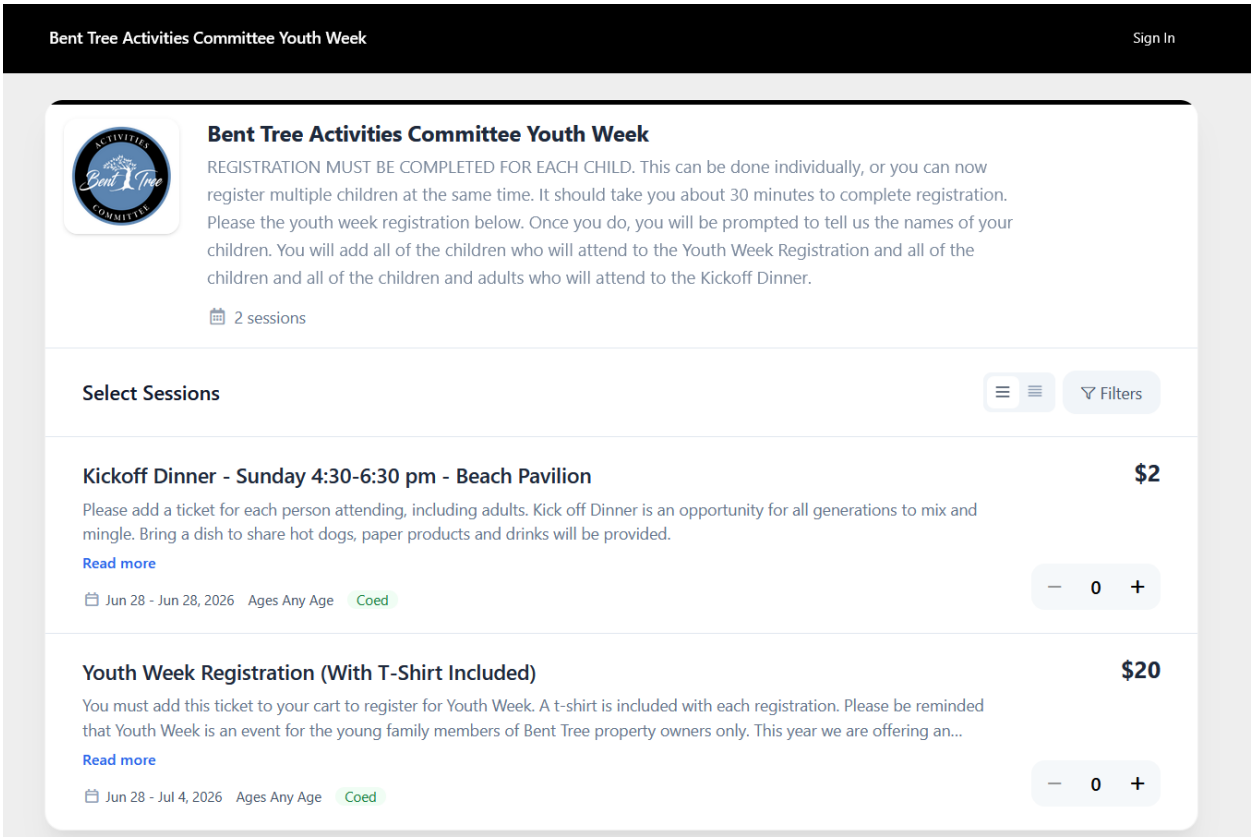
Bent Tree Youth Week 2026 Registration Step-by-Step Instructions

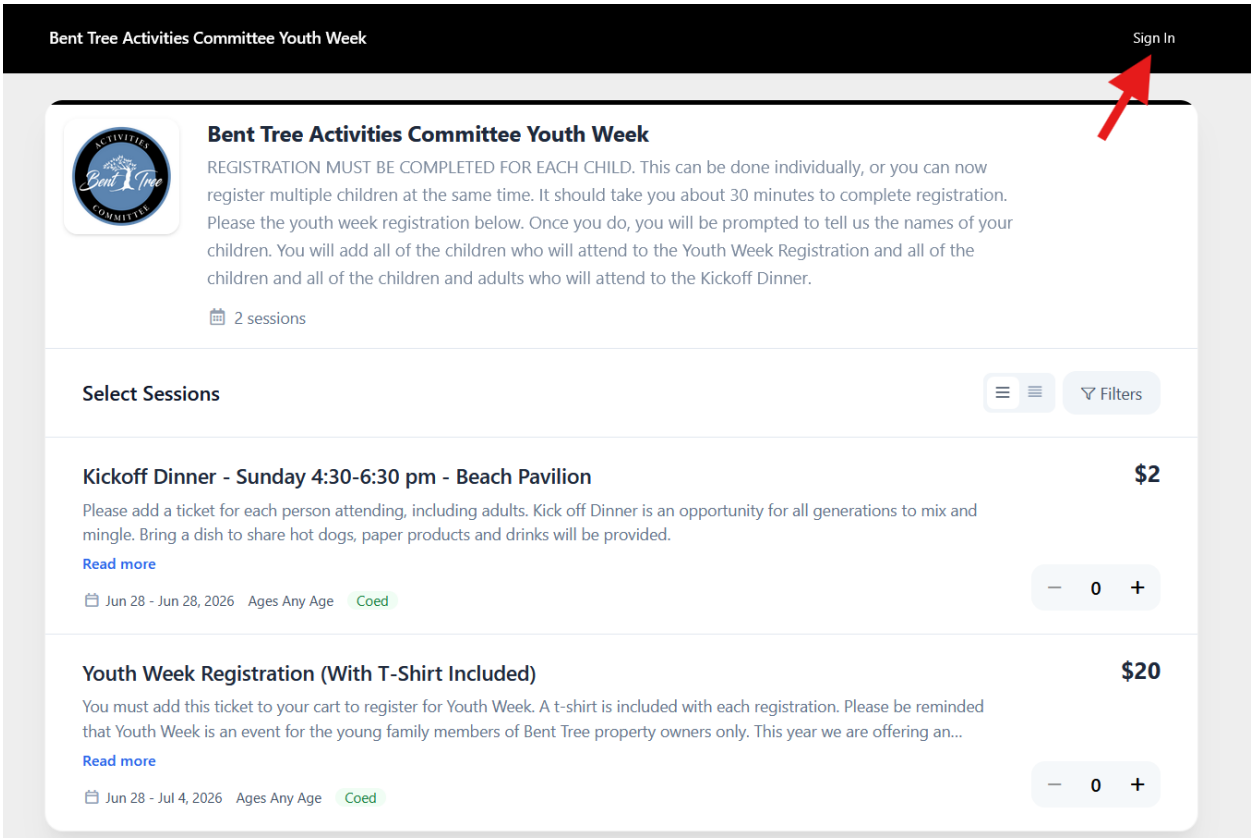
1. Registration opens on May 11th at 8:00 am. Click register now on at https://www.benttreeactivities.com/events/youth-week to go to the Camp Network registration portal.
2. After you click the link you will see the list of youth week events (**Fig. 1**).

