



## GROUP REGISTRATION INSTRUCTIONS

### If you have an existing Account:

- Go to [hlregistration.com](http://hlregistration.com)
- Click "LIFT CAMP"
- Click "GROUP LEADER REGISTER OR LOGIN & RESOURCES"
- Click "REGISTER OF LOGIN"
- Login with your credentials. If you get an error you can click on the "Forgot Password" or "Forgot Username" buttons; you may also call the HLC office at 512-264-1777 for assistance.
- Under "Group Hold Events" click "Add Event".
- You must request spots for both Students and Adults.

### If you do not have an existing Account:

- Go to [hlregistration.com](http://hlregistration.com)
- Click "LIFT CAMP"
- Click "GROUP LEADER REGISTER OR LOGIN & RESOURCES"
- Click "REGISTER OF LOGIN"
- Click "Create New Account".
- Follow the prompts.
- Under "Group Hold Events" click "Add Event".
- You must request spots for both Students and Adults.

### How to handle 18 year old registration:

- Remember: all people who come to camp are called campers.
- All 18 year old and older campers must register as an adult. Obviously, this creates a situation when you are registering your group of not completely knowing who will be 18 when Camp Day arrives. We would like for you to include all campers who will be attending camp as a student in your student number when you register. This will include your 18 year olds. As your 18 year old campers register individually, HLC staff will transfer student spots to adult spots. Initially, they will be waitlisted until we internally make the adjustment. Make sure you communicate to any camper who will be 18 on Camp Day to register as an adult even if at the time they register they are still 17 years old. All 18 year old campers must complete Child Protection Training and have a Background Check.