

Trinity Woods Junior Counselor



Instructions

Be sure to have a parent close by!

There are some things that they might need to fill out with you.

1. Go to www.trinitywoods.org
2. Scroll down just a little bit and click the “**Sign Up Online**” button
3. The first screen you’ll come to is a Parent/Guardian information screen. **Be sure to fill this out with your parents** so they’ll be able to receive emails about camp as well!
4. Follow instructions from here.
5. **Select which weeks you would like to join us for the summer.** Be sure that the weeks you choose are titled “JC Week 1” for example. That way you won’t go down on record as a camper. If you need to change what weeks you will be joining us for any reason at all, just let me know at campdirector@trinitywoods.org.
6. **Don’t put anything down for the shirt!** We will cover that in the “JC Supplement Form” later on. Later in the summer if you would like a camper shirt, just let us know and we’ll get you set up.
7. Don’t worry about putting down any counselor requests. Feel free to upload a photo!
8. Don’t worry about a pick up time!
9. **Please let your parent fill out page 6.** We just want to be sure that the correct information is marked down.
10. Don’t worry about the billing info section on page 7. **You are NOT charged for being a JC.** We appreciate the time that you volunteer to be a part of this program!
11. Once you have finished with that part of the application, click the “**My Account**” link and then click “**Forms and Documents**” under “Forms Dashboard.”
12. Click the “**JC Application**” link under your list of forms.
13. Follow instructions and be sure to click “Submit Form” once you are finished.
14. Go back into your account and fill out the “Health History” form as well.
15. You’ve officially applied to be a JC at Trinity Woods this summer! Be sure to remember your date for your JC training that you filled out on the “JC Application” form.