Figure 1: Camp Network Platform



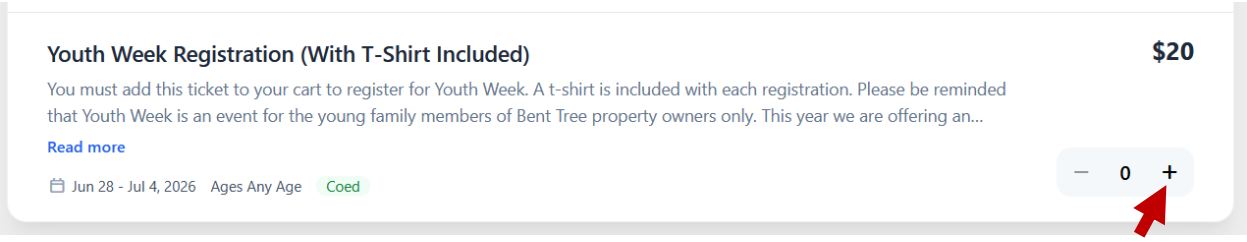
3. If you would like to save time later, click the sign in button in the top right corner and create an account (**Fig. 2**).

Figure 2: Save time by creating an account before you add tickets.



4. To register for youth week, **<u>you must first add the Youth Week Registration event</u>**. Add a ticket for <u>each child</u> who will attend Bent Tree Youth Week (**Fig. 3**).

Figure 3: All registration questions and other events are listed under this event. You must register your children for this event to attend Youth Week.

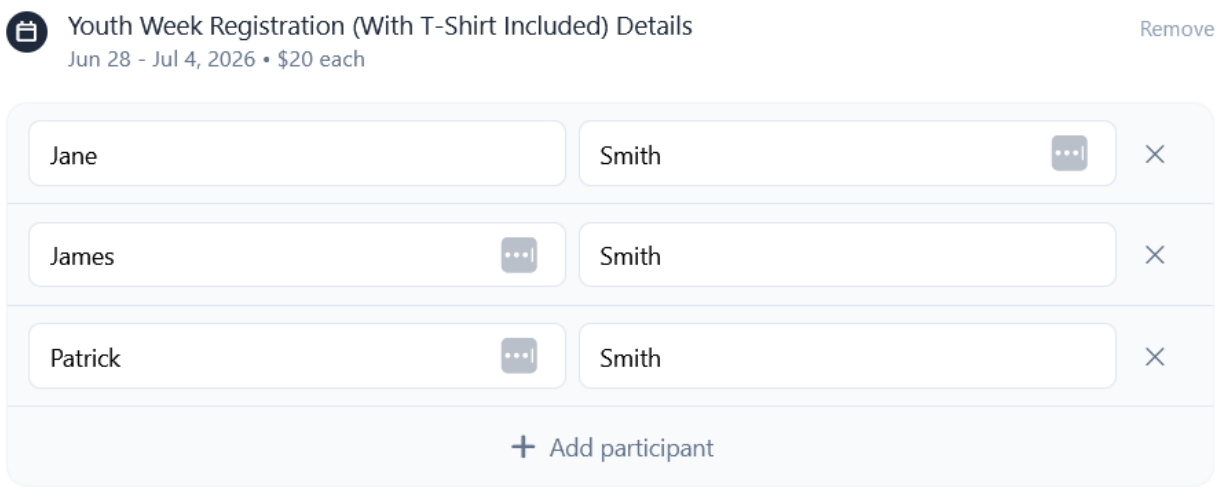


5. For the Kickoff Dinner, please add a ticket for each adult attending as well (**Fig. 4**).

Figure 4: Please add a ticket for all adults who will attend the Kickoff Dinner as well.

