Blue Ridge Faculty Conference 2018 Registration Instructions

1. Go to: <http://cwngui.campwise.com/Customer/ridgehaven/browser-check-reg.html>
2. If you attended/registered for the BR Faculty conference last year, use the username and password you created previously. **Otherwise create a new account.**
3. **Enter the group ID (GHR ID): iv2018** (if you created a new account, you’ll be taken to the page to add this code. If you already had an account you can “add program” from the dashboard, then enter the group ID).
4. The primary person on the account should register as the “Primary Adult”. Later, you will be able to add “Additional Adult” and children to your registration if needed.
5. Select your meals and housing:

Meals:

* Select meals for either Wednesday arrival or Thursday conference arrival
* Wednesday is the “day-ahead” arrival option. The conference programming begins on Thursday
* The first meal included in meal packages in dinner on the day of arrival
* All meals end with breakfast on Sunday, July 1st

Housing:

* Select housing based on arrival day
* Housing options list the types of bed(s) provided in each room, but do not provide further details. For more information about each type of housing, please contact Rachel Florence (Rachel.Florence@intervarsity.org)
* The primary adult should choose only one housing option for the family, unless the family needs two rooms. If this is the case, please contact Rachel Florence

1. Complete additional form (dietary restrictions, roommate request, etc.), liability waiver, and photo release for each attendee.
2. Add additional people to your registration as necessary (spouse, children, etc)

**Note:** The $50 program fee for youth/children covers Thursday-Sunday programming (outdoor activities, games, etc). This programming is lead by energetic and friendly camp staff. Children under 4 will have childcare, but will not participate in outdoor activities. The cap child/youth programming is $100/family. If you plan to register more than one child/youth, please contact Rachel Florence.

1. From the dashboard, the “Financial” section will show your pending balance. You are required to put down the “minimum payment” as a deposit to hold your spot(s) at the conference. The full amount is due 30 days before the start of the conference.

*Note to mobile users*: The system will not allow you to manually enter the Group ID#. Please copy and paste the Group ID# into the correct field.

If you have any questions about registration or the conference , please contact Rachel Florence, Rachel.Florence@intervarsity.org