

Junior High Youth Gathering | August 12–14, 2025



Leader Enrollment Process How To Guide

GATHERING ENROLLMENT PROCESS

1. Enroll your church through the Group pre-order between April 1–June 1, 2025.
2. Send your group pre-order link to all your attending adult leaders (don't forget yourself) and parents of youth attendees and have them complete their online enrollment forms by June 15, 2025.
3. Complete your congregation's Housing and Servant Event Selection Forms no later than June 20, 2025.
4. Receive your final invoice balance (includes program and lodging fees for all participants) and submit final payment by July 15, 2025.

STEP 1

PARTICIPANTS & ADULT CHAPERONE GUIDELINES

There is no minimum or maximum for the size of a church's group, though it is suggested that there be at least one adult leader (21 years of age or older) for every six youth. **If a group is to have both male and female youth participants, there must also be at least one male and one female adult leader.**

The 2025 Michigan District Junior High Youth Gathering is for youth (entering grades 6, 7, 8, and 9 in the fall of 2025) and adults (minimum 21 years of age) who are affiliated with an LCMS congregation.

For more information or questions, contact Debbie Cameron at the District Office at 888.225.2111 ext. 234 or debra.cameron@michigandistrict.org.

GATHERING PROGRAM ENROLLMENT & LODGING FEE SUMMARY

Program Enrollment Cost: \$100 per participant (youth & adult). The program enrollment cost includes four meals, t-shirt, and various programming, enrollment, and activity expenses.

Room Rate at Bavarian Inn Lodge: \$150 per night—all housing is arranged by the Michigan District, LCMS. Up to 4 people can share 1 room.

****Important Sales Tax Information:** All payments must be made with a congregational credit card or church check in order to be exempt from Michigan Sales Tax. You will be invoiced for sales tax if personal accounts are utilized.*

STEP 2

GROUP PRE-ORDER ENROLLMENT

We will be using Ultra Camp again this year to complete all group pre-order and attendee enrollment online. Group pre-orders will enable your church to set up your congregation's account. Through your church account, you will access the link to share with your adult leaders and parents of youth attendees. You will also access your congregation's housing forms and servant event selections.

The group pre-order can be submitted at this link:

<https://www.ultracamp.com/info/sessiondetail.aspx?idCamp=1407&campCode=Mdl&idSession=463655>

The Group pre-order process asks each congregation for their youth group's congregation info, main contact (Primary Youth Leader) information, as well as number of attendees (include all adult and youth attendees in your counts).

For complete instructions on setting up your group pre-order, see page 3.

STEP 3

ATTENDEE ENROLLMENT

Email your congregation's **individualized group enrollment link and the "Individual Enrollment Guide"** to all your attendees (see page 9 for how to get this special individualized link). All attendee enrollments will need to be completed by **June 15, 2025 at 5 p.m.**

As the primary youth leader, make sure that you also complete an attendee Adult Leader enrollment for yourself if you will be attending the gathering!

NOTE: YOU CAN NOT SIGN UP YOUR YOUTH/ADULT LEADERS UNDER YOUR CHURCH'S ACCOUNT! A parent/guardian must complete their registration under their own individual account.

STEP 4

PRIMARY YOUTH LEADER COMPLETES HOUSING AND SERVANT EVENT FORMS ON ULTRA CAMP

To access your congregation housing and servant event forms, go to ultracamp.com and log in with the "congregation" account you created. (See page 11 in this document for visual "how to") Once logged in, click on the "Hamburger Menu" (3 lines) and select "Document Center". Here you will find Housing Request Forms for Females and Males. You will also find the Servant Event Form.

These must be completed by **June 15, 2025 at 5 p.m.**

STEP 5

FINAL PAYMENT FOR GATHERING

On or before June 20, 2025, you will receive, via email, an invoice for your congregation. Payment is due by **July 15, 2025**.

Mail payment and copy of your email to:

Michigan District, LCMS
Jr. High Youth Gathering
3773 Geddes Road
Ann Arbor, MI 48105

No refunds of any kind will be made after July 15, 2025. This policy is without exception. More detailed cancellation, refund, and substitution questions can be directed to Debbie Cameron at the District office by emailing debra.cameron@michigandistrict.org.

Please enroll as soon as possible—the Gathering fills up fast! Space is limited and will be based on a first-come, first-serve policy.

