How Do I Apply for Camp?

We are happy you want to apply for camp this year and are pleased to unveil our new application system! However, as with anything that is new or different, there are a few things we need to tell you about before you begin.

Two Parts

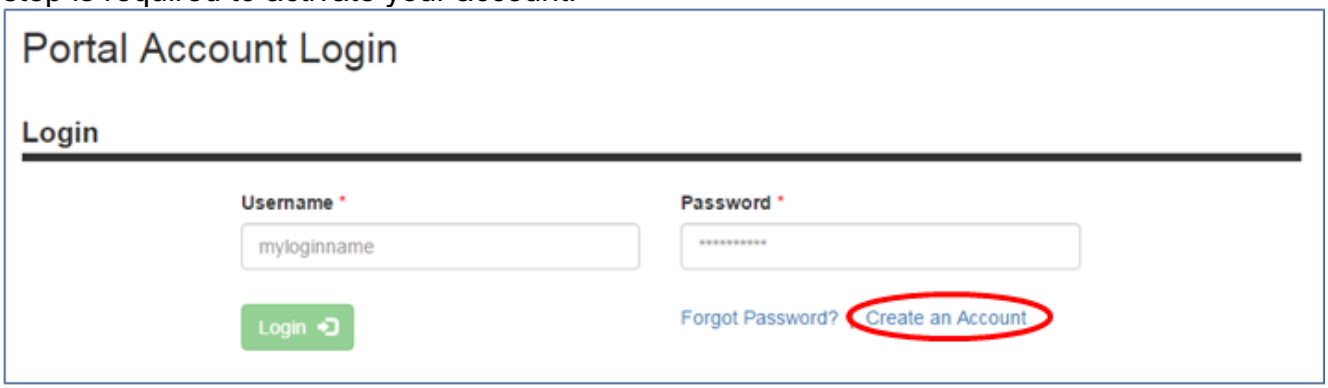
Because we created our own stand-alone system, there are actually two steps you will need to take for us to be able to save your information so it can be used to apply for additional camps if desired and to expedite future applications. Those steps are:

1. Create an account in our portal system and add members of your household. Note: If you registered for YALW in February of this year, you already have an account so simply log into that account.
2. Fill in the needed information for family members to apply for camp and complete their applications.

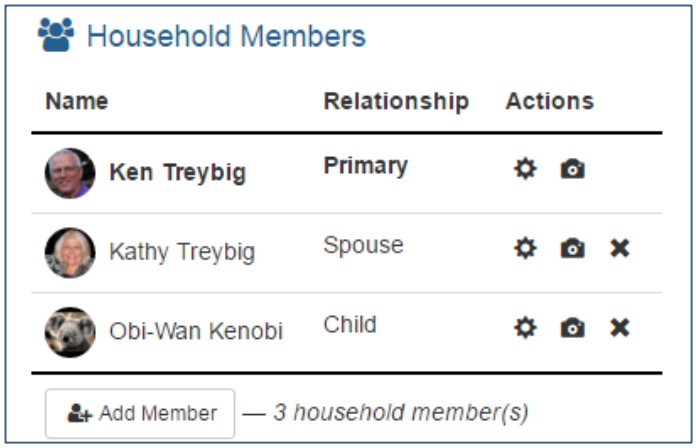
Creating an Account

The first part is quite simple.

1. Go to https://portal.cogwa.org/acct/ and click the “Create an Account” button right below the password field. The adult in your family who handles email for your household should be the one to create the account since all communication from the portal will be sent to his or her email address. Be very careful to enter your email address correctly because a verification step is required to activate your account.



   Fill in the requested information (some of the items are required and are marked with an asterisk) and click “Register” at the bottom right of your screen.
2. The system will send an email to the address you gave within a minute or two. If you have not received one within 10 minutes, please email us at registration@cogwa.org, and we will help you get your account activated as soon as possible.
3. Once your account is activated, you can manage it as needed (change your email address, password, etc.). You can also add and manage household members.



To change information about a member, simply click the gear icon. To add a photo, click the camera icon and follow the prompts. We have sometimes had trouble getting recent photos (taken within the last three months), so the photo is now required for applicants before the system will let you fill in a camp application for them.
The "x" icon will delete a member from your household.
(**TIP:** If you are married, be sure to also add your spouse before starting any applications. The system will see the spouse and automatically populate the 2nd Household Contact field, which is required for each applicant.)

