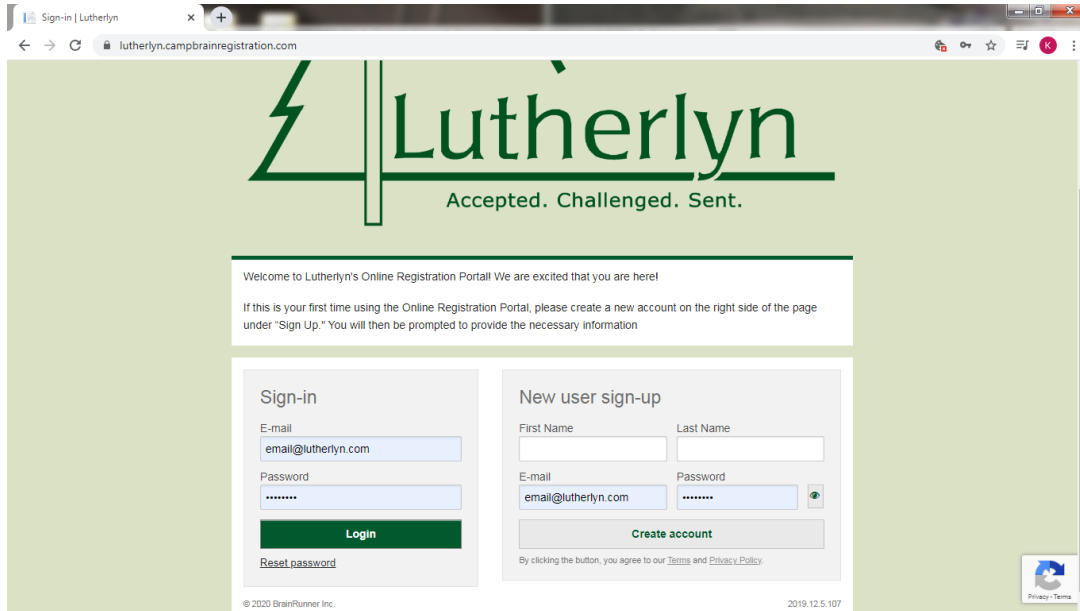
Welcome to Lutherlyn's Online Registration Portal! We are excited that you are here!

This online portal is where you can register for summer camp and our year-round retreats as well as help us keep your information up to date in our system. If you ever need help navigating the parent portal, please contact us at 724-865-2161 or [registrar@lutherlyn.com](mailto:registrar@lutherlyn.com)

For more information about Summer Camp or other aspects of Camp Lutherlyn, please visit [www.lutherlyn.com](http://www.lutherlyn.com).

## Logging in

You can access your account at any time on the internet. Go to [lutherlyn.campbrainregistration.com](http://lutherlyn.campbrainregistration.com) and enter the email address used to register for camp. If you forgot your password, simply click “reset password” under the Sign-In option and a link will be sent to your email. If this is your first time using the online portal, you can create a profile using the “sign-up” option on the right. Please use the parent/guardian’s name when creating the account. You will be able to add the camper’s name later.



The screenshot shows a web browser window with the address bar displaying "lutherlyn.campbrainregistration.com". The page features the Lutherlyn logo with a green lightning bolt icon and the tagline "Accepted. Challenged. Sent." Below the logo, a welcome message states: "Welcome to Lutherlyn's Online Registration Portal! We are excited that you are here!" and provides instructions for new users. The page is divided into two main sections: "Sign-in" and "New user sign-up". The "Sign-in" section includes fields for "E-mail" (with "email@lutherlyn.com" entered) and "Password" (with masked characters), a "Login" button, and a "Reset password" link. The "New user sign-up" section includes fields for "First Name", "Last Name", "E-mail" (with "email@lutherlyn.com" entered), and "Password" (with masked characters), a "Create account" button, and a link to "Terms and Privacy Policy". The footer of the page includes the copyright notice "© 2020 BrainRunner Inc." and the version number "2019.12.5.107".

**New Family** (if you are returning, you may skip this part and go straight to page 3)

Once you have created your new username and password, you will be able to select the option to start an application for Summer Camp (blue arrow below).

Welcome to Lutherlyn's Online Registration Portal! We are excited that you are here!

This online portal is where you can register for summer camp and our year-round retreats as well as help us keep your information up to date in our system. If you ever need help navigating the parent portal, please contact us at 724-865-2161 or [registrar@lutherlyn.com](mailto:registrar@lutherlyn.com)

For more information about Summer Camp or other aspects of Camp Lutherlyn, please visit [www.lutherlyn.com](http://www.lutherlyn.com).

## Start a New Registration

Summer 2020

Start application



2020 Crafting Retreats

Start application

You will then be invited to add a child to your household. When you click “add a child,” you will be prompted to fill in the necessary information about the camper as shown below.

Registration for Summer 2020

### Step 1/7: Select People for Registration

Add new people and select the people that you would like to register for camp.

**Select people you want to register:**

☐ **Katie Lutherlyn**  
[+ Add Parent](#)  
[+ Add a child](#)

Step 1/7: Select People for Registration

[Previous](#) [Continue](#)

Registration for Summer 2020

### Step 1/7: Select People for Registration

[Return Home](#)

Add new people and select the people that you would like to register for camp.

**Select people you want to register:**

☐ **Katie Lutherlyn**  
[+ Add Parent](#)

☒

First Name  
First Name

Middle Name (optional)  
Middle Name

Last Name  
Last Name

Date of Birth  
Month DD YYYY

Gender  
Select gender

Grade for this season  
Choose...

