

Walker Creek Ranch Registration Instructions

Link: [Camper Account Login Page](#)

1. Log in or create a new account for your family.

INSTRUCTIONS CONTACT US

STUDENT/ADULT REGISTRATION PORTAL

Please Read BEFORE Getting Started:

If you...

- Have **Registered** as a student/adult currently/previously using the **Online Registration** portal.
- Have been designated as a **Organization Contact** and/or have logged into the **Online Organization** portal.
- Do not remember your login credentials or cannot access your login credentials.
- Are unsure if your record already exists in the database.
- Want to set up your own account and you already exist in the database.

PLEASE DO NOT CREATE A NEW ACCOUNT. Click on the **Contact Us** button and give us a call and we will be more than happy to assist you! This will help reduce the creation of duplicate records in our database. The creation of duplicate records may prolong your registration process.

If what has been provided above DOES NOT pertain to you, please click on **Create New Account**. You will be asked to create an account and to create a record then you will go through the application process.

ATTENTION:
At the end of registration you will not be prompted for payment through the system. **Please make all payments to your group leader.**

Returning Family? Login Here

Username: rarcaris 111

Password: [masked]

LOGIN

[Forgot Username?](#) [Forgot Password?](#)

[Don't have an account? Create one here](#)

2. Once you have logged in, use the “Add Participant” button to add the student. Once the student is added use the “Register (New)” button to choose which person you want to register for a program.

Manage My Account

Add Participant Account Logout

Current Participant(s) In Your Account

Rowan Arcaris	Register (New)	Update Info
Simon Smith	Register (New)	Update Info

LEGEND

- I:** There are one or more Incomplete Session-School(s).
- R:** There are one or more Registered Session-School(s).
- W:** There are one or more Waitlisted Session-School(s).

3. Click “yes” and input the code that was provided to you by your school.

Current Participant: Simon Smith

School Code?

Are you registering as part of a group and received a School Code from your group leader?



4. Once you have input your School Code, check the box to indicate the correct session and click “Save/Next”.

1
Registrations

Current Participant: Simon Smith

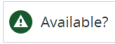
Select Schools From Available Sessions

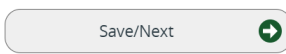
You may select a Schools from one or more sessions. However, you may select only one School per session.

Week 17A Feb 10 2026--Feb 12 2026

Check one, from the available options:

 ☐ John Baldwin - Student/High School Cabin Leader



 Previous  Save/Next 

5. Select guardians and emergency contacts from the drop-down menu or click “Add New Contact” to include someone new.

Note: Changing a contact using the drop down will require you to provide the relation to the selected contact. Click the [Edit Contact] option to open the edit popup and add requested information. Once all required information is given on this popup and changes saved clicking on the [Save] button at the bottom of the popup, only then the person will be associated with the contact type.

Parent/Guardian 1 Contact

Select Parent/Guardian 1 contact from available contacts: *

Select...

Add New Contact

Parent/Guardian 2 Contact

Select Parent/Guardian 2 contact from available contacts:

Select...

Add New Contact

Alternate Emergency Contact

Select Alternate Emergency contact from available contacts: *

Select...

Add New Contact

Additional Contacts

Rowan Arcaris Contact (P) 1700 Petaluma Marshall

6. If prompted, you will need to use the “edit contact” button to indicate the relation to the student. Click “Save/Next”.

Parent/Guardian 1 Contact

Select Parent/Guardian 1 contact from available contacts: *

Rowan Arcaris

Edit Contact

Add New Contact

7. The Registration Profile Sheet and the Health Form are REQUIRED for all students. Click the “Open” button to complete these.

Registrations Contacts Forms Medication

Current Participant: Simon Smith

Online Forms

Registration Profile Sheet

Form is required. Registration incomplete unless required items are completed. Please complete form before next step.

Open

Health Form

Form is required. Registration incomplete unless required items are completed. Please complete form before next step.

