

# Bill Rice Ranch Online Reservation

For the 2026 camp year, the Ranch will be rolling out an online system allowing churches to reserve weeks of camp for their groups. It will also allow campers to make registrations to attend the week of camp of their choice.

The first part of this, group reservation, will be launching this Friday, August 1. This will allow churches to reserve spots for their group for a given week of camp, make payments for Fast Track reservations online, and then view information about their reservation on their reservation dashboard.

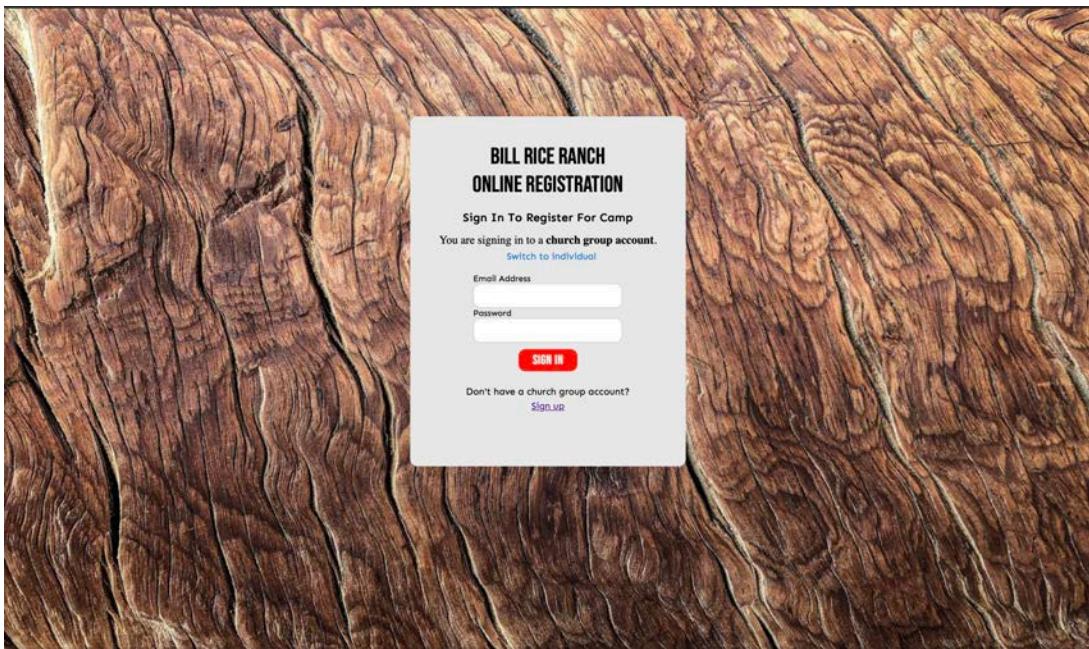
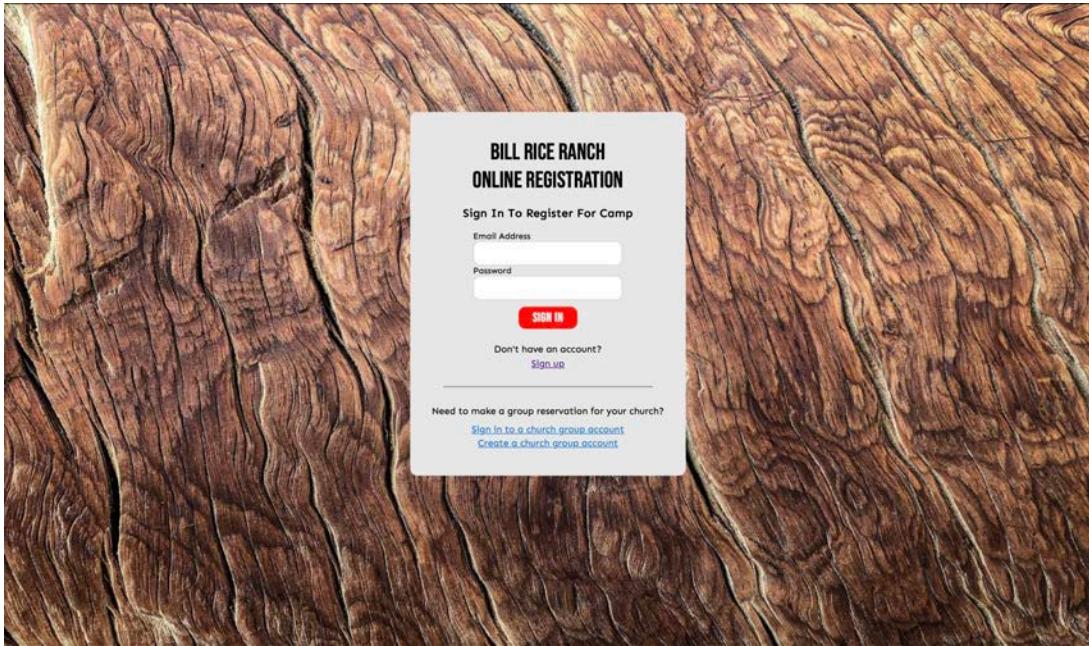
## **How online reservations are different than paper reservations:**