[+ Add a child](#)

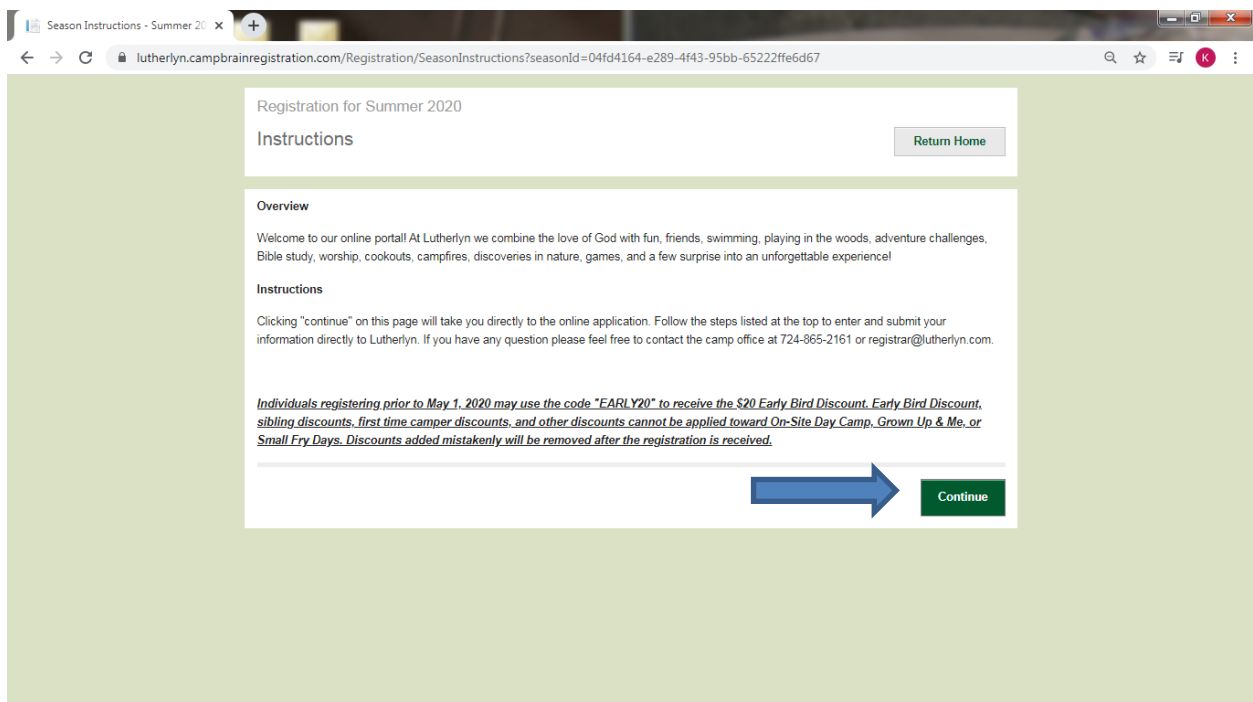
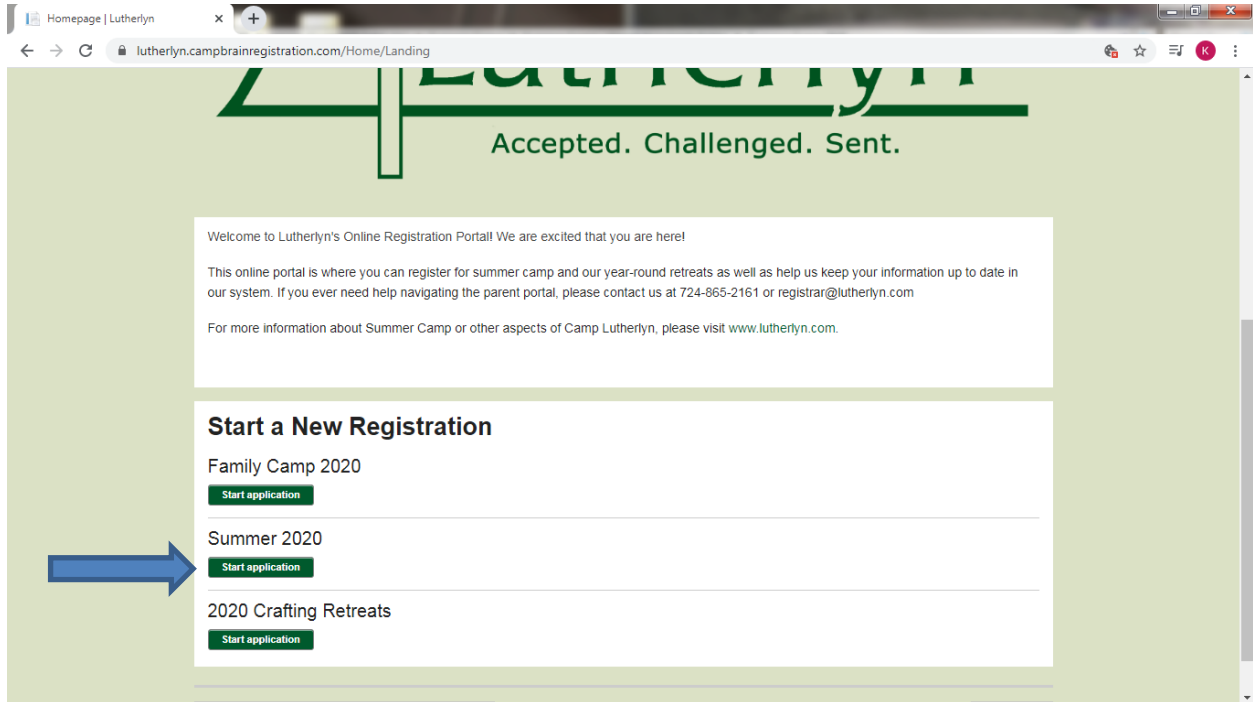
Step 1/7: Select People for Registration

[Previous](#) [Continue](#)

**Your Cart**  
New Child x

## Registering for Camp

Once you are logged into the system, you may select which camp for which you are registering. Once you select for which camp you'd like to begin a registration, you will see a brief instructions page as shown below. Simply click "Continue" to move to the first step of registration.



You will need to select all individuals whom you are registering. In this tutorial, we will register Celia and Mary for summer camp. Select the individuals by clicking on the boxes to the left of the names. If you are adding a new individual, click “add a child,” and fill in the prompted information. When a camper is selected, please check that the birthdate, gender, and grade are accurate. Grades need to be updated each year. When you are done, click “continue” to select the programs.

Registration for Summer 2020

Step 1/7: Select People for Registration

[Return Home](#)

Add new people and select the people that you would like to register for camp.

**Select people you want to register:**

- ☐ Katie Lutherlyn
- ☐ John Lutherlyn
- ☐ Celia Lutherlyn
- ☐ Mary Lutherlyn

[+ Add a child](#)

Step 1/7: Select People for Registration

[Previous](#) [Continue](#)

Registration for Summer 2020

Step 1/7: Select People for Registration

[Return Home](#)

Add new people and select the people that you would like to register for camp.