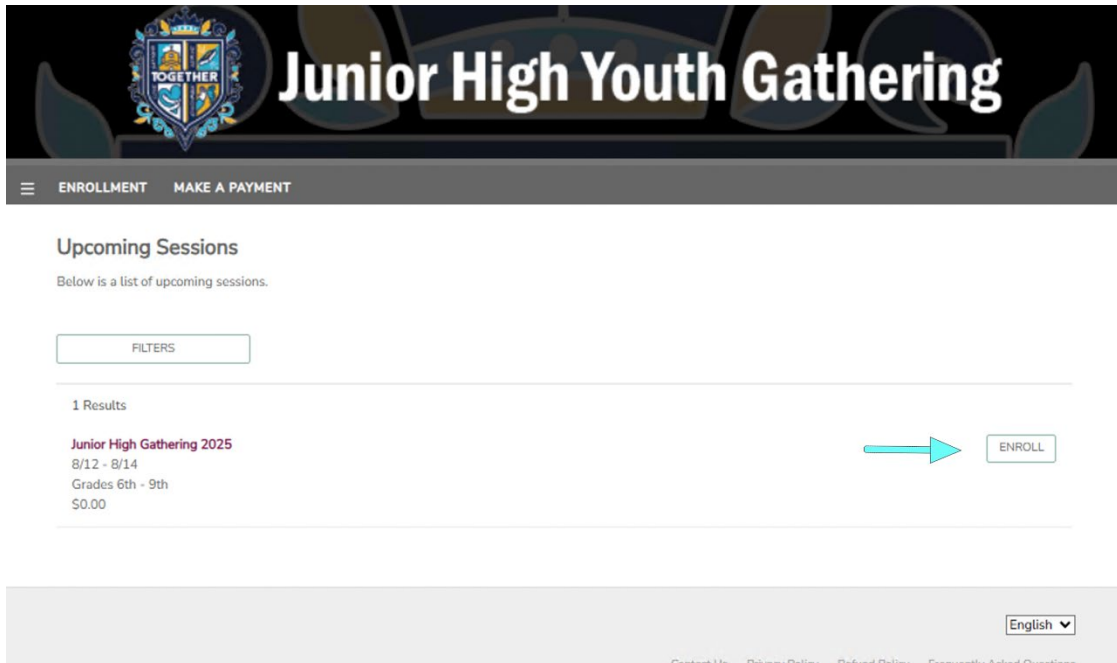
We look forward to seeing you in Frankenmuth!

COMPLETE ULTRA CAMP ENROLLMENT “HOW TO” – For Primary Youth Leader

Start at this link:

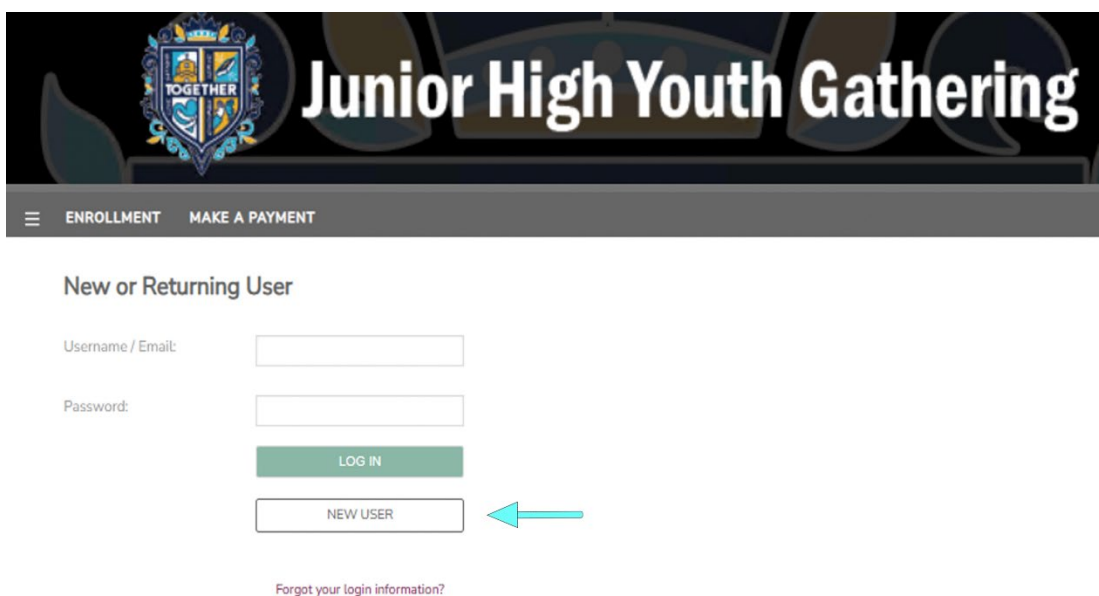
<https://www.ultracamp.com/info/sessiondetail.aspx?idCamp=1407&campCode=Mdl&idSession=463655>

Click on Enroll.