1. Each church must create an account in order to make reservations. Once a church has an account and is logged into it, they can use the account indefinitely to make as many reservations as they desire.
2. Each event that a group is attending must have a separate reservation. For example, if a church is bringing a group of junior-age campers for junior camp, a group of teenagers to youth camp, and a group of deaf adults to deaf camp, they must make three separate reservations for each group.
3. Each reservation will be assigned a group code that group administrators can view from their reservation dashboard. This group code is unique for each reservation and must be shared with each individual camper who desires to "fill a spot" of the reservation and register as part of the church group. As of right now, only reservations can be made online, but camper registration will be coming later this year, so group leaders will need to know where to access this code to share it with campers who want to register.

## **Reservation Tutorial:**

The following steps will show how reservations can be made online:

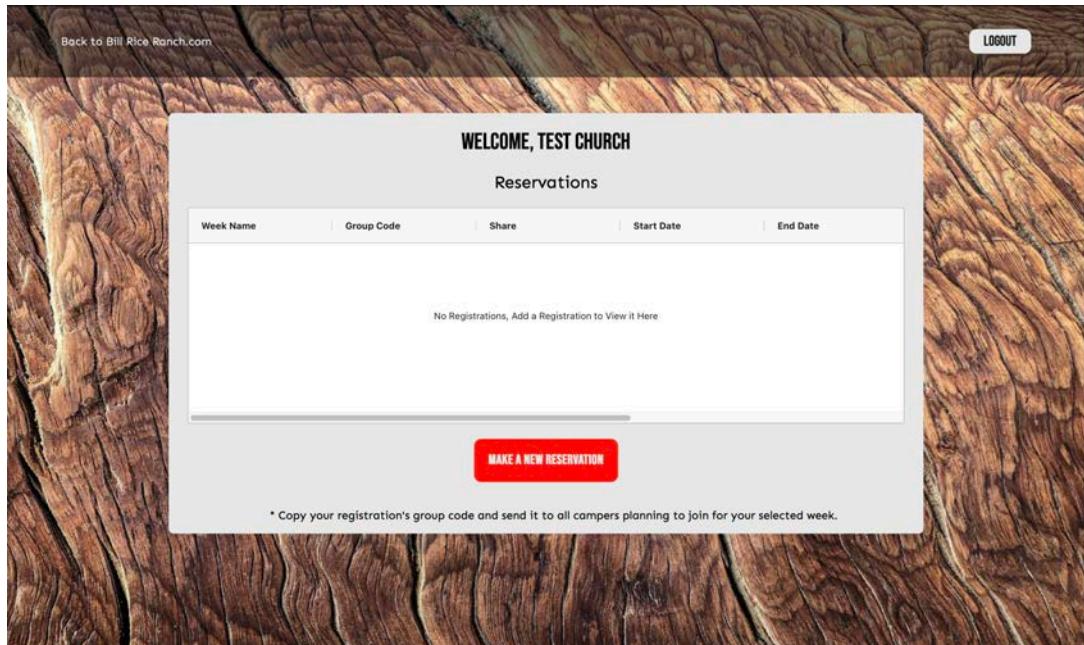
- Those wanting to register will need to select the bottom options to either sign into their group account to make a reservation/view current reservations or create a new account. They should not use the default "Sign In To Register For Camp" option since this is for signing into individual accounts to make registrations and not reserve spots for a group.



- Account creation. The account creation form will need to be filled out accurately for each account. The group name can be the name of the church making the reservation. Passwords must fall within the password requirements or they will not be accepted.