**Select people you want to register:**

- ☐ Katie Lutherlyn
- ☐ John Lutherlyn
- ☒ Celia Lutherlyn
- ☐ Mary Lutherlyn

[+ Add a child](#)

**Your Cart**

Celia Lutherlyn x

Date of Birth: February 15, 2000

Gender: Female

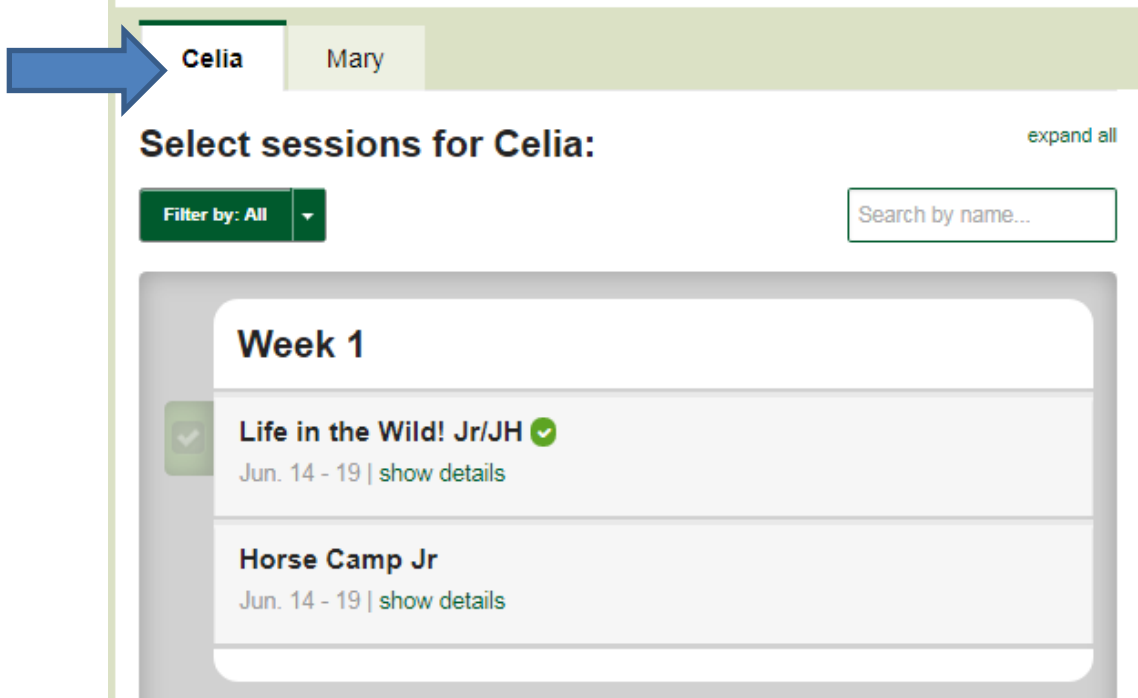
Grade for this season: Entering 5 Fall 2020

Step 1/7: Select People for Registration

[Previous](#) [Continue](#)

### Selecting the Programs

Under the instructions, you will see tabs for each of the campers selected in the previous step. Simply click on each name to shift between campers.

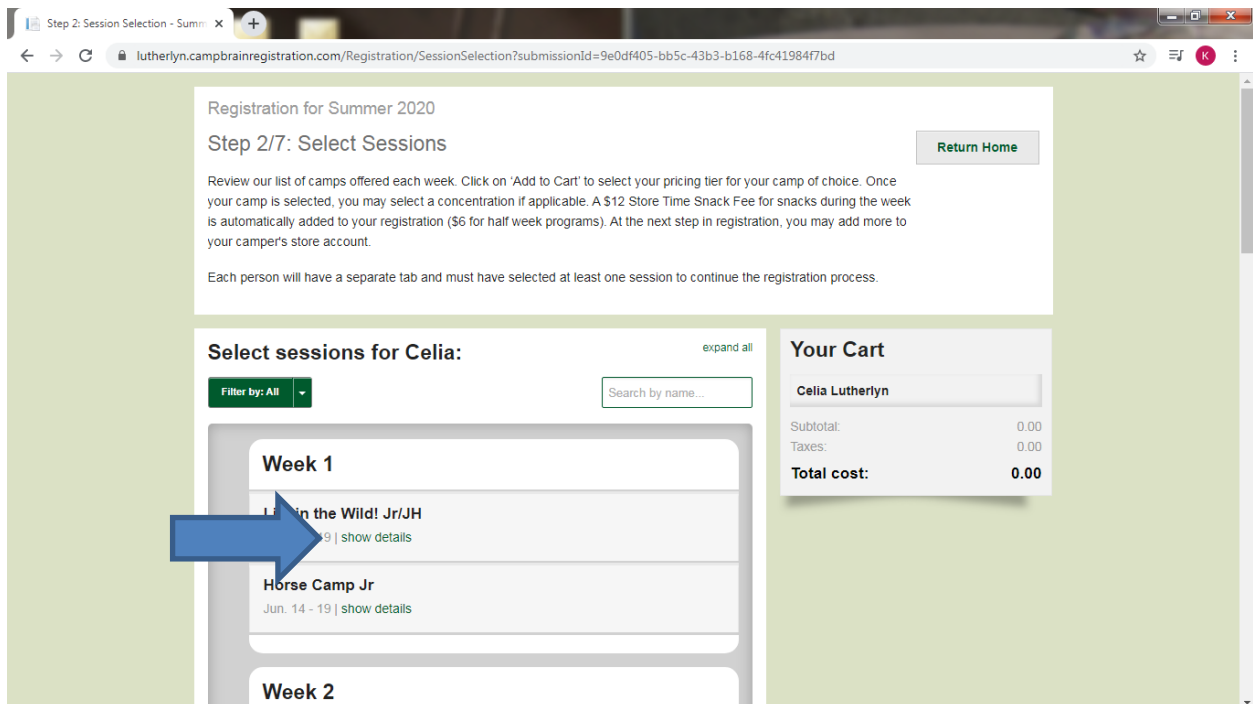


The screenshot displays the 'Select sessions for Celia' interface. At the top, there are two tabs: 'Celia' and 'Mary'. A blue arrow points to the 'Celia' tab. Below the tabs, the title 'Select sessions for Celia:' is followed by an 'expand all' link. A filter dropdown menu is set to 'Filter by: All', and a search bar labeled 'Search by name...' is present. The main content area shows 'Week 1' with two sessions listed: 'Life in the Wild! Jr/JH' (which is selected, indicated by a green checkmark) and 'Horse Camp Jr'. Both sessions show the dates 'Jun. 14 - 19' and a 'show details' link.