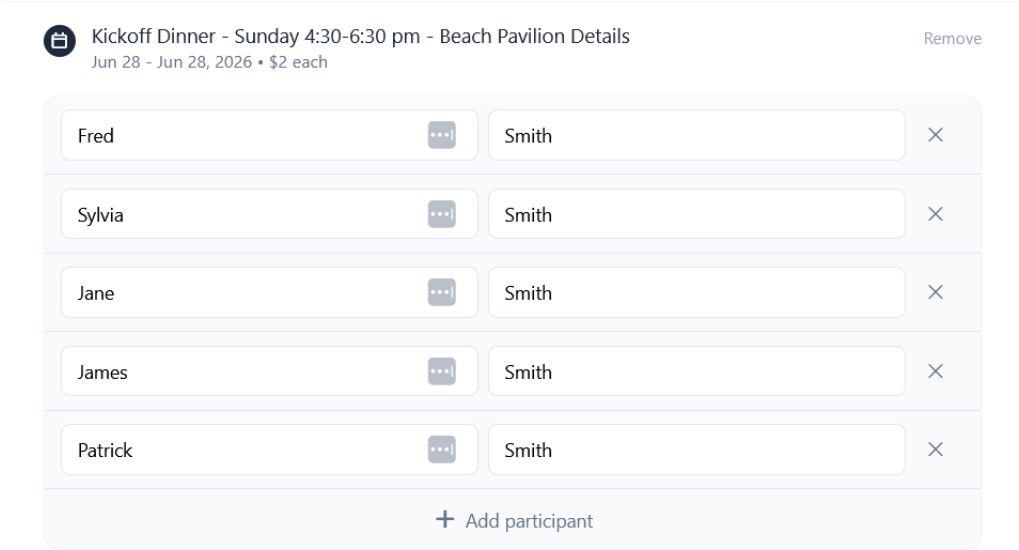
6. You will then be asked which of your children will be attending each event. **The Youth Week Registration <u>must include all children who are attending Youth Week</u>** (**Fig. 5**).

Figure 5: You can copy and paste your children's names to speed things up.



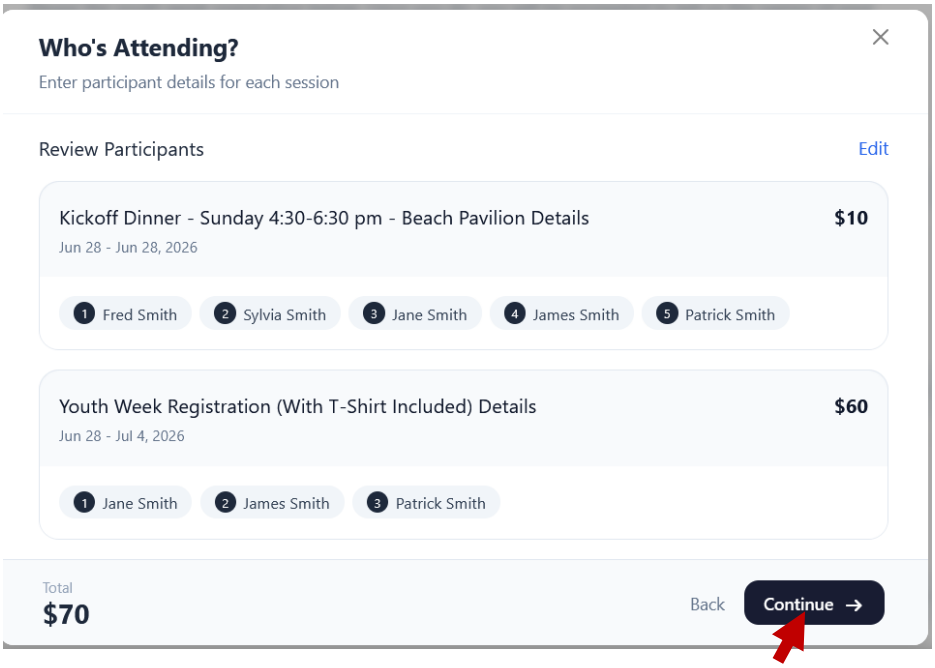
7. **For the Kickoff Dinner**, you should also list the names of all adults who will attend the event. (**Fig. 6**).

Figure 6: Enter all of the adults who will attend the event as well.