A screenshot of the "Create a New Group Account" form. The title is "Create a New Group Account". The form contains four text input fields: "Group Name:" (with a placeholder "Group Name:"), "Group Administrator Name:" (with a placeholder "Group Administrator Name:"), "Group Email Address:" (with a placeholder "Group Email Address:"), and "Create Group Password:" (with a placeholder "Create Group Password:"). The background of the form is a textured, brown wooden surface.

- Upon creating a new group account and signing in for the first time, administrators will see the group dashboard where all reservations will be displayed. Upon initial login, no reservations will be displayed.

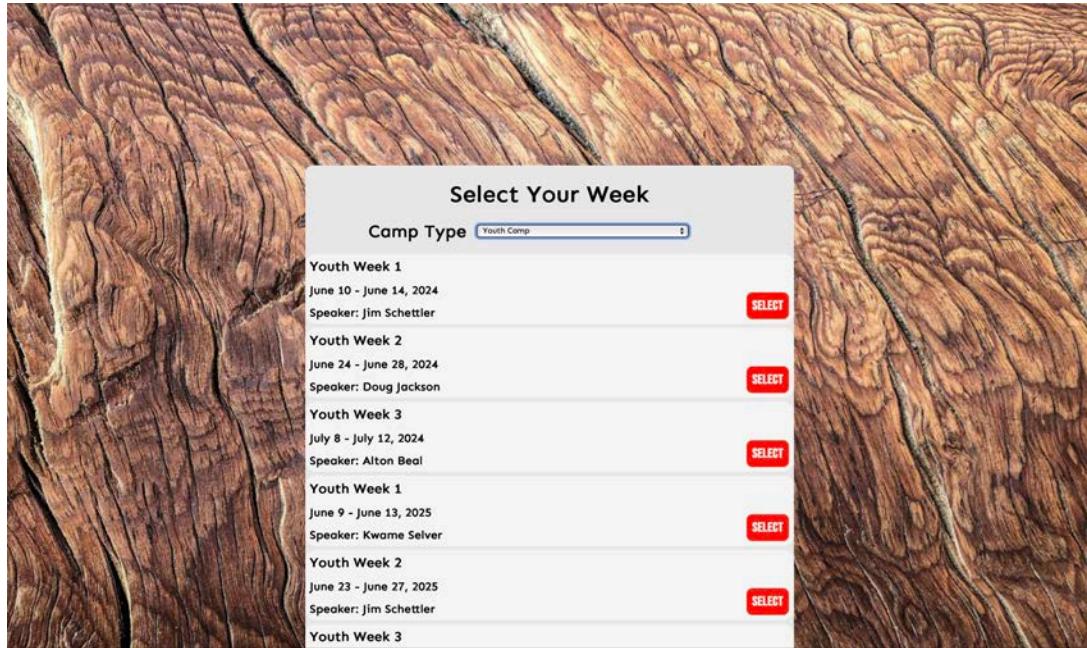


- To make a new reservation for a group, the administrator should click the "Make a New Reservation" button. The first page they will see will be the event type dropdown list, where they can select between youth, junior, and deaf camp event options.

