

## Zona Camp Church Reservation Instructions

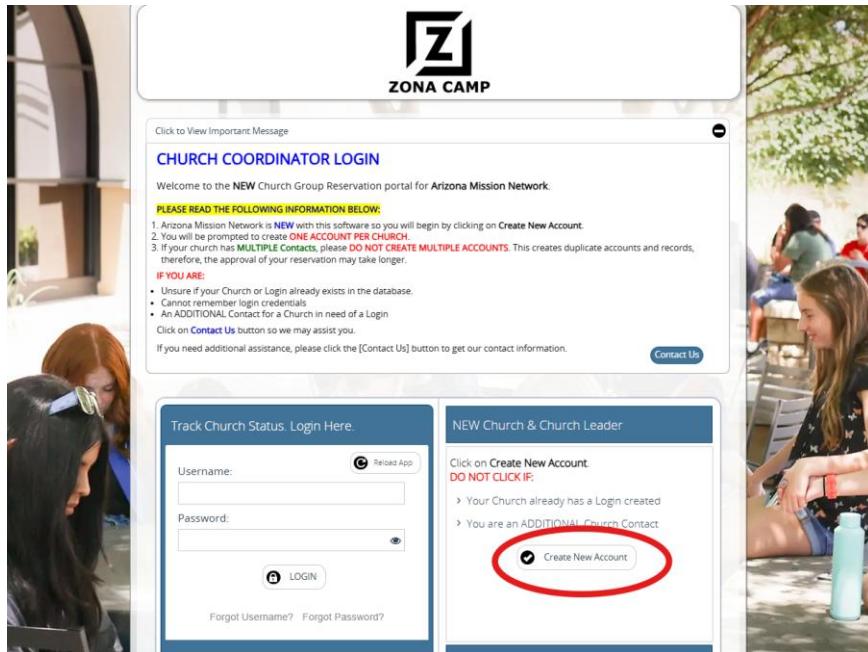
We are so glad you have decided to join us for Zona Camp! Below, you will find step-by-step instructions for reserving spots for your church group in our new registration system. **Note that these instructions are for the youth leader or church representative that is organizing the church group.** There are different instructions for someone registering an individual student or adult to attend camp.

**Step 1:** Download and read the “Leader Packet” from the “Registration” page of [zonacamp.com](http://zonacamp.com) – this document will tell you all you need to know to get your church signed up for camp.

**Step 2:** Click the “Group Reservation” button on the “Registration” page of the website

\*\*If you are a **returning** church that already has a profile in this registration system, log in to your **existing** account and skip to **Step 8**\*\*

**Step 3:** You will click on “Create New Account” since this is your first time in the new system.

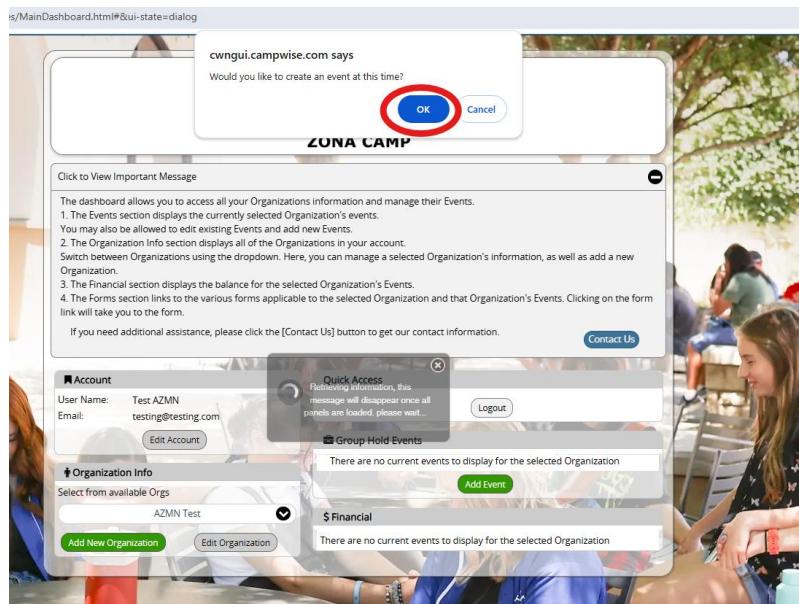


**Step 4:** You will now create an account for your church by providing your information (or the information of the youth group main contact) in the highlighted fields then click “Save”

**Step 5:** Fill out your church's contact information. We are primarily looking for you to provide an address, phone number, and email address for your church on this page.

