# **BMC Church Camp 2023 Registration Guide**

## 1. Go to <a href="mailto:bmc.org.sg/churchcamp">bmc.org.sg/churchcamp</a>

### Click on the button, "REGISTER NOW" to start registration.



## 2. Scroll down and input your Room/Bedding Type

## In the example below, the input is for 1 King Sized Bed. Click on "Continue" to proceed to the booking page.



3. Bookings page: Assign a Room IC (Information needs to be key in first)

(a). The Room IC is assigned by clicking the "Room IC" slider, as seen in the red circle below.

Note:	The age g	roup definition	is as follows 3 to 11, Adult from	n <b>12</b> to <b>100</b>					
Pre-stay Superior Room King Bed Room #1									
	No.	Room IC	Last Name*	First Name*	Birthday*	Passport No.*	Passport Expiry (YYYY-MM-DD)*	Gender*	Contact
₫	1	$\bigcirc$	Last Name	First Name	Birthday (YYYY-MM-DD)	Passport No.	Passport Expiry (YYYY-MM-DD)	Select 👻	Contact
4	2		Last Name	First Name	Birthday (YYYY-MM-DD)	Passport No.	Passport Expiry (YYYY-MM-DD)	Select 👻	Contact
₫	3		Last Name	First Name	Birthday (YYYY-MM-DD)	Passport No.	Passport Expiry (YYYY-MM-DD)	Select 👻	Contact
4	4		Last Name	First Name	Birthday (YYYY-MM-DD)	Passport No.	Passport Expiry (YYYY-MM-DD)	Select 👻	Contact
٩	5		Last Name	First Name	Birthday (YYYY-MM-DD)	Passport No.	Passport Expiry (YYYY-MM-DD)	Select 👻	Contact

# (b). Key in necessary personal information (Please make sure that all information is correct).

ant froi	m 0 to 2, Child from	n 3 to 11, Adult fr	om <b>12</b> to <b>100</b>						
e-stay				Superior Room King Bed 🛛 🔊	om #1				
k	First Name*	Birthday*	Passport No.*	Passport Expiry (YYYY-MM-DD)*	Gender*	Contact	Email	Remarks	Age
	Father	1965-01-01	S1234567F	2027-01-01	Male 👻	123456789	Sample@gmail.com	Remarks	ADU
	Mother	1965-01-01	S1234567F	2027-01-01	Female 🔻	123456789	Sample@gmail.com	Remarks	ADL
	Child1	2013-01-01	T1234567F	2027-01-01	Male 🔻	123456789	Sample@gmail.com	Remarks	CHII
	Child2	2015-01-01	T1234567F	2027-01-01	Female 👻	Contact	Email	Remarks	CHI
	Infant1	2023-01-01	T1234567F	2027-01-01	Female 🔻	Contact	Fmail	Remarks	INFA

Back Submit

(c). The system will automatically determine whether the individual is an infant, child, or adult based on age. It will then suggest an appropriate package according to the individual's age group.

\*Note: Your package might change depending on the types of individuals in the room. Please refer to the FAQ for the possible combinations and the package they fit in



#### 4. Click on submit to proceed to verify booking details page

Please enter your surname, name, email (required), and mobile number (required) in the provided fields.

\*Note: If you have any Special requests, please enter them in the designated field, as seen in the red rectangle above. If you do not have any special requests, you may leave the field blank. Special requests are subject to hotel availability.Please enter your surname, name, email (required), and mobile number (required) in the provided fields.

\*Note: If you have any Special requests, please enter them in the designated field, as seen in the red rectangle below. If you do not have any special requests, you may leave the field blank. Special requests are subject to hotel availability.

Contact Inform	ation Given name	Email *	$Mobile^*(\mathbf{i})$
test	Bob the builder	Sample@gmail.com	123456789
Please key in the details email address only. Please check your SPAN pecial Request *Ple	s of one of the participants. He/She will be the 4 folder if you do not receive the Reservation a ase note that all requests are subje	lead contact for this booking. All future email correspondent of the second sec	dence for this booking will be directed to this person's nent.
1) I would like my hotel	room toilet to have two toilet bowls >:P		

Please review your personal information for accuracy. If you notice any mistakes in the information provided, you may click the "Back" button to make necessary changes.