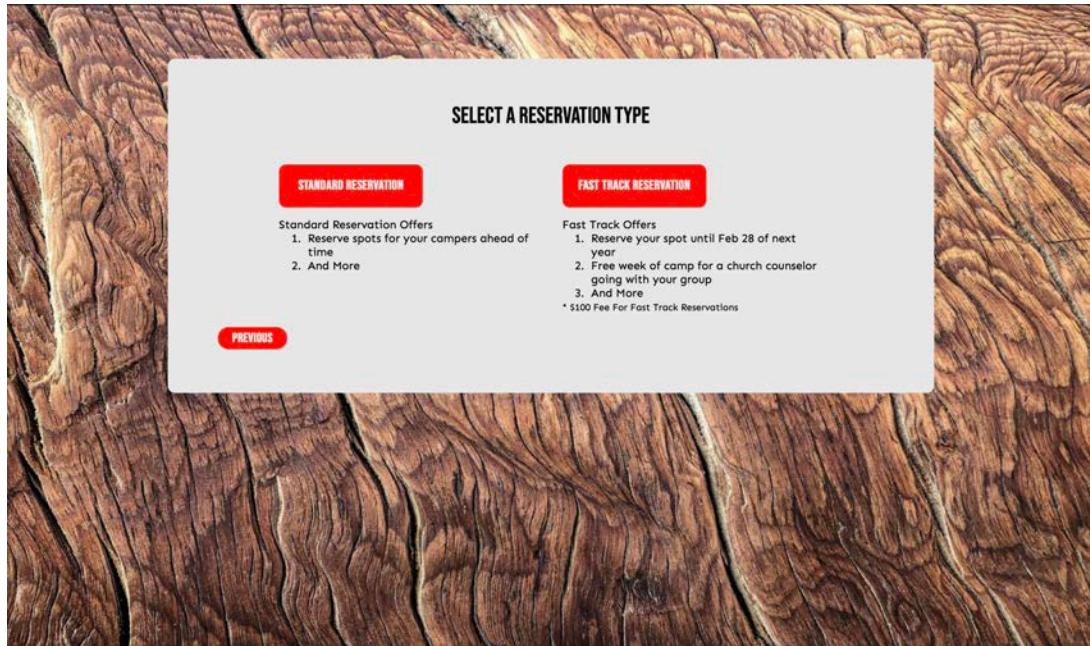


- Once an event type is selected, the administrator can select the specific

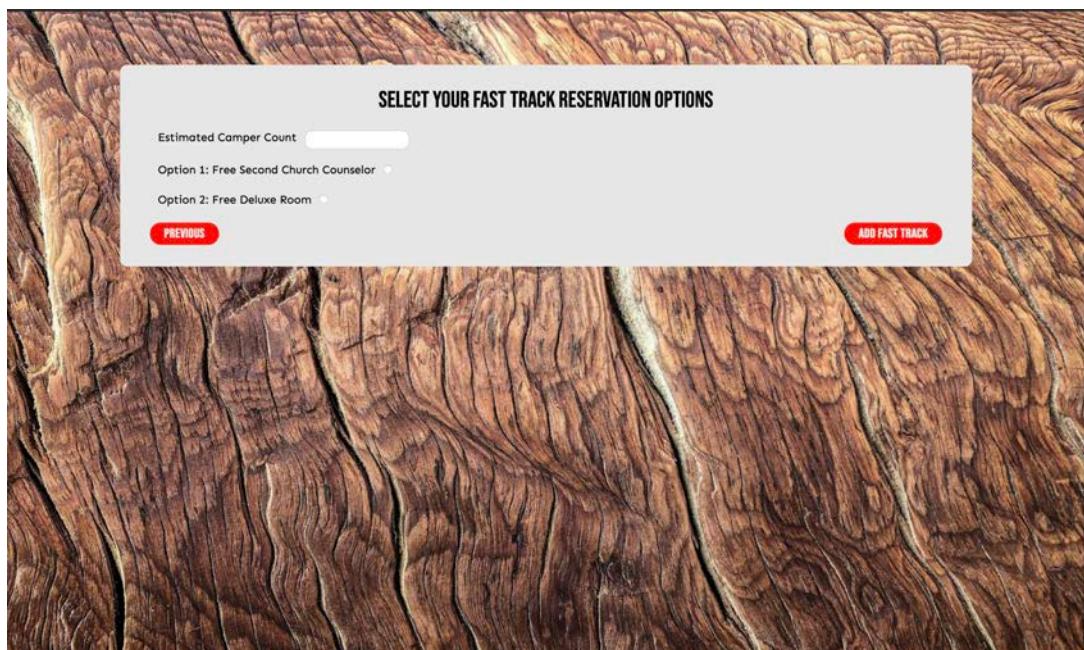
event they want to make a reservation for from the list of upcoming events for the event type they selected.