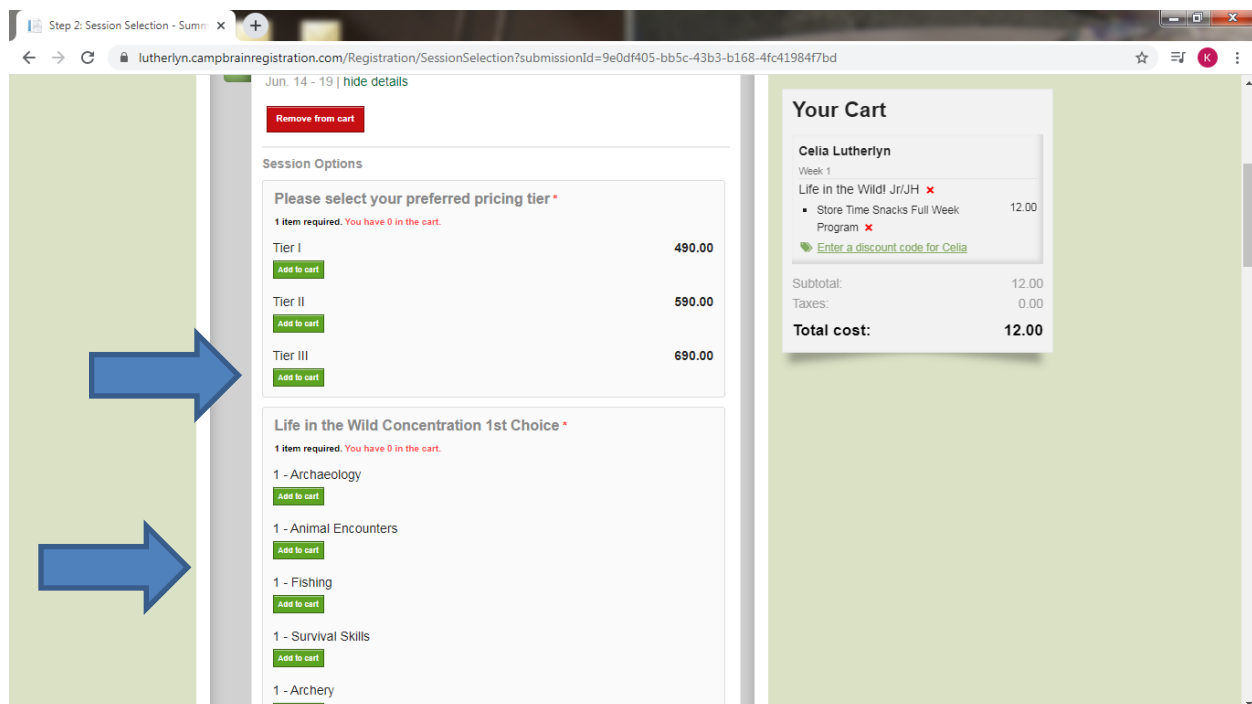
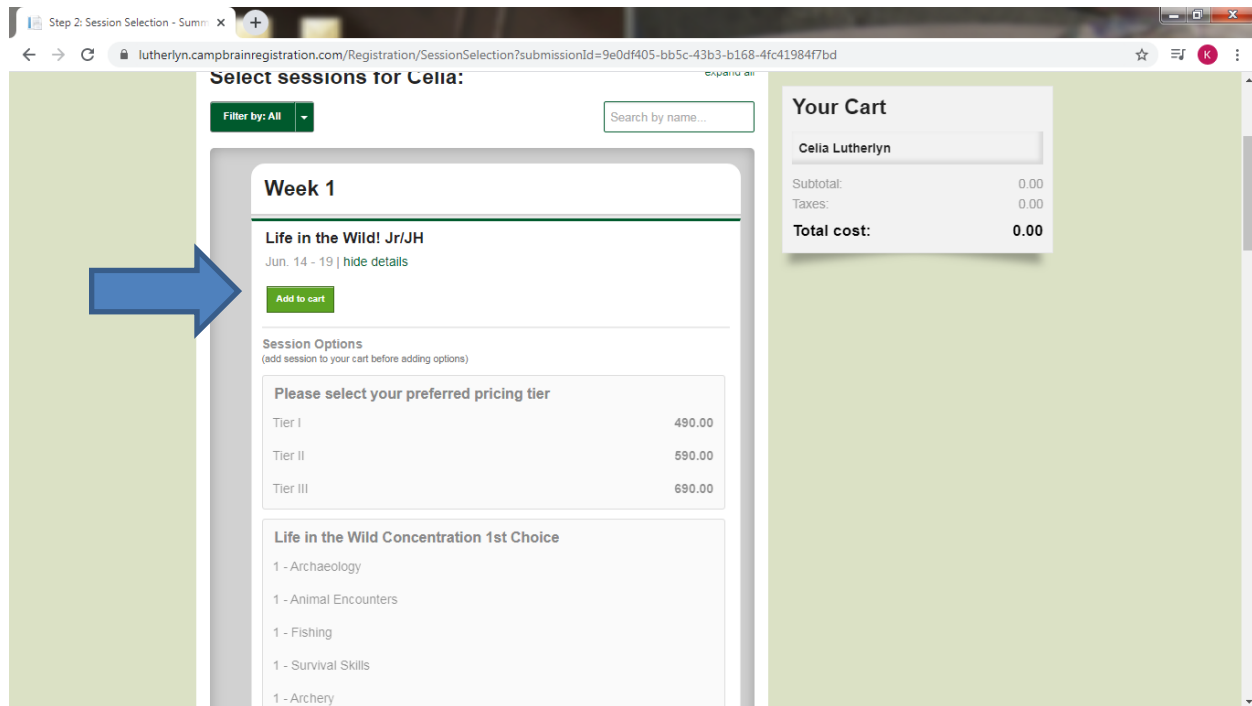
You can scroll through all of the available programs. Or if you know the name of your preferred camp, then you can search by the name of the program. Only camps available to your camper based on their grade level are visible.



To select the program, click “view details” under the desired camp.