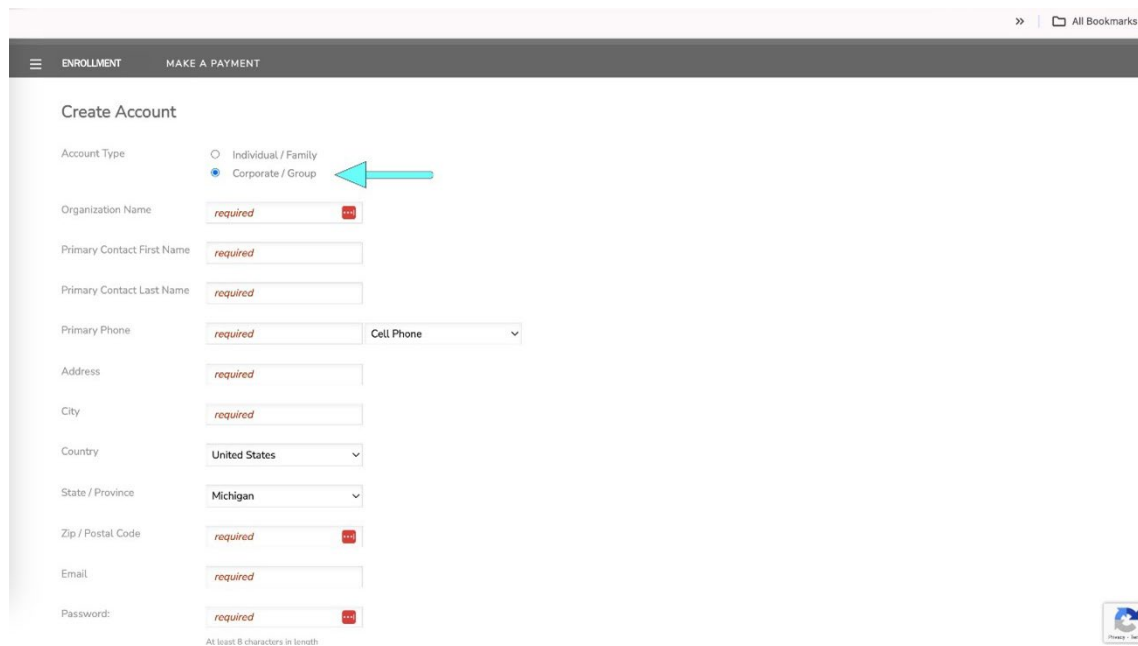
The screenshot shows the top of the website with a dark header. On the left is a logo with the word "TOGETHER" inside a shield. To the right of the logo, the text "Junior High Youth Gathering" is displayed in a large, white, sans-serif font. Below the header is a navigation bar with a hamburger menu icon, the text "ENROLLMENT", and "MAKE A PAYMENT". The main content area has the heading "Upcoming Sessions" and a subtext "Below is a list of upcoming sessions." There is a "FILTERS" button. Below that, it says "1 Results". A session is listed: "Junior High Gathering 2025" in purple, followed by "8/12 - 8/14", "Grades 6th - 9th", and "\$0.00". To the right of the session details is a blue arrow pointing right towards an "ENROLL" button. At the bottom right of the page, there is a language dropdown menu set to "English" and a footer with links: "Contact Us", "Privacy Policy", "Refund Policy", and "Frequently Asked Questions".

Click on “New User” (If you have an account from last year Log In with that account and skip the next step.)