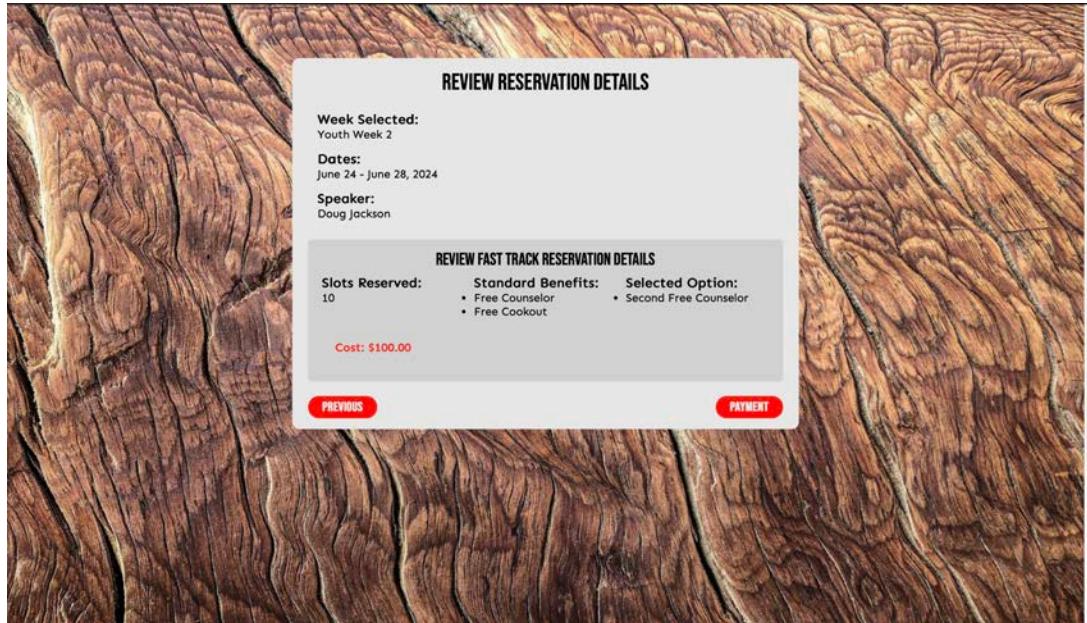
- Once an event is selected, the administrator can then choose between two different types of reservations:
  1. Standard Reservation - reservation where the administrator can simply choose an estimated number of campers that will attend with them during their selected event. This reservation is free of charge.
  2. Fast Track Reservation - reservation where the administrator can also choose an estimated number of campers that will attend and have the benefit of a free church counselor and the options of a second free church counselor or a free deluxe room . This reservation has a cost of \$100.00



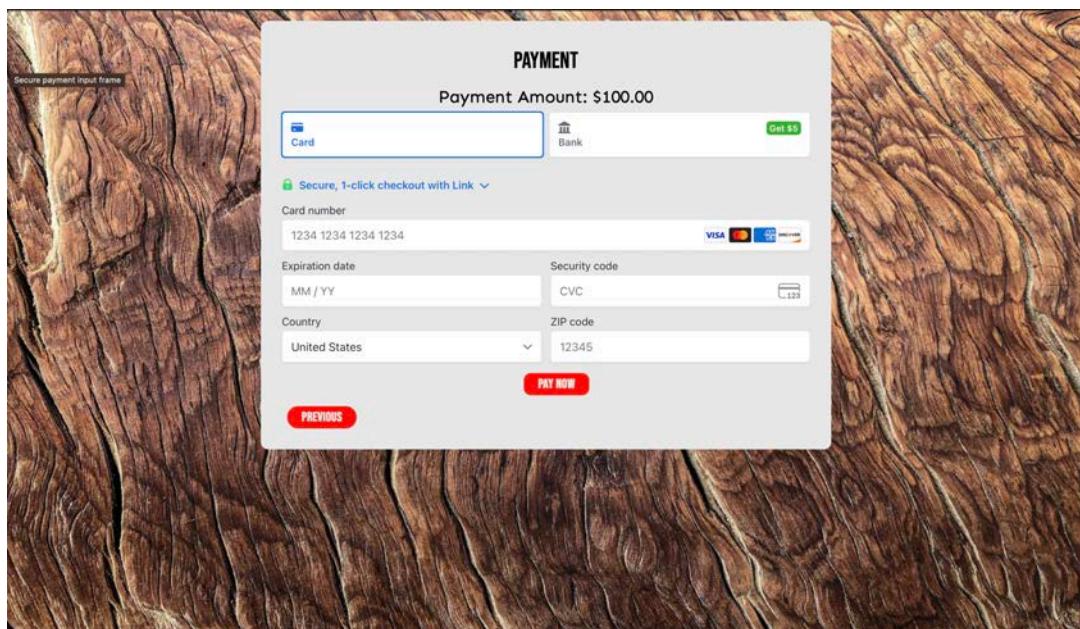
- If the administrator selects Fast Track Reservation, they will then need to select their estimated camper count and their benefit option of choice. They must select both estimated camper count and their benefit option in order to continue on.



