

# Instructions for completing waivers for **ALL** Camp Classen participants

We have created an Weekend Retreat Participant Portal in our Online Registration System to make completing the Camp Classen Waiver quick and easy. Please follow the steps below. If you have any trouble our questions, please reach out to the Camp Classen office for assistance at (580) 369-2272.

1. This is the link to the registration website you will need to go to:  
<https://ymcacampclassen.campbrainregistration.com/>
2. Use the "New User Sign-up" to create an account.
3. Once logged in you should see the option to "start a new application" on the homepage. Choose the option "Weekend and Retreat Groups Portal"
4. Step 1/6: You will now add the Participant information. If you are coming as a participant, select yourself to add to the registration or add an additional parent. You will then add your child by clicking add child.
5. Step 2/6: On the "Select Sessions" page you will need to select your group's name as the session. Choose "add to cart" and then choose whether the participant is a child participant or parent participant. Repeat this step for each participant (parent and child, if both attending)
6. Step 3/6: "Fill Out Forms". You will need to complete the "Household Form" and the "Terms and Conditions" for each participant.
7. Step 5/6: On the next page you will click "submit application".

DONE! Thank you!

If you have any trouble completing this registration, please reach out directly to Camp Classen at (580) 369-2272 or email [sjolly@ymcaokc.org](mailto:sjolly@ymcaokc.org) or [kjolly@ymcaokc.org](mailto:kjolly@ymcaokc.org)