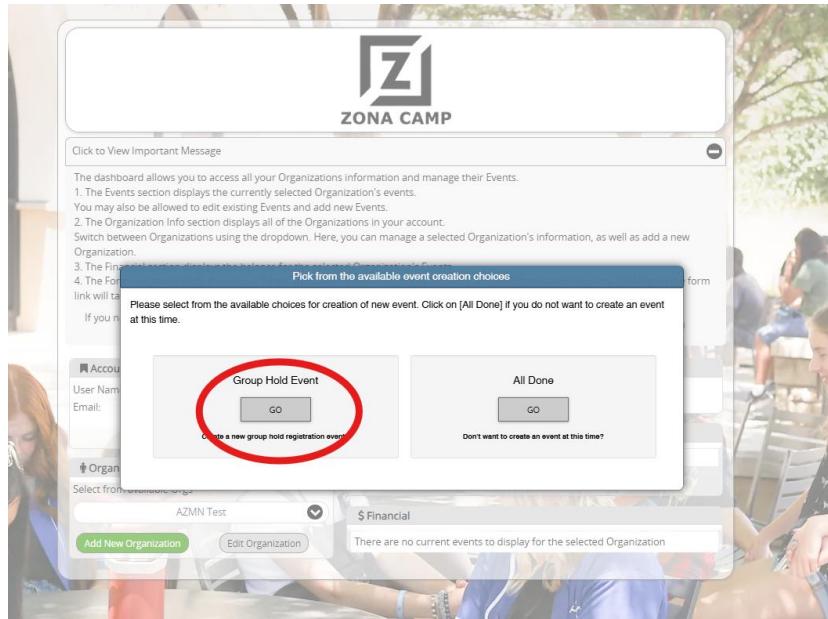
**Step 6:** On the next page (Add New Contact), you will provide the address, phone number, and email address of the main contact for your church. This should be your church's youth leader or the person who should be receiving all communication regarding Zona Camp on behalf of your church. Feel free to list the church address instead of your personal address on this page.

**Step 7:** When you reach the next page, you will see a pop-up asking if you would like to create an event - Click "Yes"



**Step 8:** You will then see a pop-up showing you options for creating an event. Click the "GO" button underneath "Group Hold Event"

\*\*If you are a returning church logging into an existing account, click "Add Event" under the "Group Hold Events" category on your dashboard\*\*



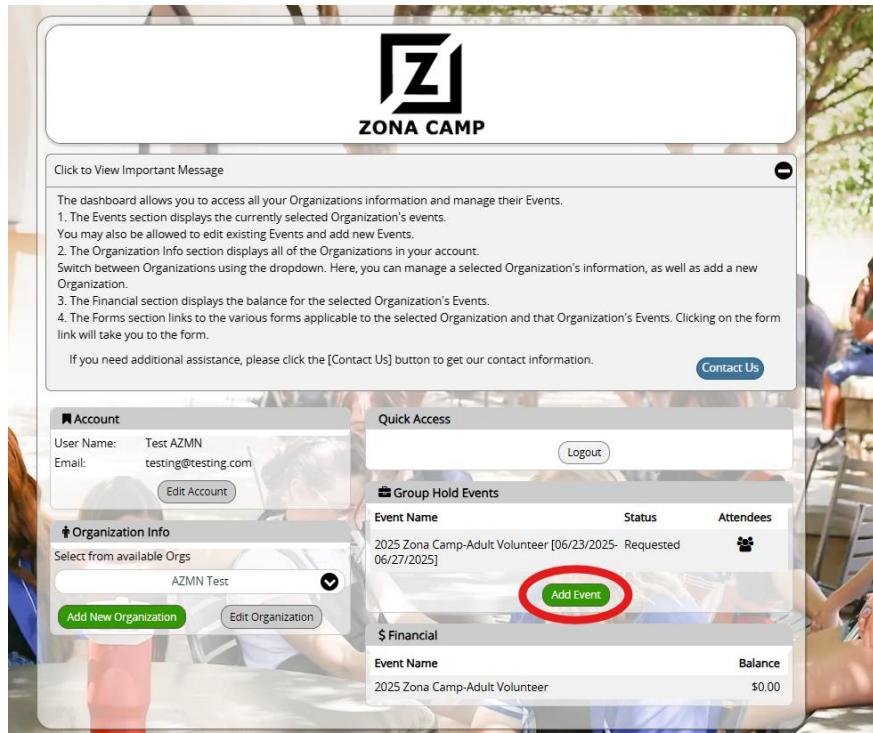
**Step 9:** Select “2026 Zona Camp” under “Select Session”

**Step 10:** Select “Adult Volunteer” under “Select Program” then type in the number of adult leaders you plan to bring with you to camp in the “# of Holds” box.

**Step 11:** Next, click the “**Paying Full?**” button next to the “# of Holds” box. This step is crucial to making sure your church group’s total balance shows up under your profile.

**Step 12:** At the bottom of the page, you will select the Primary contact and Billing Contact from the information you have already provided.

**Step 13:** You will be directed to your church’s dashboard...but you aren’t finished yet! Click “Add Event” under the “Group Hold Events” section.



**Step 14:** Repeat Step 9

**Step 15:** Select “Students” under “Select Program” then type in the number of students you plan to bring with you to camp in the “# of Holds” box.

**Step 16:** Once again, click the “**Paying Full?**” button next to the “# of Holds” box. This step is crucial to making sure your church group’s total balance shows up under your profile.

**Step 17:** Repeat Step 12

**Step 18:** You have successfully reserved spots at Zona Camp for your church! Once your Group Hold is approved by the Zona Team, you will receive an email with your church’s Group Code.

**Step 19:** Download the “Individual Registration Instructions” from the “Registration” page of [zonacamp.com](http://zonacamp.com). Send this document, along with your Group Code, to your students’ parents, so they can register their children to go to camp with your church

**Step 20:** You can use the link in Step 2 to get to the login page for your account. Once you log back in to the account you just created, you will be able to view your group’s registrations and balance on your dashboard.

If you have any further questions regarding the registration process or need to make an edit to your registration, email Jessica at [jbarker@azmn.org](mailto:jbarker@azmn.org).