

Newcomer Family Holiday (SLMC Retreat)

Registration Instructions for Families

To read a description of the Newcomer Holiday Retreat, visit the Silver Lake Retreat page here:

<https://slmc.ca/retreats/>

- * Have your sponsor assist you with the registration if you run into difficulties.
- * Bus transportation will be available (leaving and returning) from [50 Kent Ave, Kitchener](#). Sign up for that option during the registration process. We encourage families to use their own vehicle if they are able.

Signing In or Creating New Account:

Account Login Link: <https://slmc.campbrainregistration.com/>

- **Returning Families:** If you have previously attended a Silver Lake event, you may already be in the system. Use a parent/adult email to login under the “**Sign-In**” box. Click on “Reset password” if needed. Have your sponsor contact fun@slmc.ca if you are having trouble signing in.
- **New Families:** If your family is brand new to Silver Lake, create a new account under:
 - “**New User Sign-Up**”
 - Enter email address for one parent and create password. Then Create Account.
 - Remember or write down your password for future access

Once you are logged into the registration system:

- Click on “**202_ Events & Retreats**”
- **Step 1 People** – Select all family members attending the retreat. Add a parent plus your children if this is a new account. Make sure birth dates are correct. Then scroll down and click on Continue.
- **Step 2 Sessions** – Select Newcomer Family Holiday for first parent (Add to cart). Then under Options, select Cabin fee (for one parent only) and add to cart. Add Bus Ride to cart if you require transportation to and from the retreat. If you are an adult attending on your own (not with a family unit) choose Single Adult Participant and bus if you need a ride.
- **Switch tab to next family member.** Add Session to cart and also choose “Family Member Participant at no charge”. Add Bus Ride for every person who needs transportation. Do this for the rest of the family members attending. Then click on continue.
- **Step 3 Forms**
 - Household Form (one per family)
 - Newcomer Family Holiday Retreat Form (one per family)
 - Participant Information Form & Waiver (EACH participant)
 - Complete all forms and then click continue.
- **Step 4 Payment** – Click on Pay in Full Now. Then Click on Credit Card as Payment Method. Click Continue.
- **Step 5 Review** – Check that everyone from your family is registered. Scroll down to enter your credit card (MC or Visa) information. (The system does NOT accept VISA Debit.) Then click Submit.
 - If you would prefer to pay by e-Transfer, stop at this page and send total with tax to fun@slmc.ca with “Newcomer Retreat” in message box.
 - Email fun@slmc.ca to say that you have sent an e-Transfer
- **Funding** - If you are receiving funding for this retreat from an organization or individual, stop at this page. Your sponsor can let the Silver Lake office know about payment arrangements.

Feel free to contact fun@slmc.ca with any registration issues or alissa@slmc.ca if you have any questions about the Newcomer Family Holiday weekend program.