



# Campbrain Registration Portal Guide

## Welcome to the Campbrain Registration Portal Guide!

*Below is all the information you'll need to complete your Camp Lifting Leaves 2026 Registration.*

### GLOSSARY

**Campbrain:** The software that hosts our registrations as of 2026.

**Account Holder:** One person from your agency who oversees the account and acts as the point of contact between your agency and Ten Oaks Project.

**Household:** You can think of this as your agency's registration group. The Household comprises 1-4 members of the agency ("Parents") and all the campers and chaperones associated with that agency.

- ***Primary and Secondary Household:*** It does not matter which Household other agency staff are placed in within an account, so long as the account holder is "Parent 1" in the Primary Household.

**Parent:** The account holder at your agency, and up to 3 other members of the agency that should receive communications about Camp Lifting Leaves.

- ***Note:*** These are not actual parents! You can think of them as managers.

**Session:** Which camp you will attend, Camp Lifting Leaves 2026!

**Session Option:** How you will be attending Camp Lifting Leaves. There are three options:

- ***OCBe Funding:*** As a camper who has funds available through OCBe
- ***OACAS Funding:*** As a camper who does NOT have funds available through OCBe. A discount code will be applied once confirmed.
- ***Chaperone:*** As a chaperone



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## GETTING STARTED

Registration will be completed all at once, involving 2 forms for each camper or chaperone: a Registration Form, and a Medical Form.

### You will need the following:

- **Camper:**
  - Identifying information, including camper email
  - Worker's and worker's manager's phone number and email
  - Allergy and dietary information
  - Mental health information
  - *Be prepared to sign a waiver and a camper code of conduct agreement*
- **Chaperone:**
  - Identifying information
  - Emergency contact information
  - Allergy and dietary information
  - Names and agencies of campers you'll be chaperoning
  - *Be prepared to sign a chaperone agreement*

**You will also fill out your Household information.** Full identifying and contact information for your account holder as Parent 1 is the minimum necessary. You can add up to 3 other people from your agency who should receive information about Camp Lifting Leaves as other "Parents" across the Primary and Secondary Households.

### You will need the following:

- Account holder identifying and contact information, including the agency's mailing address
- Identifying and contact information for any other members of your agency you would like listed on the account
- Emergency contact for your agency, such as the after-hours number



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## REGISTRATION PROCESS

Each step of the registration process has clear instructions at the top of every page to guide you along. Make sure to read and follow all the steps at the top of each page to ensure you don't miss anything.

### Step 0: Make an Account

Before you get started, you'll need to make your agency's account. Remember, every agency will have **one account** and **one main account holder**. If you made an account last year, please use that one! If you need to reset the email or password, contact Jordyn at [jordyn@tenoaksproject.org](mailto:jordyn@tenoaksproject.org).

### Step 1: People

This is where you will set up your agency's **Household**. As mentioned in the glossary, you can think of this as **your agency's registration group**.

Here, you'll add all Parents from your agency, campers and chaperones.

- **Note:** It's okay if you don't have everything ready at the same time – you can come back and add Parents, campers and chaperones to your Household anytime.
- **Note:** You do not need to register everyone that you add to your Household right away. Only check the boxes of those people you are ready to register.

### Step 2: Sessions

This is where you will choose what everyone is registering for. The **Session** is Camp Lifting Leaves 2025. The **Session Option** will be either OCBF Funding, OACAS Funding, or Chaperone. *For more information about Sessions and Session Options, check the Glossary.*

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## REGISTRATION PROCESS, *Continued*

Add a **Session** and **Session Option** for each camper or chaperone to your cart.

- **Note:** You will have to press *See Details* in order to add the *Session* Camp Lifting Leaves 2025 to your cart.
- **Note:** You will have to add one of the three *Session Options* to your cart for each camper or chaperone in order to complete the registration process.

### Step 3: Forms

This is where you will complete **2 forms** for *each* camper or chaperone you are registering. You will also complete your **Household Form** if you haven't yet, which includes contact and mailing information for your account holder.

This is where you will need the information shown in the *Getting Started* section of this document.

- **Note:** If you are not ready to complete the full registration, feel free to come back another time! Your in-progress registration(s) will be saved.
- **Note:** If you are ready to complete registration for some but not all of the campers or chaperones here, you can:
  - Click **Previous** to go back to the **Sessions** page.
  - Click the **X** next to **Camp Lifting Leaves 2026** to remove it from your cart.
  - This will remove them from this batch of registrations, so that you can continue with the rest of them (and come back another time for that person)

**CONTINUED...**

## REGISTRATION PROCESS, *Continued*

### Step 4: Review

Take a look at all the information you're about to submit to ensure that it's accurate. Feel free to go back to any step of the process if you'd like to make any changes or think you've made any mistakes.

### Step 5: Confirmation

You did it! You can now take a look at or download your current registrations, start any new ones, or give yourself a pat on the back for a job well done.



## TROUBLESHOOTING

If you're having trouble completing the registration process, here are some things to look into as possible issues:

1. Make sure the **birth dates** of everyone you are trying to register are correct.
2. Make sure everyone you are trying to register has both a **Session** and a **Session Option** added to your cart.
3. Make sure all of the **required fields** in the Registration Form and Medical Form for each camper or chaperone are completed.
4. Make sure all of the **required fields** in your Household Form are completed.

If you're still having trouble after checking these things, don't fear! Feel free to contact Camp Director Jordyn at [jordyn@tenoaksproject.org](mailto:jordyn@tenoaksproject.org) with any questions.