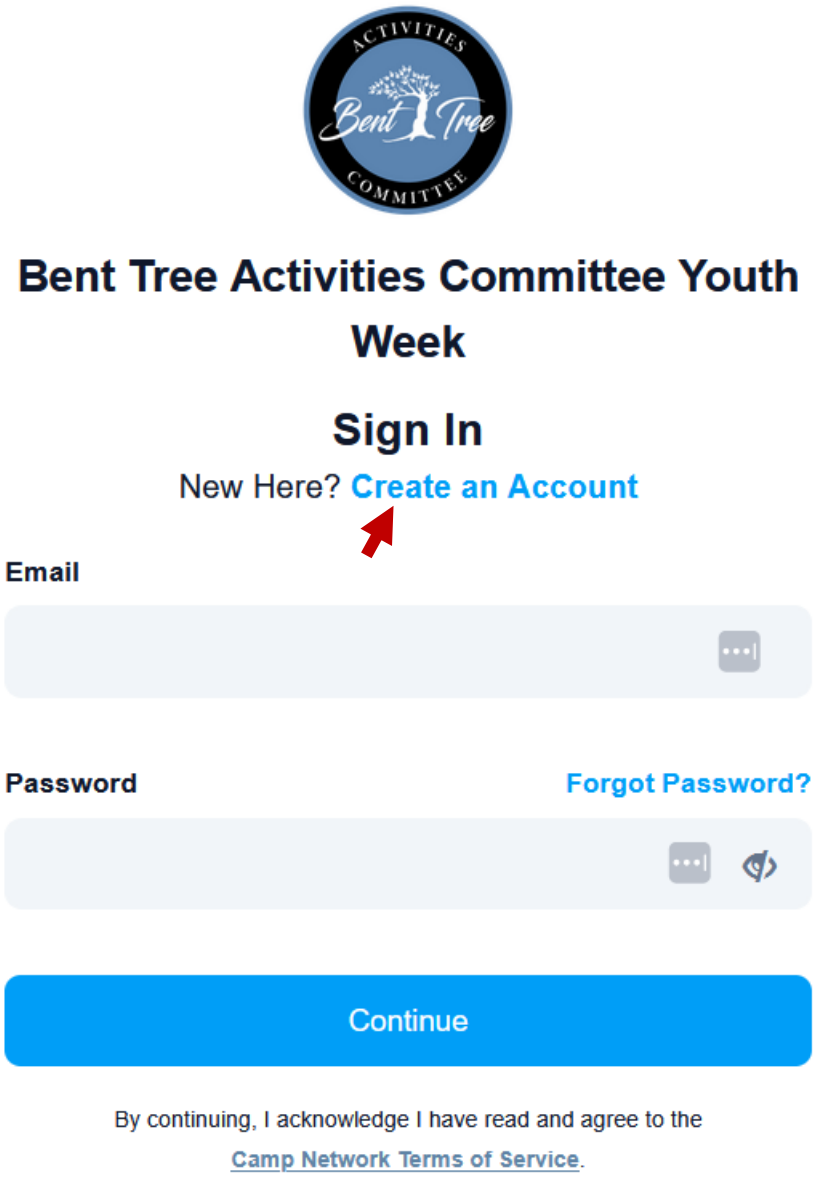
8. Click continue, and you will see a screen confirming which child is attending which event. Click continue again to move to the next stage (**Fig. 7**).

Figure 73: Hit continue to move on once you confirm that your children are attending the correct events.



9. After you have added all of your children's events, you will be asked to create an account if you haven't done so yet. All you will need to do is enter your name, an email, a password, and accept the terms and conditions (**Fig. 8**).

Figure 4: Click on create an account if you haven't done so yet.

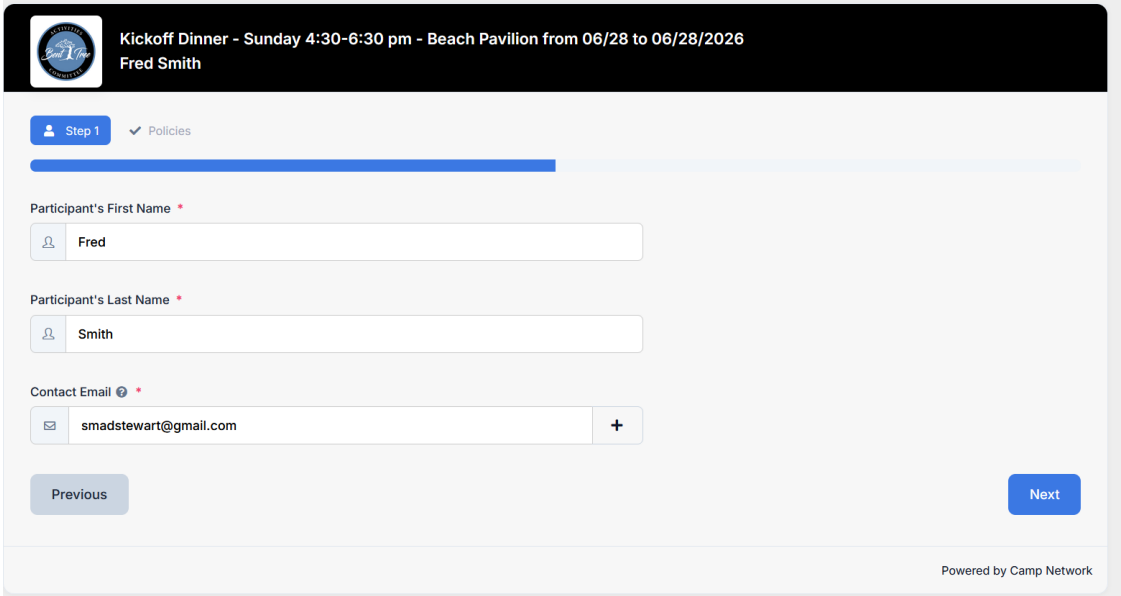


10. You will then need to enter registration information for each child. You will first see all of your children's names with a grey "incomplete" box next to their name. When you hit next, you will begin entering information for your first child (**Fig 9**).

Figure 95: You should see incomplete next to your children's names until you fill out registration information. Scroll down to select continue.