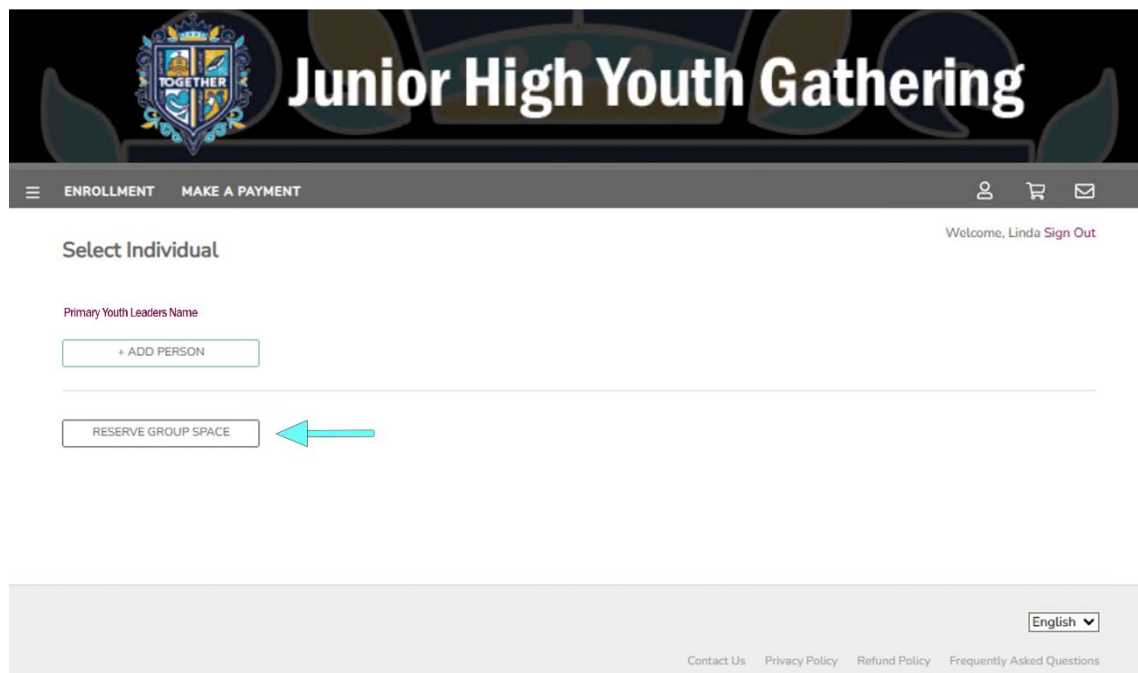
The screenshot shows the login section of the website. It has the same header as the previous page. Below the header, the heading "New or Returning User" is displayed. There are two input fields: "Username / Email:" and "Password:". Below the "Password:" field is a green "LOG IN" button. Below the "LOG IN" button is a white "NEW USER" button with a blue arrow pointing left towards it. At the bottom, there is a link that says "Forgot your login information?"

Click on Corporate/Group and then complete the required fields and click next.



The screenshot shows a web application interface for creating an account. At the top, there is a navigation bar with 'ENROLLMENT' and 'MAKE A PAYMENT' links. Below this, the 'Create Account' section is displayed. Under 'Account Type', the 'Corporate / Group' option is selected, indicated by a blue dot and a red arrow. The form contains several required fields, each with a red 'required' label and a red error icon: Organization Name, Primary Contact First Name, Primary Contact Last Name, Primary Phone, Address, City, Zip / Postal Code, Email, and Password. The Primary Phone field has a dropdown menu set to 'Cell Phone'. The Password field has a note: 'At least 8 characters in length'. A small 'Privacy Policy' icon is visible on the right side of the form.

Next, select **Reserve Group Space**.