What if you're not a part of the Church of God, a Worldwide Association (the sponsor of COGWA Youth Camps)? Not a problem. Our new application system uses its own database. While we will want our members to use the system for many other events throughout the year, those who are not a part of COGWA can also create an account in this system to apply for camp, and we will treat your information with confidentiality. We have a totally different database for our membership.

Applying for Camp
Now that you have an account created and have added your spouse (if applicable) and all household members who will be applying for camp (with recent photos), you are ready to begin the application process. There are two major parts of the application.

1. **Personal applicant details** (address, contact information, health details, insurance, etc.) This information is required the first time you fill in an application for a family member. From then on, it can be edited at any time and will be saved for the next time that family member wants to apply for camp. The second application for that member will be very short and quick. This information is broken down into sections, giving you a way to gauge where you are in the overall process. The sections are:
    a. **Applicant Details** (two pages)
    b. **Medical** (four pages)
    c. **Medications** the applicant is taking (one page)
    d. **Insurance** coverage (one page)
2. **The actual application** for one of our camps—preteen or teen—and whether the applicant is applying to be a camper or staff member. There are four short pages to the application itself (two of which are selecting the camp).

Now that you have an overview, here are some specific instructions. From your Account Home you will see COGWA Youth Camps 2016 in the Events section at the bottom of the page along with a "Click Here to Apply" button. That takes you to a page that gives some explanatory information and lists your household members. There is also a "Required" field to the right of each member's age. If you do not see "Ready" beside the person's age, some required information is missing in his or her basic profile, and the system will not allow you to continue until that is corrected. (See screenshot

below and note the home phone was not entered and a photo was not uploaded. Therefore both the applicant details and application buttons are dimmed out.)

Once someone is “Ready,” you begin the application by clicking the applicant details button. If a required item is missing, you will not be allowed to move to the next page. Also take note of the requested format by looking at the dim suggested text in each field. Here are some specific areas that might be of interest or help.

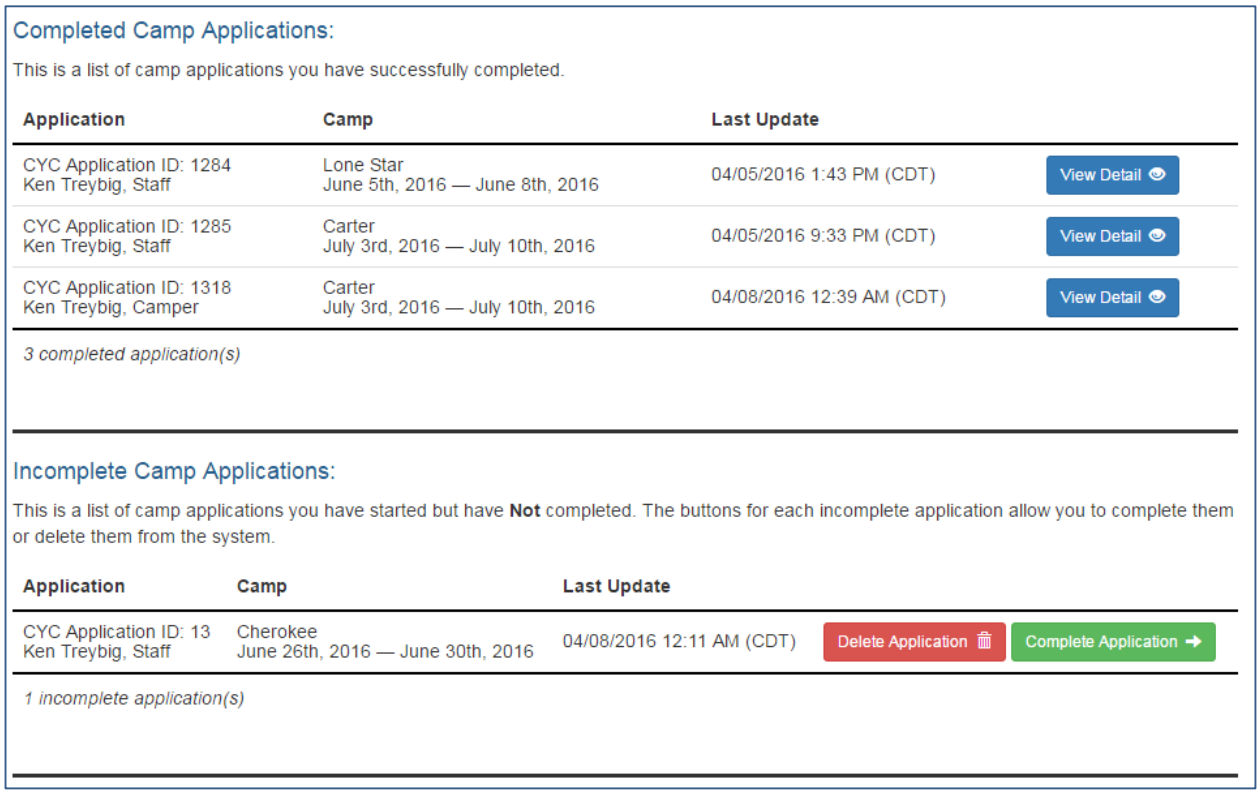
- On Applicant Details – page 2: For congregation, if you do not attend COGWA, select “Other” at the end of the list.
- On Applicant Medical – page 2: All 25 questions require a typed answer. These are the same questions we have asked every year, just in a slightly different format. Again, keep in mind that once they are saved this year, you will not have to enter them again for this applicant, regardless of how many applications they submit to various camps.
- On Applicant Medications page: You can click “Add Medication” as many times as needed.
- On Applicant’s Insurance page: There is only one question, but since we know some children are covered by an insurance policy other than that of one or both of the guardians, we had to provide a way for you to enter different insurance policies for different applicants. However, once you add an insurance policy, it becomes part of the pick-list for use with other applicants, if that applies to them. Be sure to add the insurance first, then click the drop-down to select which one applies to the applicant.
  Additionally, there is an option to select “Applicant not insured.” In our testing at least one person had to select that option a couple of times before it “took,” but it is a valid option.
  (**TIP:** To add different insurance to your household’s pool of available coverages, click the “Plus” button. After selecting an insurance, be sure to click the blue “Update Applicant’s Insurance.” If you do not click that blue button, the system does not link that insurance to the applicant.)