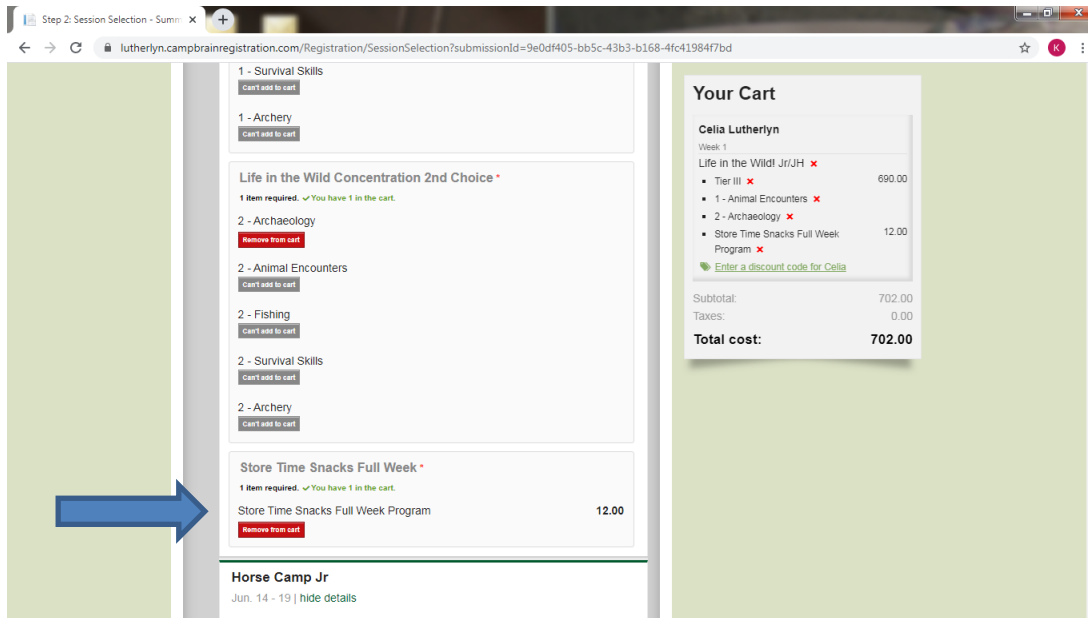


“Add to Cart” will select the program, and then you may select the appropriate pricing tier. If a camp has concentrations, this is the step at which you may select the concentration.

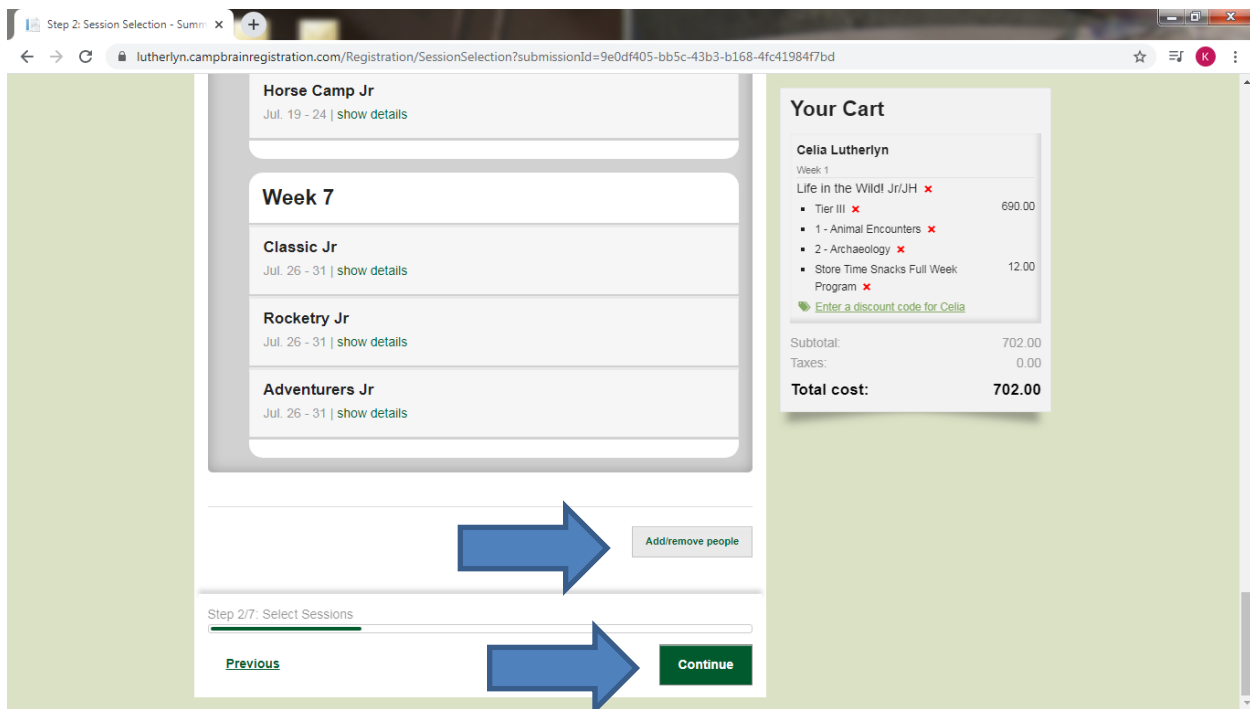




You will notice a “Store Time Snacks Fee” automatically added to your cart when you register for an overnight program. Every residential camper visits the store at snack time and receives one snack and one drink. This fee covers that snack/drink.



Once the programs and options for each camper have been selected, click the green “Continue” button at the bottom of the page. If you have an additional camper you’d like to register, you may add that person at this stage by clicking the tan “Add/remove people” button.



## Adding a Camp Store Account

The “Store Time Snack Fee” covers the snack and drink each camper receives each day during Store Time. Campers may use their Store Account for craft cabin purchases, non-snack item purchases at the camp store, or to make a donation to the Under the Radar project during Wednesday evening worship. We recommend a \$15-20 store account for these purposes. Unused store account funds will be returned as a cash refund at the end of your camper’s stay.

To add a store account, type in the amount you wish to add in the box provided for each camper, and click “add.” If you wish to edit the store deposit, you may do so at this time. After you submit your camp registration, you must contact the office at 724-865-2161 to make changes or add funds to the store account(s).

**Step 3: Camp Store Deposit**

A \$12 (\$6 for half-week programs) mandatory store fee is added to your registration. This is used to cover one snack and one drink at "Store Time" each day. We recommend an additional \$15-20 be added to your camper's account for purchasing crafts, additional items from the store, or rockets. Campers will also have the opportunity to donate to our summer mission project from their store account during the Wednesday evening worship.

**Add Camp Store Deposits**

**Camp Store Deposit for Celia**

Current account balance for Celia is 0.00.

**Add**

**Camp Store Deposit for Mary**

Current account balance for Mary is 0.00.