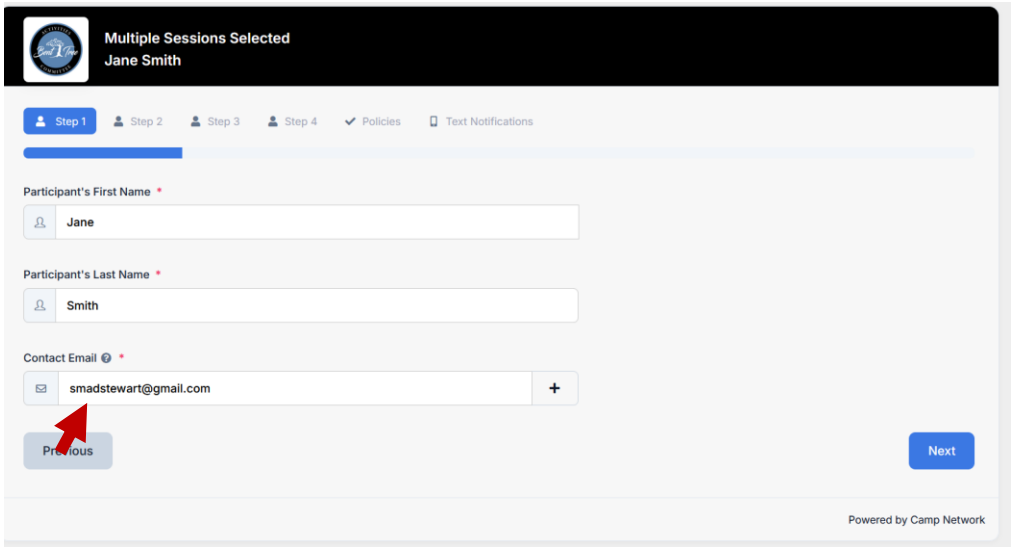
11. For the adults you have registered for the Kickoff Dinner, you will only have to enter an email and accept the Bent Tree Youth Week Policies (**Fig. 10**).

Figure 10: Adults registered for the Kickoff Dinner will only need to accept Youth Week policies



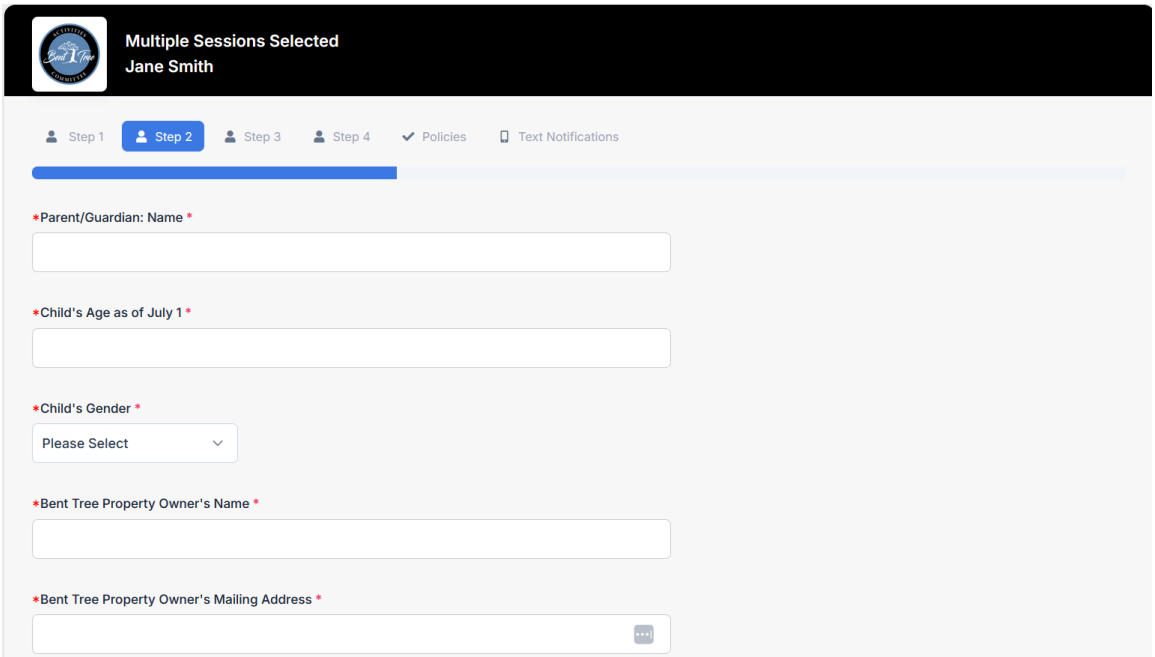
12. You will be asked to enter information for each of your children. Your email, or the email of the adult who will be with them each day should go in the Contact Email field. (**Fig. 11**)

Figure 11: Your child's first and last name should go into the first two fields. Yours should go in the contact.



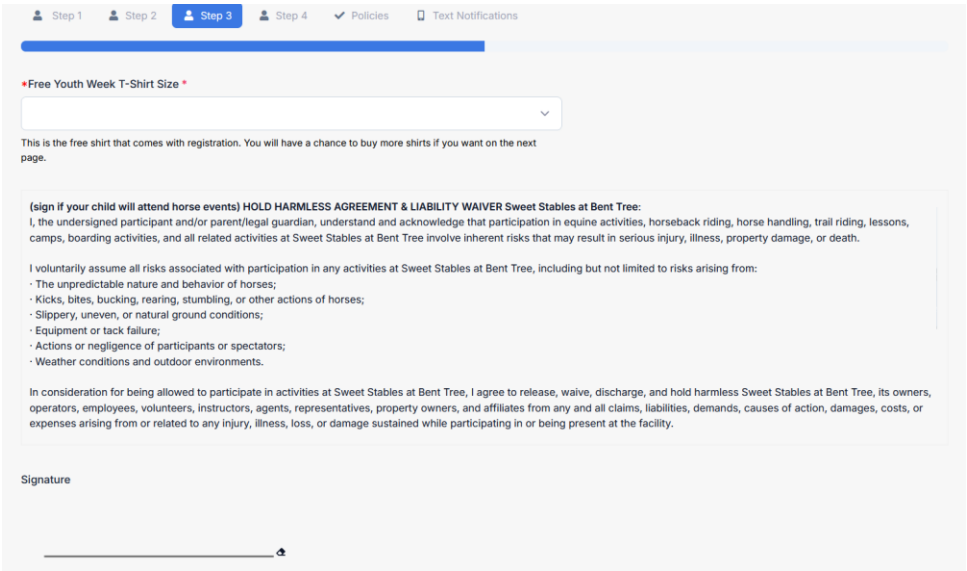
13. When you hit next, you will see another page of questions about your child. You will need to enter information for each of your children (**Fig. 12**).