When you click “Finish Applicant Details” (insurance is the last page) for a new applicant, the system automatically moves you to the application portion. There are four short pages for selecting the camp. The final page of the application gives you a review of your choices. If they are correct, click the “Submit Application” button on the bottom, and you will be shown a confirmation page with the application details, payment information, our refund policy and some final important information, including active links to:

- **Final Steps** web page.
- **Application Agreement Document** (which includes the agreements, a medication management document and a health exam form, all of which need to be printed, signed and mailed to the camp director).

Now that you have completed at least one application, you will see that that applications submitted for your household will show up in the Events section of your Account Home page, which is always available on the top menu bar. In addition, when you click the “Click Here to Apply” button from the

home page and then the green “Camp Application” button for a member, you will see a list of applications for that person. An additional feature is that you will also see a list of any applications you started for that member, but did not finish. Instead of that partial data simply taking up space or you having to start over from scratch, you will be able to delete that incomplete application or finish it by clicking the appropriate button. (See sample screenshot below.)



Completed Camp Applications:

This is a list of camp applications you have successfully completed.

Application	Camp	Last Update	
CYC Application ID: 1284 Ken Treybig, Staff	Lone Star June 5th, 2016 — June 8th, 2016	04/05/2016 1:43 PM (CDT)	View Detail
CYC Application ID: 1285 Ken Treybig, Staff	Carter July 3rd, 2016 — July 10th, 2016	04/05/2016 9:33 PM (CDT)	View Detail
CYC Application ID: 1318 Ken Treybig, Camper	Carter July 3rd, 2016 — July 10th, 2016	04/08/2016 12:39 AM (CDT)	View Detail

3 completed application(s)

Incomplete Camp Applications:

This is a list of camp applications you have started but have **Not** completed. The buttons for each incomplete application allow you to complete them or delete them from the system.

Application	Camp	Last Update		
CYC Application ID: 13 Ken Treybig, Staff	Cherokee June 26th, 2016 — June 30th, 2016	04/08/2016 12:11 AM (CDT)	Delete Application	Complete Application

1 incomplete application(s)

From that page, you can also start another application for that member by clicking the green “Start New Application” button at the top of that form. You can then complete a new application by filling in only the four short application pages.

We realize that anything new takes a little getting used to, but we hope you will find that this new system is an improvement over what we used in recent years. If you have problems or questions, please email us at registration@cogwa.org. We will try to respond as quickly as possible.

Ken Treybig
Overall Camp Coordinator