**Add**

**Your Cart**

**Celia Lutherlyn**  
Week 1  
Life in the Wild! Jr/JH

- Tier III 690.00
- 1 - Animal Encounters
- 2 - Archaeology
- Store Time Snacks Full Week Program 12.00

[Enter a discount code for Celia](#)

**Mary Lutherlyn**  
Week 5  
Young Folks 5A

- Tier III 340.00
- Store Time Snacks Half Week Program 6.00

**Additional Child Discount** -20.00  
[Enter a discount code for Mary](#)

Subtotal: 1,028.00  
Taxes: 0.00  
**Total cost: 1,028.00**

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used to cover one snack and one drink at "Store Time" each day. We recommend an additional \$15-20 be added to your camper's account for purchasing crafts, additional items from the store, or rockets. Campers will also have the opportunity to donate to our summer mission project from their store account during the Wednesday evening worship.

**Add Camp Store Deposits**

**Camp Store Deposit for Celia**

Current account balance for Celia is 0.00.

**Remove** **Edit**

**Camp Store Deposit for Mary**

Current account balance for Mary is 0.00.

**Add**

**Your Cart**

**Celia Lutherlyn**  
Week 1  
Life in the Wild! Jr/JH

- Tier III 690.00
- 1 - Animal Encounters
- 2 - Archaeology
- Store Time Snacks Full Week Program 12.00

[Enter a discount code for Celia](#)

**Mary Lutherlyn**  
Week 5  
Young Folks 5A

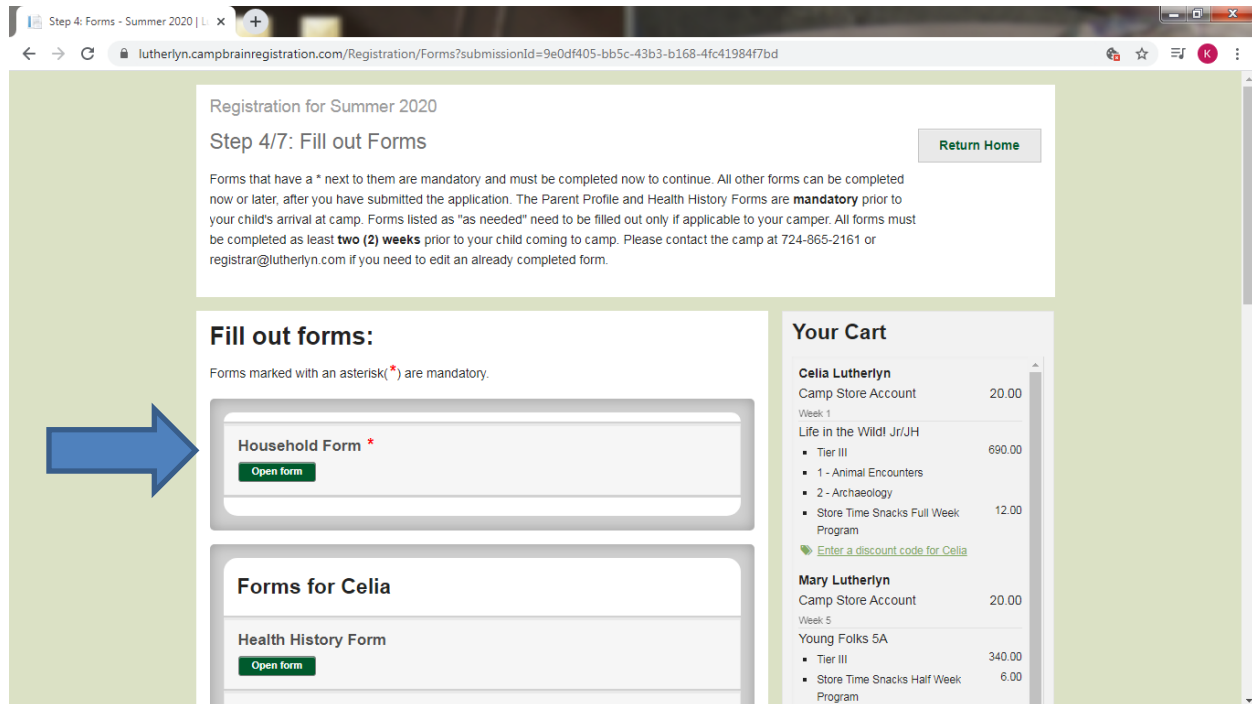
- Tier III 340.00
- Store Time Snacks Half Week Program 6.00

**Additional Child Discount** -20.00  
[Enter a discount code for Mary](#)

Subtotal: 1,048.00  
Taxes: 0.00  
**Total cost: 1,048.00**

## Finishing the Registration & Mandatory Form

Before you can submit your registration, you must update your Household Form. This is the only form that must be filled out prior to registration. In this form is a place for one or two parent/guardians, an emergency contact for the child, and a secondary household, if applicable. The emergency contact **MUST** be different than either of the parents/guardians. While one is mandatory, you may add up to three. There is also space to add in your home church information, if applicable.



Registration for Summer 2020

Step 4/7: Fill out Forms [Return Home](#)

Forms that have a \* next to them are mandatory and must be completed now to continue. All other forms can be completed now or later, after you have submitted the application. The Parent Profile and Health History Forms are **mandatory** prior to your child's arrival at camp. Forms listed as "as needed" need to be filled out only if applicable to your camper. All forms must be completed as least **two (2) weeks** prior to your child coming to camp. Please contact the camp at 724-865-2161 or registrar@lutherlyn.com if you need to edit an already completed form.

**Fill out forms:**

Forms marked with an asterisk(\*) are mandatory.

**Household Form \***

[Open form](#)

**Forms for Celia**

**Health History Form**

[Open form](#)

**Your Cart**

<b>Celia Lutherlyn</b>	
Camp Store Account	20.00
Week 1	
Life in the Wild! Jr/JH	
▪ Tier III	690.00
▪ 1 - Animal Encounters	
▪ 2 - Archaeology	
▪ Store Time Snacks Full Week Program	12.00
<a href="#">Enter a discount code for Celia</a>	
<b>Mary Lutherlyn</b>	
Camp Store Account	20.00
Week 5	
Young Folks 5A	
▪ Tier III	340.00
▪ Store Time Snacks Half Week Program	6.00

## The Household Form:

Household Form | Lutherlyn

lutherlyn.campbrainregistration.com/Registration/HouseholdForm?SubmissionId=9e0df405-bb5c-43b3-b168-4fc41984f7bd&returnUrl=%2FRegistration%2FForms%3F...