Figure 12: You will need to enter this information for each of your children.



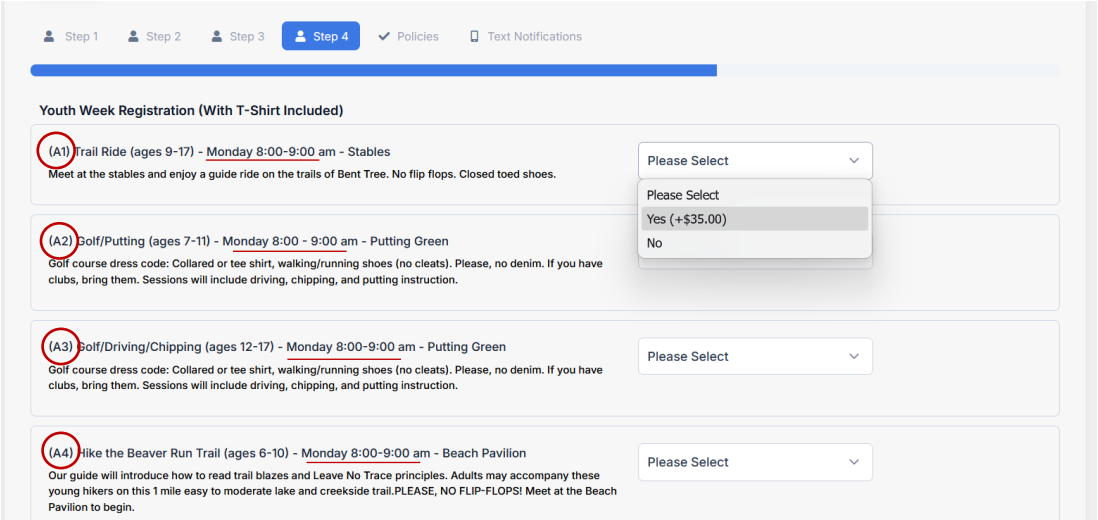
14. You will then select the size of your child's free t-shirt. **If you are attending any horse activities, you must sign the Hold Harmless Agreement for Sweet Stables at Bent Tree.** (**Fig. 13**)

Figure 13: You can skip the signature if you do not plan to send your children to any horse events.



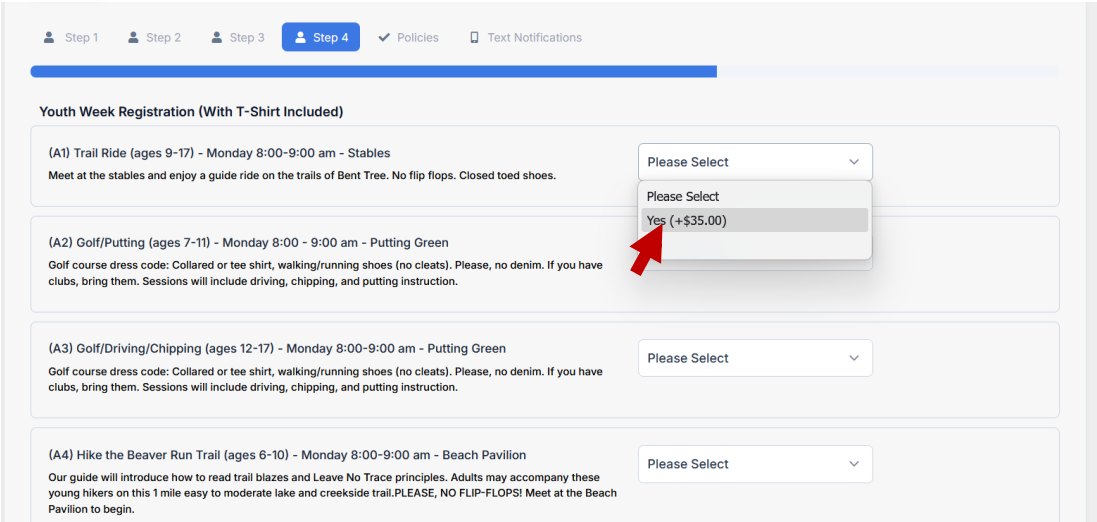
15. After you enter your child's information, you will add your child's events. You will do this <u>one at a time for each child</u> attending Youth Week. **Events beginning at the same time will have the same beginning letter.** (**Fig. 14**)