- Upon choosing Fast Track reservation details, the administrator will see a review page for their reservation where they can see the reservation details they chose as well as the amount due from their Fast Track reservation.

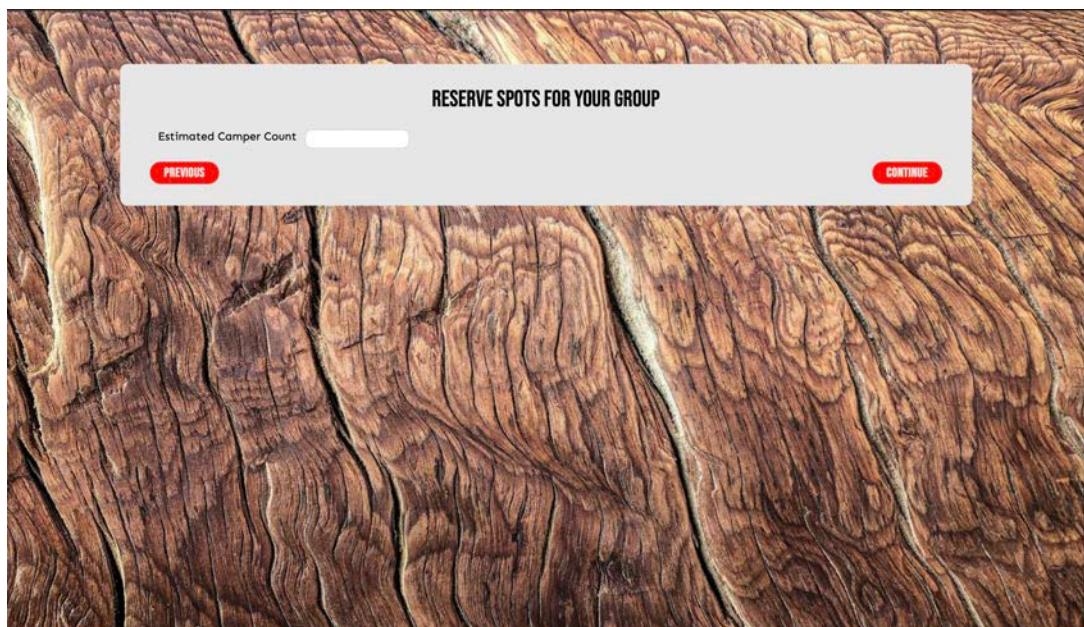


- Once the administrator decides to pay, they will be directed to a payment page where they can enter their payment information to pay for their reservation online.

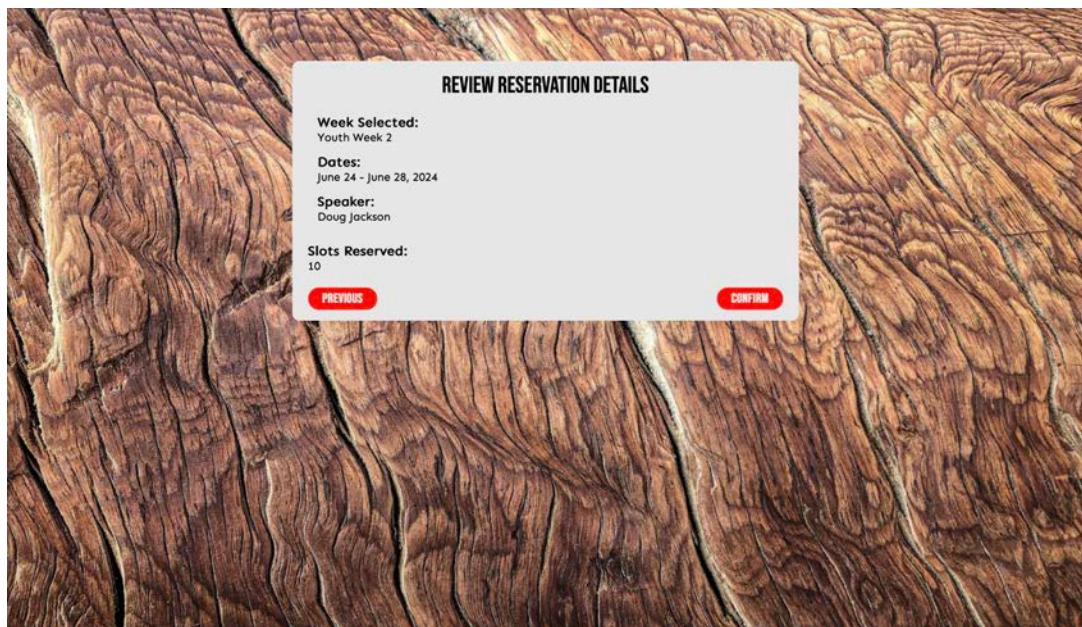


- Upon filling out payment information and clicking "Pay Now," the administrator should see a payment confirmation with the amount paid and a button to return to their group dashboard.