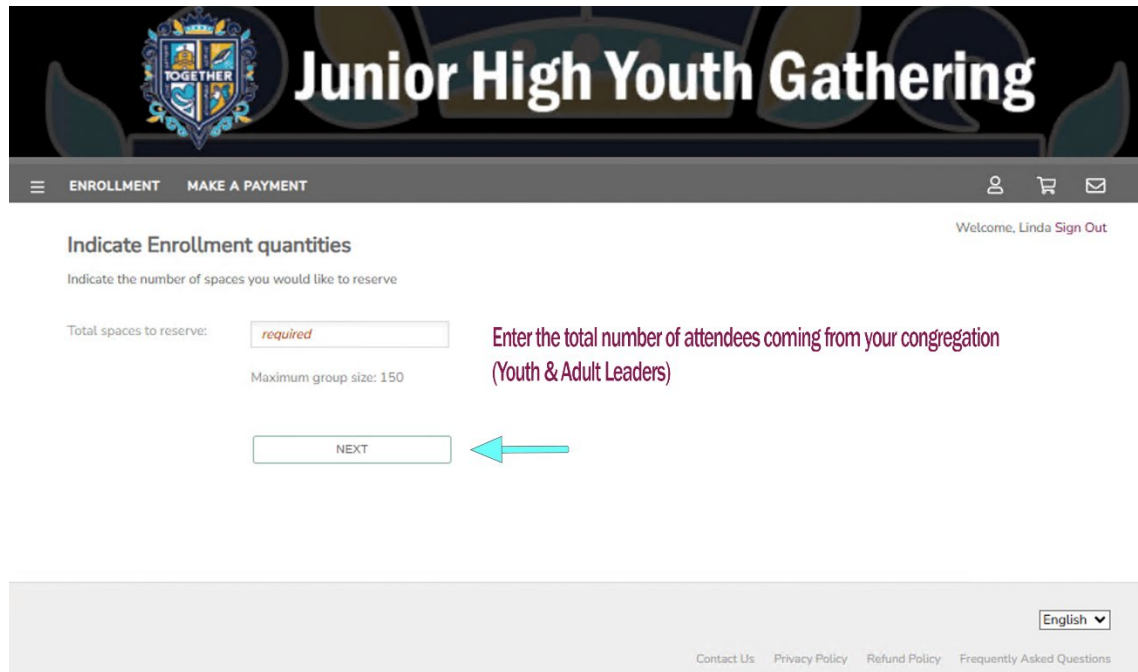


The screenshot shows a web application interface for a 'Junior High Youth Gathering'. The header features a logo with the word 'TOGETHER' and the title 'Junior High Youth Gathering'. Below the header, there is a navigation bar with 'ENROLLMENT' and 'MAKE A PAYMENT' links. The main content area is titled 'Select Individual' and includes a 'Primary Youth Leaders Name' section with a '+ ADD PERSON' button. Below this, there is a 'RESERVE GROUP SPACE' button, which is highlighted with a red arrow. The footer contains a language dropdown set to 'English' and links for 'Contact Us', 'Privacy Policy', 'Refund Policy', and 'Frequently Asked Questions'.

Read the notes on How to Make A Group Preorder then click **BEGIN**

Enter the total number of attendees coming from your congregation (ALL youth and adult leaders). Click Next.

NOTE: If you have more people try to enroll than you put in these counts they will not be able to enroll if you meet your max until you update your numbers.



Junior High Youth Gathering

ENROLLMENT MAKE A PAYMENT

Welcome, Linda [Sign Out](#)

Indicate Enrollment quantities

Indicate the number of spaces you would like to reserve

Total spaces to reserve:

Maximum group size: 150

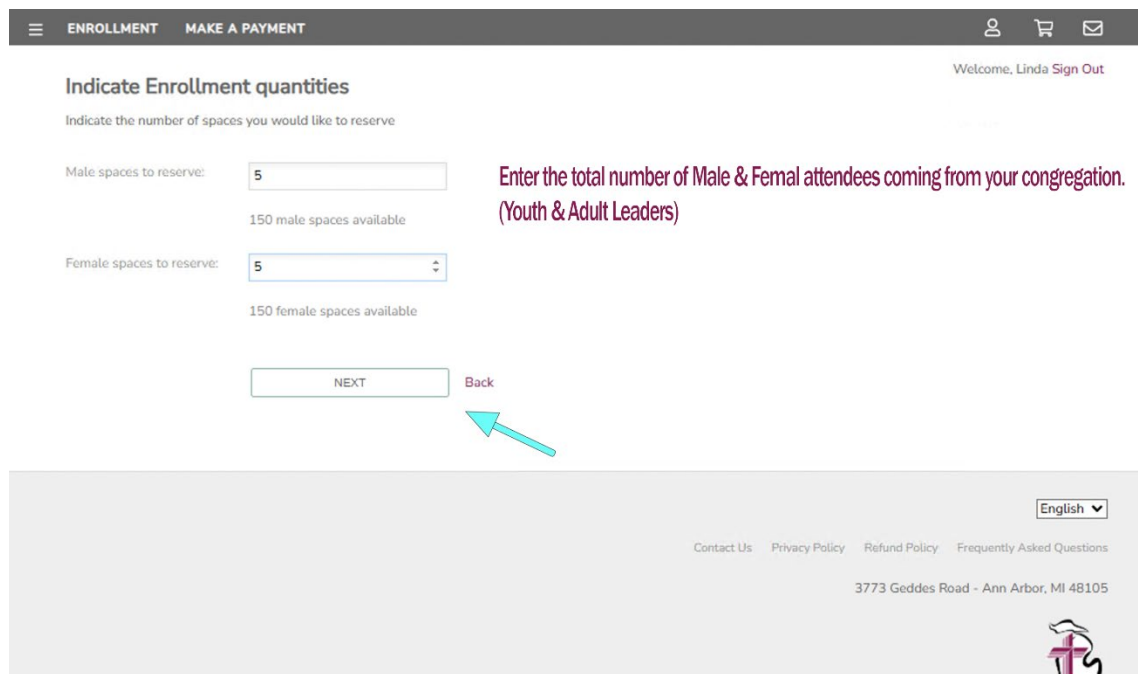
Enter the total number of attendees coming from your congregation
(Youth & Adult Leaders)