Figure 14



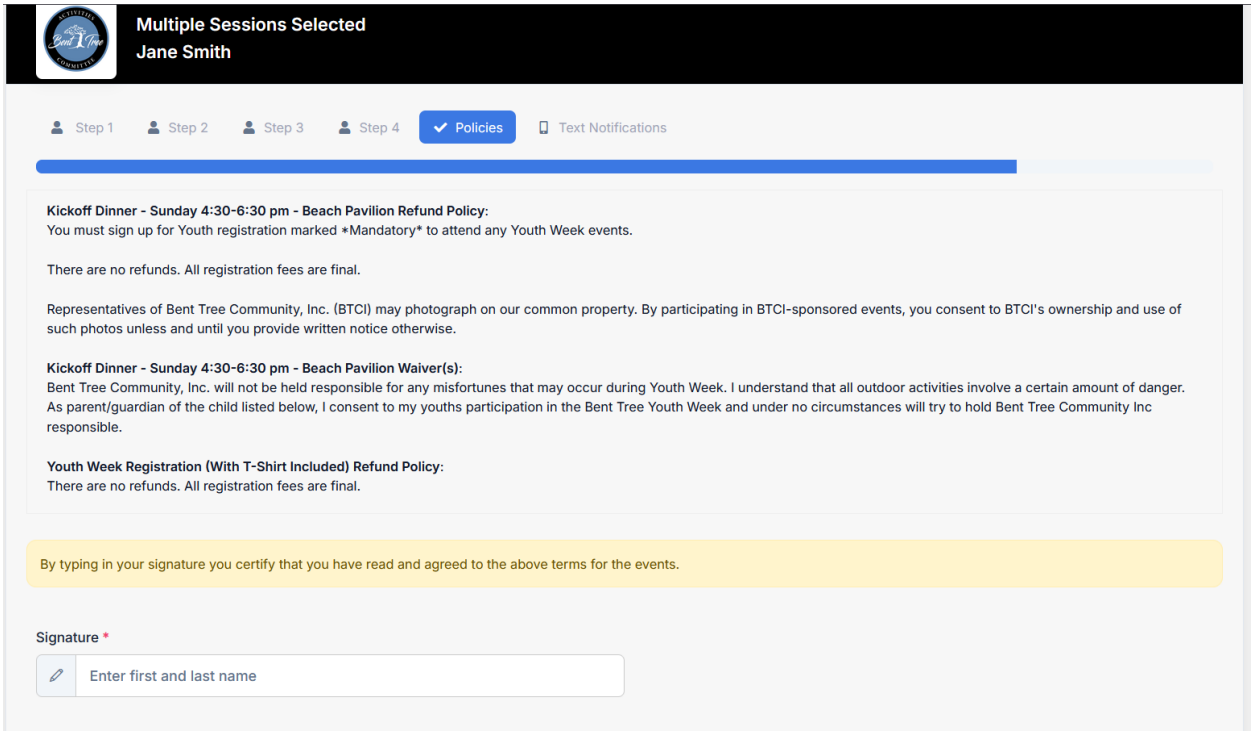
16. Select "Yes" from the dropdown menu to add an event. You do not have to select "no" for the events that your child will not be attending. (**Fig. 15**)

Figure 15: Select all of the events your child will attend. Scroll to the bottom to buy extra shirts.



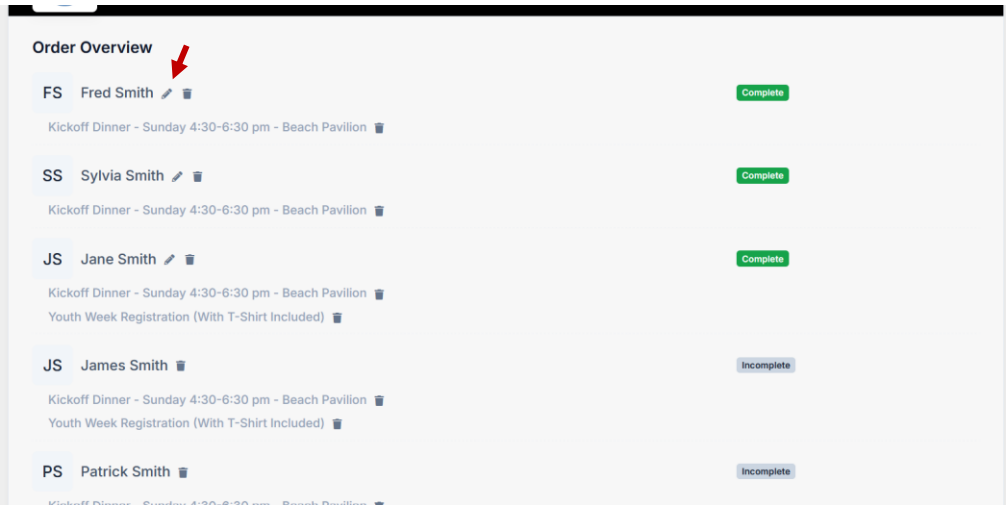
17. You will then need to sign to say that you understand Youth Week policies. (**Fig. 16**)

Figure 16: You will agree to Youth Week policies here.