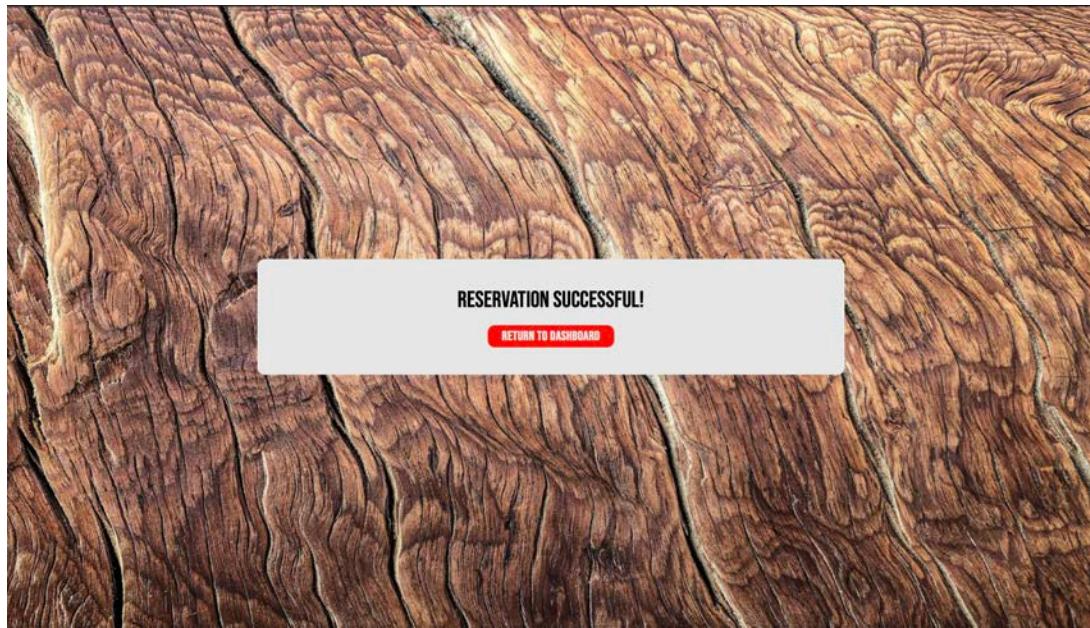
- Backing up, if the administrator wants to make a standard reservation, they will be presented with a window that simply accepts an estimated camper count.



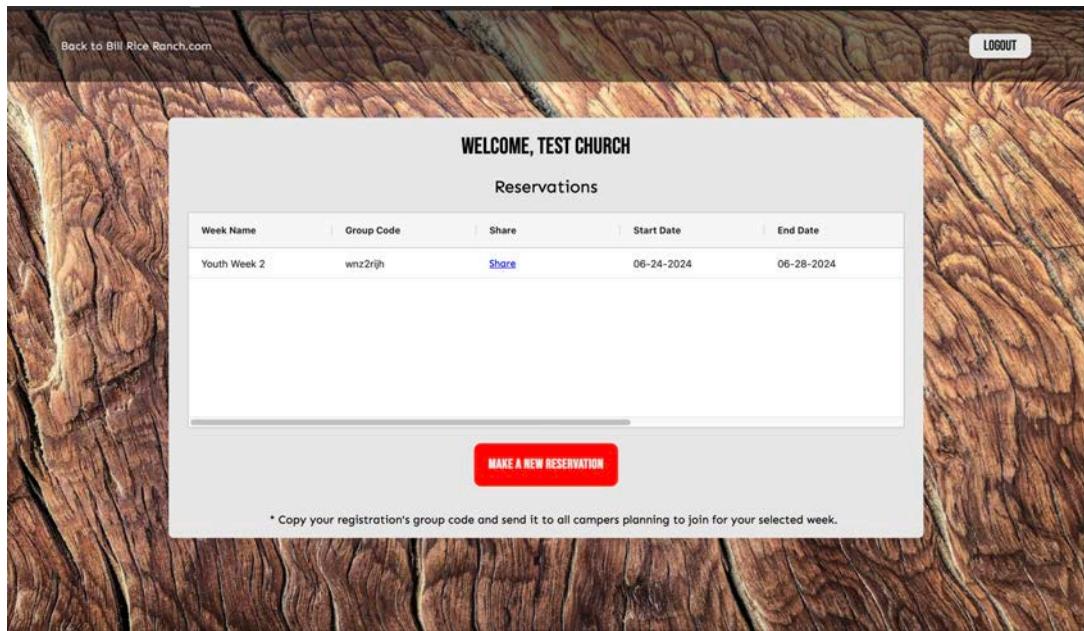
- Upon hitting continue, the administrator will see the reservation review page where they can view reservation details.