NEXT

English

[Contact Us](#) [Privacy Policy](#) [Refund Policy](#) [Frequently Asked Questions](#)

Enter the number of males and females that will be attending out of the number entered above.



ENROLLMENT MAKE A PAYMENT

Welcome, Linda [Sign Out](#)

Indicate Enrollment quantities

Indicate the number of spaces you would like to reserve

Male spaces to reserve:

150 male spaces available

Female spaces to reserve:

150 female spaces available


Enter the total number of Male & Femal attendees coming from your congregation.
(Youth & Adult Leaders)

NEXT Back

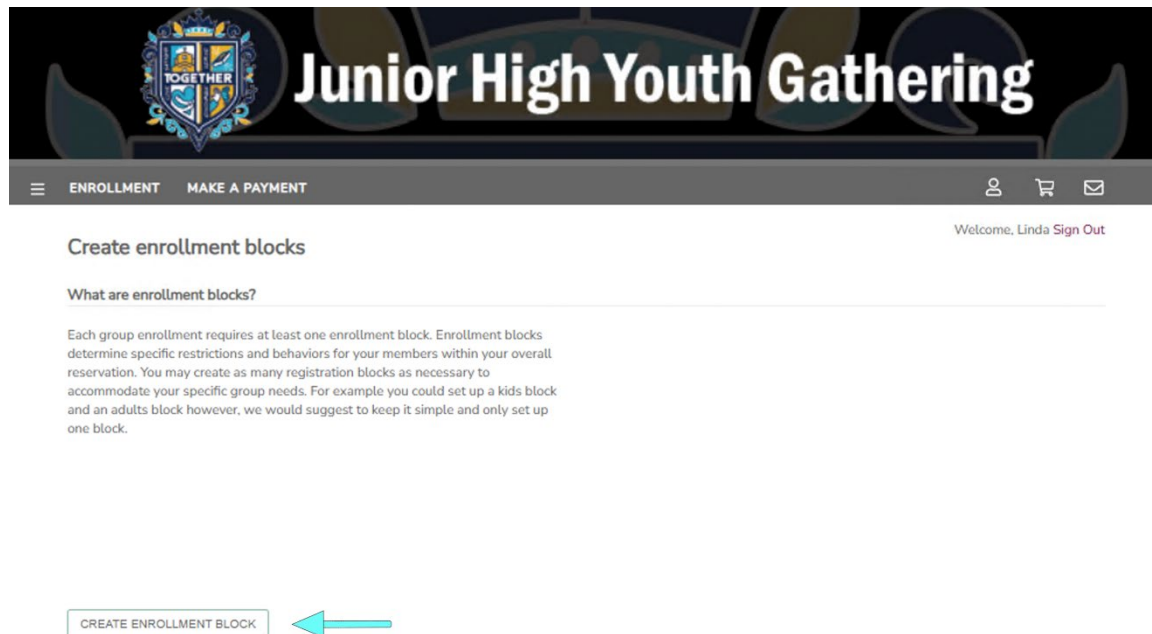
English

[Contact Us](#) [Privacy Policy](#) [Refund Policy](#) [Frequently Asked Questions](#)

3773 Geddes Road - Ann Arbor, MI 48105



Next, create your enrollment block(s). We suggest that you simply create one block for everyone who is attending from your congregation. Click “Create Block.”



