

# GROUP PRE-ORDER INFO

Hey Youth Leaders, we have a brand new way to register your group for camp! Before your campers start registering, follow the steps below to set up your church's own unique code to give your group. If you have already signed into our new software, skip to page 2.

## 1. NEW OR RETURNING USER

If this is your first time attending our camp, please continue as a **New User**. If you have registered with us before, continue as a **Returning User**. Enter the email address you previously used, then click “**Forgot your login information.**”

**TIMBER RIDGE**  
B I B L E C A M P

RESERVATIONS DONATIONS MAKE A PAYMENT

**New or Returning User**

Username / Email:

Password:

[Forgot your login information?](#)

## 2. SELECT RESET MY PASSWORD

RESERVATIONS DONATIONS MAKE A PAYMENT

**New or Returning User**

To retrieve you login information, begin by selecting from the options below

Select:

I forgot my username

I need to reset my password

Retrieval Method:

E-mail

Text Message

## 3. FOLLOW THE LINK AND RESET YOUR PASSWORD

**PLEASE NOTE:** You will be given a temporary new username to input along with your new password.

**Password Reset**

Authorization Code:

Email Address:

New Password:

Confirm Password:

Password has been reset for username MLFD58

[Close](#)



# GROUP PRE-ORDER INFO

## 4. CONGRATS YOU MADE IT! WELCOME TO YOUR NEW REGISTRATION PORTAL!

Here is a quick tour of a few important features.

RESERVATIONS DONATIONS MAKE A PAYMENT

Welcome, Timber Sign Out

### My Account

Timber Ridge Primary Contact \$0.00 Account Balance

MY RESERVATIONS (1)

Account Members

Timber Ridge (primary contact) REGISTER

+ ADD PERSON

Alternate Contacts

Pickup Authorization

Login Information

Username:

Password: .....

EDIT LOGIN

*Go to Login Information to change username and password.*

## 5. START SETTING UP YOUR RESERVATION

**PLEASE NOTE:** If the church plans on paying any or all of the registration fee, please contact **Amanda Pace** at **540-335-8920** or email her at **trbcofficesec@gmail.com** before continuing your reservation process.

RESERVATIONS DONATIONS MAKE A PAYMENT

Welcome, Timber Sign Out

### My Reservations

NEW RESERVATION

EXPLORE SESSIONS

Reservation History

Current Reservations

None Found

*Click here to start your reservation.*

RESERVATIONS DONATIONS MAKE A PAYMENT

Welcome, Timber Sign Out

### Reservation Type

INDIVIDUAL

GROUP PRE-ORDER

*Select Group Pre-order*



# GROUP PRE-ORDER INFO

## 6. PICK WHAT WEEK YOU WOULD LIKE TO ATTEND

RESERVATIONS	DONATIONS	MAKE A PAYMENT	PERSON	CART	ENVELOPE 1
<b>Youth Rally</b>					
Sharper Iron Friday-Saturday 4/10 - 4/11 Ages 12 - 19		\$35.00	info		
Sharper Iron Saturday 4/11 - 4/11 Ages 12 - 19		\$20.00	info		
<b>Jr Camp</b>					
Junior Camp - Week 1 6/8 - 6/12 Ages 7 - 12		\$275.00	info		
<b>Summer Camp - Chaperone</b>					
Junior Week 1 - Chaperone 6/8 - 6/12 Ages 20 and up		\$275.00	info		

## 7. BUILD OUT YOUR RESERVATION

RESERVATIONS	DONATIONS	MAKE A PAYMENT	PERSON	CART	ENVELOPE 2
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### How to make a group preorder

The information listed below outline the steps for placing a group preorder reservation. Please review the steps and then click 'Begin' to proceed.

#### 1. Indicate reservation quantities

You will need to indicate the number of individuals for which you are reserving space. Additionally, you will be asked to provide a break down of males and females.

#### 2. Create reservation weeks

##### a. Provide a short description

A short description will assist your members in selecting the appropriate reservation week.

##### b. Create codes

You will be asked to indicate if your members should be required to enter a 'code' to claim a reservation spot. If yes, you will also have the opportunity to customize this code.