### Registration for Summer 2020

#### Family Information Form

First Parent or Guardian			Second Parent or Guardian		
Title	First Name *	Last Name *	Title	First Name	Last Name
Lutherly	Katie	Lutherlyn	Mr, Ms, .	John	Lutherlyn
E-Mail Address *			E-Mail Address		
email@lutherlyn.com					
Phone Numbers *			Phone Numbers		
Number	Type		Number	Type	
724-865-2161	Work		Number	Type	
<a href="#">add new phone</a>			<a href="#">add new phone</a>		

#### Mailing address

Street Address *	City *	
500 Lutherlyn Ln	Butler	
State/Province *	Zip/Postal code *	Country *
PA	16001	

#### Secondary Household Information (if applicable)

### Emergency Contacts

Emergency contact #1 *	Emergency contact #2	Emergency contact #3
Full name	Full name	Full name
Jesus		
Relationship	Relationship	Relationship
Savior		
Cell phone	Cell phone	Cell phone
000-000-0000		
Home phone	Home phone	Home phone
Work phone	Work phone	Work phone

### Additional Information

Please list your home church's name, if applicable.

Please list your home church's city and state if applicable.

Please list your home church's pastor's name, if applicable.

Please list your home church's denomination, if applicable.

[Discard and Close](#) [Complete this Form](#)

The **Health History Form** and the **Parent Profile, Dietary Concerns, and Consent Form** are mandatory for all campers and must be received at least **2 weeks** prior to your camper's arrival (marked by blue arrows below). The Cabin Buddy Request Form, Camper Early Pick-Up/Late Arrival Form, and Third Party Payment Form are only needed if applicable to your specific camper. You may return to the portal at any time to complete these forms. If you need to change something on a form already submitted, please contact the office at 724-865-2161 or registrar@lutherlyn.com

Other forms may be shown and marked mandatory depending on your specific camp (At the time of registration, horse camps must have a completed riding release, and Grown-Up and Me camps must have the names of adults attending with the child).

The screenshot shows a web browser window with the URL [lutherlyn.campbrainregistration.com/Registration/Forms?submissionId=9e0df405-bb5c-43b3-b168-4fc41984f7bd](https://lutherlyn.campbrainregistration.com/Registration/Forms?submissionId=9e0df405-bb5c-43b3-b168-4fc41984f7bd). The page is titled "Step 4: Forms - Summer 2020".

**Forms for Celia**

- Health History Form** (Open form) - Indicated by a blue arrow.
- Parent Profile, Dietary Concerns, and Consent** (Open form) - Indicated by a blue arrow.
- Cabin Buddy Request (If Needed)** (Open form)
- Camper Early Pick-Up or Late Arrival (If Needed)** (Open form)
- Third Party Payment (If Needed)** (Open form)
- Internal Notes** (Open form)

**Forms for Mary**

**Your Cart**

Celia Lutherlyn		
Camp Store Account	20.00	
Week 1		
Life in the Wild! Jr/JH		
▪ Tier III	690.00	
▪ 1 - Animal Encounters		
▪ 2 - Archaeology		
▪ Store Time Snacks Full Week Program	12.00	
Enter a discount code for Celia		
Mary Lutherlyn		
Camp Store Account	20.00	
Week 5		
Young Folks 5A		
▪ Tier III	340.00	
▪ Store Time Snacks Half Week Program	6.00	
Additional Child Discount		-20.00
Enter a discount code for Mary		
Subtotal:	1,068.00	
Taxes:	0.00	
<b>Total cost:</b>	<b>1,068.00</b>	

## Final Steps and Payment

You will have the opportunity to select one of several options of payment. Before you select a payment option, you may submit a discount code by clicking on the link on the right side of the screen and typing in the appropriate discount code. Any codes used incorrectly or applied to camps excluded from the discount will be removed upon review by staff at a later time.

Once you are ready for payment, select the appropriate payment option and click on the green continue button. You will have one more chance to look over everything before submitting.

Send the full \$100 deposit; discounts will be subtracted from the final invoice. The full camp payment can be made now, if desired. Pay the \$100.00 deposit by check to "Lutherlyn" or use your Visa, MasterCard, or Discover. Registration deposits are refundable until June 1. After June 1, the \$100 deposit is non-refundable and non-transferable. The final payment is due two (2) weeks before coming to camp. Camp fees are not refundable or transferable for cancellations made within two weeks of the scheduled session except for medical reasons. The fee for campers leaving camp for medical reasons or family emergencies may be refunded on a pro-rated basis. Discount codes may be applied by clicking "Enter a discount code" in the "Your Cart" Banner to the right of the page.

If paying by check, please make checks payable to "Lutherlyn" with "Summer Camp" and the camper's name in the memo and send to PO Box 355, Prospect, PA 16052.

**Individuals registering prior to May 1, 2020 may use the code "EARLY20" to receive the \$20 Early Bird Discount. Early Bird Discount, sibling discounts, first time camper discounts, and other discounts cannot be applied toward On-Site Day Camp, Grown Up & Me, or Small Fry Days. Discounts added mistakenly will be removed after the registration is received.**

**Select your payment option:**

- ☐ I will pay the full amount of \$1,068.00 now by credit card.
- ☐ I will pay the \$200.00 Deposit now and will paying the \$868.00 balance prior to my child(ren)'s arrival to camp.
- ☐ I will mail a check now for the full amount of \$1,068.00. Checks are to be made out to "Lutherlyn" and sent to PO Box 355, Prospect, PA 16052.
- ☐ I will mail a check now for the \$200.00 and will mail a second check with the \$868.00 prior to my child's arrival to camp. Checks are to be made out to "Lutherlyn" and sent to PO Box 355, Prospect, PA 16052.
- ☐ A church/agency will be remitting payment on my behalf including a portion of the deposit. (To select this option, the "Third Party Payment Form" must be completed for the registration to be complete)

Step 5/7: Choose a Payment Option

[Previous](#) [Continue](#)

**Your Cart**

Item	Price
Celia Lutherlyn Camp Store Account	20.00
Week 1	
Life in the Wild! Jr/JH	
• Tier III	690.00
• 1 - Animal Encounters	
• 2 - Archaeology	
• Store Time Snacks Full Week Program	12.00
Enter a discount code for Celia	
Mary Lutherlyn Camp Store Account	20.00
Week 5	
Young Folks 5A	
• Tier III	340.00
• Store Time Snacks Half Week Program	6.00

and send to PO Box 355, Prospect, PA 16052.