							Superior F	Room King	g Bed 🛛 🗠	m 1				
Room IC	Check In Date	Check Out Date	Package	Last Name	First Name	Birthday	Passport No.	Passport Expiry (YYYY- MM- DD)	Gender	Contact	Email	Remarks	Age Group	Coad
~	2023- 06-14	2023- 06-17	Twin Package	test	Father	1965- 01-01	\$1234567F	2027- 01-01	Male	123456789	Sample@gmail.com		ADULT	~
	2023- 06-14	2023- 06-17	Twin Package	test	Mother	1965- 01-01	\$1234567F	2027- 01-01	Female	123456789	Sample@gmail.com		ADULT	~
	2023- 06-14	2023- 06-17	Child No Bed Package	test	Child1	2013- 01-01	T1234567F	2027- 01-01	Male	123456789	Sample@gmail.com		CHILD	~
	2023- 06-14	2023- 06-17	Child No Bed Package	test	Child2	2015- 01-01	T1234567F	2027- 01-01	Female				CHILD	~
	2023- 06-14	2023- 06-17	Infant FOC	test	Infant1	2023- 01-01	T1234567F	2027- 01-01	Female				INFANT	~

Once verification is done, click the "Pay @ Church" button to proceed to the payment page.

\* Note: Please note that "Pay @ Church" is just a button to confirm the booking reservation, and does not mean you have to make payment at church. Payment can be made online when you receive the QR code

2 @ 348.00 2 @ 140.00 1 @ 0.00 5 @ 29.00	\$696.00 \$280.00 \$0.00 \$145.00
2 @ 140.00 1 @ 0.00 5 @ 29.00	\$280.00 \$0.00 \$145.00
1 @ 0.00 5 @ 29.00	\$0.00 \$145.00
5@29.00	\$145.00
	\$1,121.00
	\$0.00
$\frown$	\$1,121.00
Pay @ Church (Offline)	
$\bigcirc$	
-	Pay @ Church (offline)

#### 5. Reservation confirmation page

Your booking ID will be shown for reference and a booking reservation email will be sent to you.

\*Note: Booking is not completed until payment is made.

Paymen	t
	Verify booking details Payment Reserved
	$(\mathbf{I})$
	Your booking is reserved.
	Your booking transaction reference is BMCFC23-100RD.
	A booking reservation email has been sent to your email address.
	If you do not receive the email within the next 15 min, please check if it can be found in your SPAM/Junk folder
	Ноте

#### 6. Payment

# You will receive an email with your booking details as seen above. Please scroll to the bottom of the email to find the QR code for PayNow payment.

BMCFC23-100RD - Booking has been reserved and require payment for BMC Family Camp 2023 > Intervention



to me -

Images are not displayed. Display images below - Always display images from no-reply@churchretreat.com.sg

Dear Seet, Ting Peng

PLEASE NOTE THAT THIS IS NOT A BOOKING CONFIRMATION!

Thank you for registering for BMC Family Camp 2023 at Forest City Golf Hotel!

Booking Reference No: BMCFC23-100RD

no-reply@churchretreat.com.sg

Booking Details

#### The PayNow QR Code is seen in the image below.

Please download picture if the QR code is not displayed in the email.



For any other enquiry, please email us at churchcamp@bmc.org.sg, and quote your Booking Reference Number "BMCFC23-100RG" in the email subject.

Blessings, BMC Church Camp 2023 Committee

This is a system generated message. No signature required

Please make a PayNow Payment with your Booking Reference number. In this example, it is "BMCFC23-100RD", as seen.

\*Note: If you wish to pay by cash/cheque, please approachthe BMC Family Camp 2023 booth at Fellowship Deck on Sundays after 830am Service on Sundays



PAY NOW

#### 7. Booking Confirmation

# After successful payment, you will receive an email saying that booking is successful. Please forward this email to <u>churchcamp@bmc.org.sg</u> to notify that payment has been done.

BMCFC23-100RD - Booking Successful for BMC Church Camp 2023 > Internal

no-reply@churchretreat.com.sg to Tingpengseet •

Dear Tp, Final

Booking Reference No: BMCFC23-100RD

Thank you for your recent payment for BMC Church Camp 2023 at Forest City Golf Hotel from 2023-06-14 to 2023-06-17. Your booking is now CONFIRMED.

Please do a final check on your booking details below and notify us immediately regarding any discrepancies.

# And that's it! See you at the camp!