

## CAMP ONLINE REGISTRATION INSTRUCTIONS



Thank you for your interest in renting Templed Hills. If you are interested in renting camp for a large group with exclusive use of camp or have any additional questions, please contact the Executive Director of Outdoor Ministries at [jill@heartlanducc.org](mailto:jill@heartlanducc.org) or 1-800-282-0740, ext. 2

**Are you looking for a peaceful retreat space? How about a place for a family reunion? Our facilities are available for rent. Here's how to book. If you'd like to watch a video to show you how to book, please click [this link](#).**

1. Click [here](#) to access the registration page.
2. Choose your type of stay under the "Category" pulldown menu and select "Day Use," or "Overnight."
3. Next, click on the date that you'd like your rental to begin using the calendar.
4. Next, choose the number of days you'd like to book. The registration page will show you what's available during that timeframe. (For example, say you are interested in planning a two-night women's retreat in August. Choose "overnight" for the category, click on the first night of your stay, choose the number of nights, and you will get a list of facilities available on your dates.) **Please click on "more" if you'd like to see a description and photos of the facility.**
5. When you find the facility you'd like to book, click the red "reserve" button next to that facility description.
6. **If you want food service or activities, go back to step 1 and choose "MEALS" or "ACTIVITIES" and choose all that you want. Make sure everything you want is in the right-hand column under "reserve" before you check out.**
7. **If you want food service and are not sure of the number of people, please reserve now for the minimum of 15 people at least. That way we will know you want food service and will make sure we have staff available. You may adjust the numbers to the final count when it is closer to the event, just give us a call or email.**
8. Last, click red "check out" button on the right side of the screen and fill in the remainder of the registration fields.
9. When checking out, you'll select from one of two price groups, either "Congregations and groups that are part of the Heartland Conference United Church of Christ" (which includes over 300 churches in WV, KY, and OH), or choose "All other Groups (not Heartland UCC)"