**Individuals registering prior to May 1, 2020 may use the code "EARLY20" to receive the \$20 Early Bird Discount. Early Bird Discount, sibling discounts, first time camper discounts, and other discounts cannot be applied toward On-Site Day Camp, Grown Up & Me, or Small Fry Days. Discounts added mistakenly will be removed after the registration is received.**

**Select your payment option:**

- ☐ I will pay the full amount of \$1,068.00 now by credit card.
- ☐ I will pay the \$200.00 Deposit now and will paying the \$868.00 balance prior to my child(ren)'s arrival to camp.
- ☐ I will mail a check now for the full amount of \$1,068.00. Checks are to be made out to "Lutherlyn" and sent to PO Box 355, Prospect, PA 16052.
- ☐ I will mail a check now for the \$200.00 and will mail a second check with the \$868.00 prior to my child's arrival to camp. Checks are to be made out to "Lutherlyn" and sent to PO Box 355, Prospect, PA 16052.
- ☐ A church/agency will be remitting payment on my behalf including a portion of the deposit. (To select this option, the "Third Party Payment Form" must be completed for the registration to be complete)

Step 5/7: Choose a Payment Option

[Previous](#) [Continue](#)

**Your Cart**

Item	Price
Celia Lutherlyn Camp Store Account	20.00
Week 1	
Life in the Wild! Jr/JH	
• Tier III	690.00
• 1 - Animal Encounters	
• 2 - Archaeology	
• Store Time Snacks Full Week Program	12.00
Discount Code for Celia	
Mary Lutherlyn Camp Store Account	20.00
Week 5	
Young Folks 5A	
• Tier III	340.00
• Store Time Snacks Half Week Program	6.00
Additional Child Discount	-20.00
Subtotal:	1,068.00
Taxes:	0.00
<b>Total cost:</b>	<b>1,068.00</b>

On this final step, you can review the registrations selected, discounts applied, forms completed, and the total amount due. You may go back and edit anything you wish to change at this time. Once you're satisfied, click on the green "submit application" button. You will be navigated to a submission confirmation page. You will also have a confirmation email sent to you with helpful information about getting ready for camp.

Step 6: Review and Pay - Lutherlyn

lutherlyn.campbrainregistration.com/Registration/Review?submissionId=9e0df405-bb5c-43b3-b168-4fc41984f7bd

Camp Store Account	20.00
Week 5	
• Young Folks 5A (July 12 - 15, 2020)	
• Tier III	340.00
• Store Time Snacks Half Week Program	6.00
Additional Child Discount	-20.00
<b>Total:</b>	<b>1,068.00</b>

**Forms** [Edit forms](#)

Household Form *	COMPLETED
Mary Lutherlyn: Health History Form	NOT STARTED
Mary Lutherlyn: Parent Profile, Dietary Concerns, and Consent	NOT STARTED
Mary Lutherlyn: Cabin Buddy Request (If Needed)	NOT STARTED
Mary Lutherlyn: Camper Early Pick-Up or Late Arrival (If Needed)	NOT STARTED
Mary Lutherlyn: Third Party Payment (If Needed)	NOT STARTED
Mary Lutherlyn: Internal Notes	NOT STARTED
Celia Lutherlyn: Health History Form	NOT STARTED
Celia Lutherlyn: Parent Profile, Dietary Concerns, and Consent	NOT STARTED
Celia Lutherlyn: Cabin Buddy Request (If Needed)	NOT STARTED
Celia Lutherlyn: Camper Early Pick-Up or Late Arrival (If Needed)	NOT STARTED
Celia Lutherlyn: Third Party Payment (If Needed)	NOT STARTED
Celia Lutherlyn: Internal Notes	NOT STARTED

Step 6/7: Review and Submit the Application

[Previous](#) [Submit application](#)

Confirmation Page - Summer 2020

lutherlyn.campbrainregistration.com/Registration/Confirmation?submissionId=9e0df405-bb5c-43b3-b168-4fc41984f7bd

Registration for Summer 2020

**Application submitted** [Return Home](#)

Thank you for completing your registration. We are looking forward to a very exciting week at camp! You will receive an email confirmation shortly. If you have any questions about your application or Lutherlyn, please contact the camp office at 724-865-2161 or registrar@lutherlyn.com. If you need to make any changes to a submitted form, contact the camp office to reopen the form.

Application submitted

[View details](#)

**Going Back into Your Account**

After your registration is submitted, you can log back into the portal at any time to review the information, update paperwork, and pay any balance remaining.

Click on “View Details” to view completed registrations.

Click on “Continue Application” to finish an application that has not yet been submitted.

**View My Submitted Registrations**

Click here to view registration details including your invoice and what you have signed up for so far. You can also complete your forms and/or add additional registration items.

Summer 2020 (Celia, Mary)

[View details](#)

**Continue a Registration in Progress**

Summer 2020 (Celia, Mary)

[Continue application](#)



Once you click on “View Details” for a submitted registration, there are several things you can do:

- (1) Add another camper or another program to an existing camper.
- (2) Fill out any necessary remaining forms.
- (3) Update Household information or download a copy of the registration confirmation.
- (4) Download a copy of the current season account statement for your family.
- (5) Make a new payment via credit card toward your remaining balance (Payments made by check will be applied upon receipt of the check).

The screenshot displays the CampBrain interface for two campers, Celia Lutherlyn and Mary Lutherlyn. The interface is divided into sections for each camper, showing their registration status and available programs. Numbered callouts indicate specific actions:

- Callout 1:** Points to the "Add people, sessions, options" button at the bottom left of the Celia Lutherlyn section.
- Callout 2:** Points to the "Health History Form" and "Parent Profile, Dietary Concerns, and Consent" forms in the Mary Lutherlyn section, both marked "TO BE COMPLETED".
- Callout 3:** Points to the "Update Household Information" and "Download Printable Registration Confirmation" links at the bottom of the Mary Lutherlyn section.
- Callout 4:** Points to the "Download Printable Season Account Statement" link in the Financial section.
- Callout 5:** Points to the "New Payment" button in the Financial section.

**Celia Lutherlyn**

Week 1

- Life in the Wild! Jr/JH (June 14 - 19, 2020) **Registered** ✓
- Tier II ✓
- 1 - Archaeology ✓
- 2 - Animal Encounters ✓
- Store Time Snacks Full Week Program ✓

**Mary Lutherlyn**

Week 2

- Young Folks 2A (June 21 - 24, 2020) **Registered** ✓
- Tier II ✓
- Store Time Snacks Half Week Program ✓
- Grown Up & Me - Thursday (June 25, 2020) **Registered** ✓
- Tier II ✓

**Financial**

Download Printable Season Account Statement

Total charges	953.00
Amount Due	953.00

**New Payment**

If at any point in the process you have any questions, difficulties, or concerns, please contact the office at 724-865-2161 or registrar@lutherlyn.com.