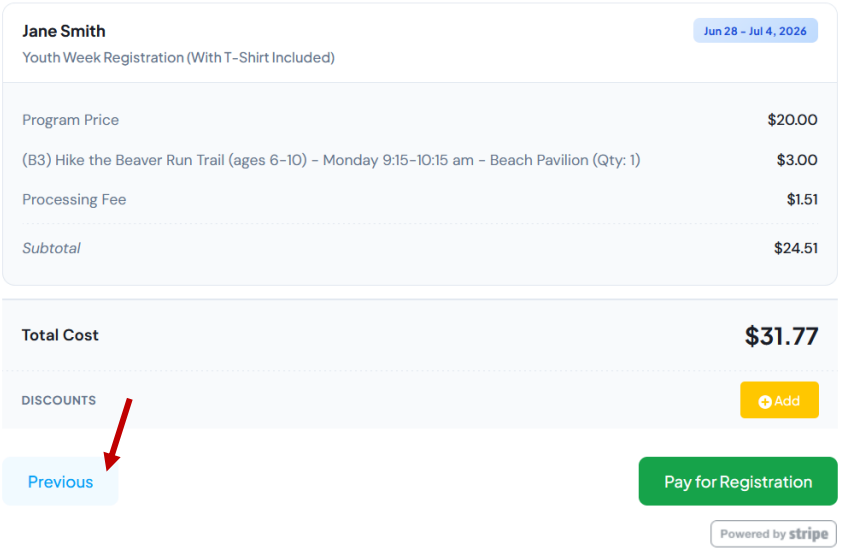
18. You will repeat this process for each of your children. If you realize you made a mistake at some point**, you can edit the events your child is attending by clicking on the pencil button**. (**Fig. 17**)

Figure 17: Click on the pencil to edit your child's events.



19. Once you enter all of your children's information, you will see a summary of charges and a list of the events they will be attending during Youth Week. **<u>Please double check your events and make sure they are all correct. If you need to change anything, hit the previous button to go back, and select the pencil button to edit their registration.</u>** (**Fig. 18**)

Figure 6: Please double check your child's schedule before moving forward.



20. When you are sure your child's schedule is correct, hit the "Pay for registration" button. You will then be asked to enter your payment information. After you complete registration, you will get an email confirming your registration. Save or print this out to act as your child's schedule for Youth Week. (**Fig. 19**)

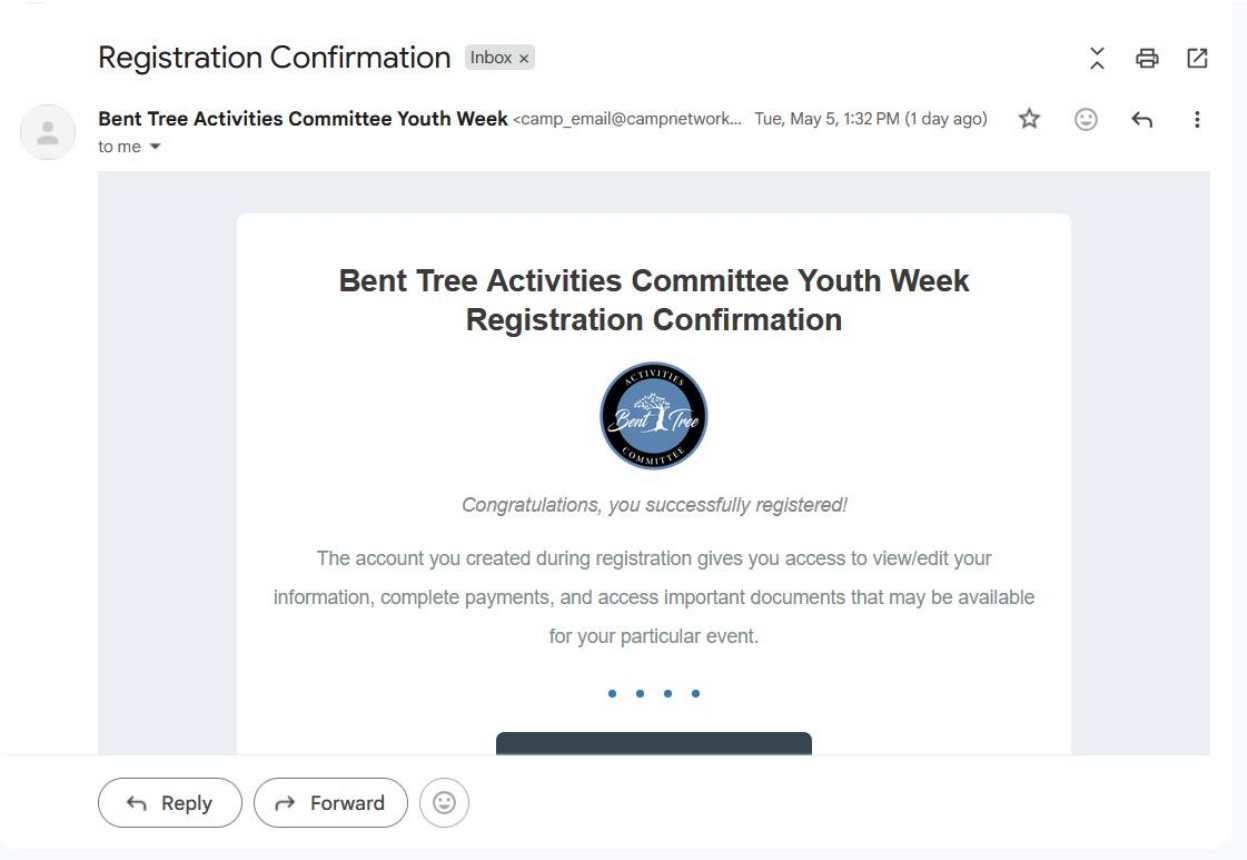



Figure 19: Your registration confirmation will act as your child's schedule.