- Upon hitting confirm, the administrator will see a confirmation message from where they can click "Return To Dashboard" to return to their group dashboard.

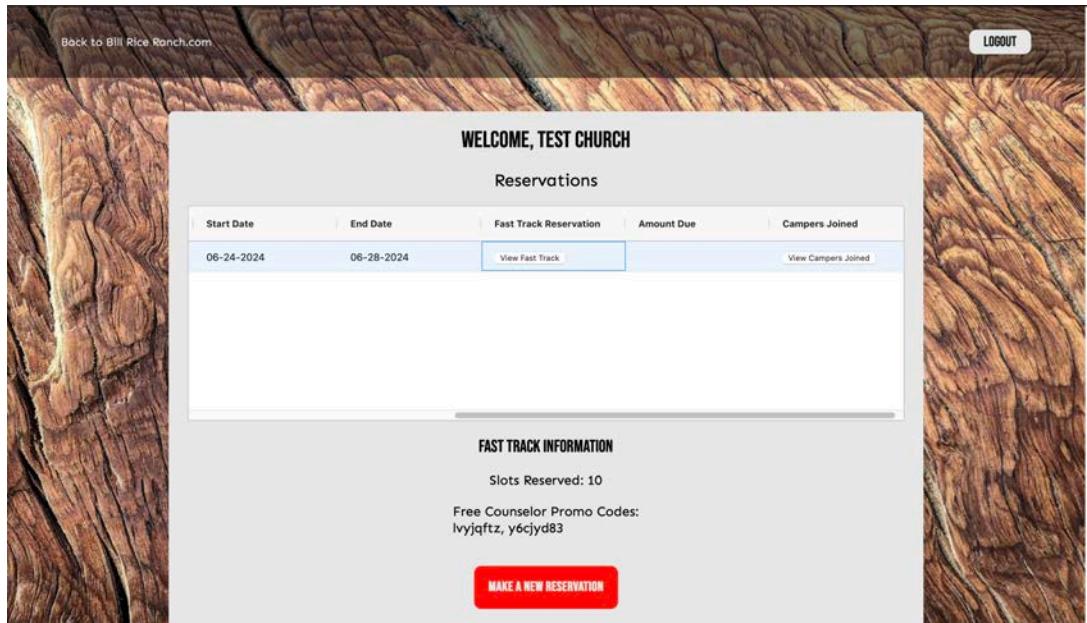


- When an administrator returns to the dashboard after a successful reservation, whether a Fast Track reservation or a Standard reservation, they will see a new reservation appear on their dashboard.



- For Fast Track reservations, the administrator can scroll to the right to see a "Fast Track" button under the Fast Track column. Upon clicking this button, the administrator can see promo codes for all free church counselors that are part of the fast track reservation. These codes can be given to the individuals joining the group as church counselors, and they can enter the codes during their individual registrations to register for the

reserved week of camp free of charge. Administrators will all see a "View Campers Joined" button. In the future, clicking this button will display a list of all campers that have registered to fill a spot in the reservation. This feature is coming soon and is not available yet.



- Standard reservations will not have the "Fast Track" button but will otherwise have an identical experience to Fast Track reservations on the dashboard.

## Please Share Your Feedback!

- Note: If you have any problems with the site or have questions, please reach out to **registration@billriceranch.org**, and we will get back to you.
- We understand that moving the Ranch's reservation and registration processes online will, Lord-willing, benefit churches but may initially take a bit of a learning curve, so please share your feedback and suggestions on how we can make our online registration process the best it can be.