For me to set up your camp in CampMaster there are a few things that I need to know.

1) The dates and times of the camp.
2) The location of the camp.
3) Who is going to be the contact person for the camp in CampMaster and the email address connected to their CampMaster account.
4) Any fees like youth volunteer meal fees.
5) Any other camp specific information for any of the types of participants. Generally this can be added as text in the additional information screen for that type of participant but can also be added to other places.
6) What you want the email they get after they register to say, this does have some basic formatting ability.
7) Any other additions to the various text you see. There are some limits and some need to keep things consistent between camps. Training dates and locations are a big one to consider.
8) A flyer or other thing to link to

Then I create a draft camp for you to look at. Make sure I spelled things correctly, dates, times, and locations are right. When we think that this is up to snuff then before it goes live there are two sets of things that need to happen.

First you need to register a test participant in each type of participant. Payment is not required at this point, I will turn that on when the site goes live. Please read and check each screen and the confirmation email that gets sent out. There are some that are generic CampMaster but there are others that I can update. Spelling and grammar notes are fine.

Second you need to send me an email that you think the site is ready to go live. This is important.

Then I will cancel all of the reservations in the event, turn on the payment requirement, and make the site accessible from the general CampMaster site.

I will create a link to the site, it will stay the same when the site goes live, but the promo code for camperships may change. Something like:

http://daycamps.ocbsa.org/<your_district_here>.htm

One the site is live I will send you an email.