Open

8. Open the “Registration Profile Sheet” and complete and click “Save/Next”

Registration Profile Sheet

Role: *

Student

Gender: *

Male

Gender Identity (if not listed above):

250 Chars Left

Name of Teacher *

242 Chars Left

Anderson

School: *

*School Not Listed - Please provide school name below

If School is not listed, please provide school name below:

9. Open the “Health Form” and complete. Note: all red sections are required. Click “Save/Next”

Current Participant: Simon Smith

1

[1-10]

2

[10-20]

3

[20-30]

4

[30-37]

Health Form

INSURANCE AND PHYSICIAN INFORMATION

Is your student covered by health insurance? *



Yes



No

Health Insurance Provider:

100 Chars Left

Health Insurance Member Number:

20 Chars Left

10. At the end of the “Health Form” it is important to sign, click “accept”, and click “save/next”. It is **important** to do all these steps or the signature will not save!

SIGN HERE

Clear Accept

First and Last Name of Signee: *

1000 Chars Left

Date:
09/18/2025 16:19:47PM

Previous Save, Finish Later Save/Next

11. If your student is bringing ANY medication to camp (over the counter and/or prescription) they will need to have the “Authorization to Administer Medication” form will need to be filled out by the students Physician. Press the “Download” button in order to get a PDF copy of this document.

Current Participant: Simon Smith

Online Forms		
Registration Profile Sheet	Form completed or no items on form are required. Ok for next step.	Open
Health Form	Form completed or no items on form are required. Ok for next step.	Open

Download/Upload Forms		
Download Forms	Upload Forms	Upload History
Authorization to Administer Medication.pdf		Download

Form must be completed & uploaded prior to arrival at camp.

12. Once the “Authorization to Administer Medication” is filled out by the student’s doctor. You can email it back to Janderson@marinschools.org with your student’s name in the subject line.

13. The final step is the Medication page, which has three (3) parts.

Registrations Contacts Forms Medication

Current Participant: Simon Smith

Medical Processes

Prescription Meds
Use [Manage Prescriptions] to add prescription medications choices to your registrations [Manage Prescriptions](#)

No OTC Meds Added
Use [Manage Over The Counter] to make over the counter medication choices for your registrations [Manage Over The Counter](#)

No Allergies Added
Use [Manage Allergies] to note any allergies your student may have [Manage Allergies](#)

14. Utilize the buttons to add information about any medications the student is bringing under the “Prescription Meds” button and then the “Add Meds” button. (This

Medications

Your Current Session(s) and Medication(s) so far [Click on 'No Meds' if you're not bringing meds for a session]:

Week 17A-John Baldwin - Student/High School Cabin Leader (02/10/2026-02/12/2026)	No Meds Add Meds
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15. **ANY** medication (prescription and/or over the counter) that is coming with the student should be listed here and should be on the Physicians Authorization form uploaded previously.

Medications

Enter a Medication, Select Session(s) and Time(s) to apply

Medication Name:

Strength:

Route:

Quantity:

Select...

Dosage:

Reason:

Comments:

Back

Next

15. There are some over-the-counter medications that we have on site in case a student might need them. Use the “Manage Over the Counter” button to open the page and check off the medications you want to give permission to administer.

The following over-the-counter medications may be given to my camper:

☐ Select All

☐ None of them

☐ Acetaminophen (Tylenol)

☐ Ibuprofen (Advil)

☐ Tums Antacids

☐ Pepto-Bismol

☐ Cough / Cold Medicine

☐ Cough Drops

☐ Benadryl

☐ Neosporin

☐ Anti-itch lotion (Calamine)

☐ Hydrocortisone

☐ Sting Relief Swab (benzocaine topical)

☐ Other - Please provide information in comments below.

16. Click on the “Manage Allergies” button. Here is where you will indicate any allergies a student has. These could be environmental, dietary, or other.

Allergies

Please provide all allergies that the Participant may have.

☐ No Known Allergies

Select	Allergy List	Allergy/Treatment Details
Environmental		
☐	Bee Sting or Insect	
☐	Dander	
☐	Dust	

Once you click save and close you will have completed all steps!