##### c. Specify subsidy information if any is appropriate.

#### 3. Check out



Welcome, Timber Sign Out

RESERVATIONS	DONATIONS	MAKE A PAYMENT	PERSON	CART	ENVELOPE 1
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### Indicate reservation quantities

Indicate the number of spaces you would like to reserve

Total spaces to reserve:

Maximum group size: 250

NEXT

Welcome, Timber Sign Out

RESERVATIONS	DONATIONS	MAKE A PAYMENT	PERSON	CART	ENVELOPE 1
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### Indicate reservation quantities

Indicate the number of spaces you would like to reserve

Male spaces to reserve:

125 male spaces available

Female spaces to reserve:

125 female spaces available

NEXT Back

Welcome, Timber Sign Out



# GROUP PRE-ORDER INFO

## Create Reservation Weeks

### Single/Multiple Weeks

Each Reserved Week determines specific restrictions and behaviors for your members within your overall reservation. You may create as many reservation weeks as necessary to accommodate your specific group needs.

### Single Week Reservation

A Single Reservation Week reserves space for one week of camp.

### Multiple Week Reservation

Create Multiple Reservation Weeks to reserve space for more than one week of camp. If bringing chaperones, you will need to reserve a week for them (for example Chap Teen Week 1).

CREATE WEEK

## Create Reservation Weeks

To help your members make the appropriate selection, provide a short name to describe this reservation week (for example Teen Week 1). This is especially important when multiple reservation weeks are used.

Short Description

NEXT

## Create Reservation Weeks

You **MUST** create a code for your preorder group. Select "Yes" below.

- Yes
- No

Enter the registration code you wish to use.

NEXT Back

*This is what your group will input in their registration.*

## Create Reservation Weeks

Indicate if you wish to subsidize the cost of attending this event for members who claim spots from this reservation week.

- Yes
- No

NEXT Back

*Select "yes" if church is paying some or all of the amount.*

Sponsorships allow you to contribute funds to reduce the cost of attendance for your members. If you have already created a sponsorship code, you may select it from the list below. If you have not yet created a sponsorship code, or if you need to create a new code, select 'Create a new sponsorship code' below.

New Sponsorship Code

### Select an Existing Sponsorship Code

Code	Expiration	Claim Type	Claim Cap	Claimed Amount	# of Claims
<input checked="" type="radio"/> GBCTeen	1/1/2027	None	\$1,000.00	\$0.00	0

NEXT Back

*The code that was created, when you contacted Amanda, will appear here.*



# GROUP PRE-ORDER INFO

RESERVATIONS DONATIONS MAKE A PAYMENT

Welcome, Kevin Sign Out

### Create Reservation Weeks

Code: Jr. Week 1  
GBC2026

Age: No Age Restrictions

Contribution: \$50.00

CREATE ANOTHER WEEK NEXT

If you are done creating you reservation week(s), press **next** and then **complete order**.

RESERVATIONS DONATIONS MAKE A PAYMENT

Welcome, Timber Sign Out

### My Cart

Review your order for accuracy.

**COMPLETE ORDER** \$0.00

Add additional reservations

Add a gift certificate or promotional code

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(Group Preorder) Teen Camp - Teen Camp - Week 1 \$0.00

6/15/2026 - 6/20/2026

Yay! You've successfully made your reservation!

## 8. SHARE YOUR RESERVATION CODE OR LINK

RESERVATIONS DONATIONS MAKE A PAYMENT

Welcome, Timber Sign Out

### My Account

Timber Ridge  
Primary Contact

\$0.00  
Account Balance

**MY RESERVATIONS (1)**

*Click back into your reservations.*

RESERVATIONS DONATIONS MAKE A PAYMENT

Welcome, Timber Sign Out

### Preorder Reservation Detail

Teen Camp - Week 1	6/15 - 6/20	<b>\$0.00</b> Balance	\$0.00 Remaining Deposit	0 / 12 Total Spaces	<b>0 / 8</b> Male Spaces	<b>0 / 4</b> Female Spaces
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Edit Quantities

Reservation Blocks

Church Teen Group (0 reservations)  
Ages 13 - 18  
Code: GBCTeens2026  
Registration Link: Copy

*Copy the link and share it with your group!*



# GROUP PRE-ORDER INFO

If you prefer, you may simply share the **Group Registration Code** you created.

When someone clicks the link you send, they will be prompted to complete registration as usual.

They will be able to see your name listed as the group leader, along with the week of camp they are attending. As the group leader, you will be able to view your total balance and see who has registered under your group so far. This will help you easily track who still needs to complete their registration.

**PLEASE NOTE:** Before your group begins registering, be sure to share your **Group Registration Code** and **Sponsorship Code** with them. This is required for participants to be placed under your group registration. If they start the registration process without using the code or link, they will not be added to your group.

## 9. REACH OUT IF YOU HAVE ANY QUESTIONS

We want to make registering your group as easy as possible! If you have any questions or run into any issues while setting up your reservation, please don't hesitate to reach out. We hope this new system helps make your camp experience even better. We can't wait to see you this summer!

*-The Timber Ridge Staff*