Junior High Youth Gathering

ENROLLMENT MAKE A PAYMENT

Welcome, Linda [Sign Out](#)

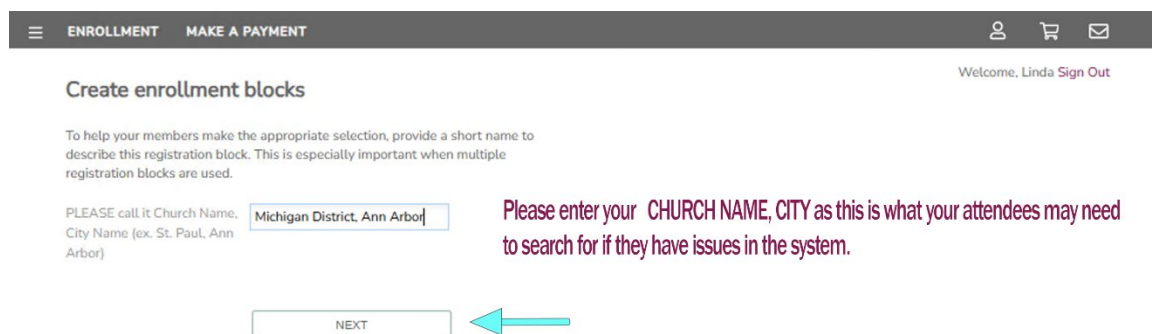
Create enrollment blocks

What are enrollment blocks?

Each group enrollment requires at least one enrollment block. Enrollment blocks determine specific restrictions and behaviors for your members within your overall reservation. You may create as many registration blocks as necessary to accommodate your specific group needs. For example you could set up a kids block and an adults block however, we would suggest to keep it simple and only set up one block.

[CREATE ENROLLMENT BLOCK](#)

Enter a Name for your Enrollment block. **We ask that you use your CHURCH NAME, CITY.**



ENROLLMENT MAKE A PAYMENT

Welcome, Linda [Sign Out](#)

Create enrollment blocks

To help your members make the appropriate selection, provide a short name to describe this registration block. This is especially important when multiple registration blocks are used.

PLEASE call it Church Name, City Name (ex. St. Paul, Ann Arbor)

Please enter your CHURCH NAME, CITY as this is what your attendees may need to search for if they have issues in the system.

[NEXT](#)

You can create a code if you wish but, to keep things simple, we suggest selecting “no.”

ENROLLMENT

MAKE A PAYMENT

👤

🛒

✉️

Welcome, Linda [Sign Out](#)

Create enrollment blocks

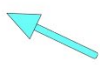
Should your members be required to enter a code to claim a reserved spot: (Note: our recommendation is that you select "No" here.)

☐ Yes

☒ No

NEXT


Back



English ▼

[Contact Us](#) [Privacy Policy](#) [Refund Policy](#) [Frequently Asked Questions](#)

3773 Geddes Road - Ann Arbor, MI 48105



Here you can enter the minimum age of your youth and the maximum age of your adult leaders (**OR just simply leave this section blank**—to ensure no one has difficulty enrolling if they are outside of the minimum or maximum age you enter).

ENROLLMENT

MAKE A PAYMENT

👤

🛒

✉️

Welcome, Linda [Sign Out](#)


Create enrollment blocks

Minimum Age:

Maximum Age:

NEXT


Back



English ▼

[Contact Us](#) [Privacy Policy](#) [Refund Policy](#) [Frequently Asked Questions](#)

3773 Geddes Road - Ann Arbor, MI 48105



Review this information here. If you decide to create a code that your attendees will be required to enter, you will copy this information to send to them with your congregation's specialized link. If not needed, simply click **"Next"** unless you want to create another block then select Create Another Block and go through the process again.

ENROLLMENTMAKE A PAYMENT

Welcome, Linda Sign Out

Create enrollment blocks

Code	Age	Contribution
Michigan District, Ann Arbor 5PXT9QCT (Not required)	No Age Restrictions	None

CREATE ANOTHER BLOCK

NEXT

Contact UsPrivacy PolicyRefund PolicyFrequently Asked Questions

3773 Geddes Road - Ann Arbor, MI 48105

English

Then Click "Complete Order"

ENROLLMENTMAKE A PAYMENT

Welcome, Linda Sign Out

My Cart

Review your order for accuracy.

COMPLETE ORDER

Add additional reservations

Add a gift certificate or promotional code

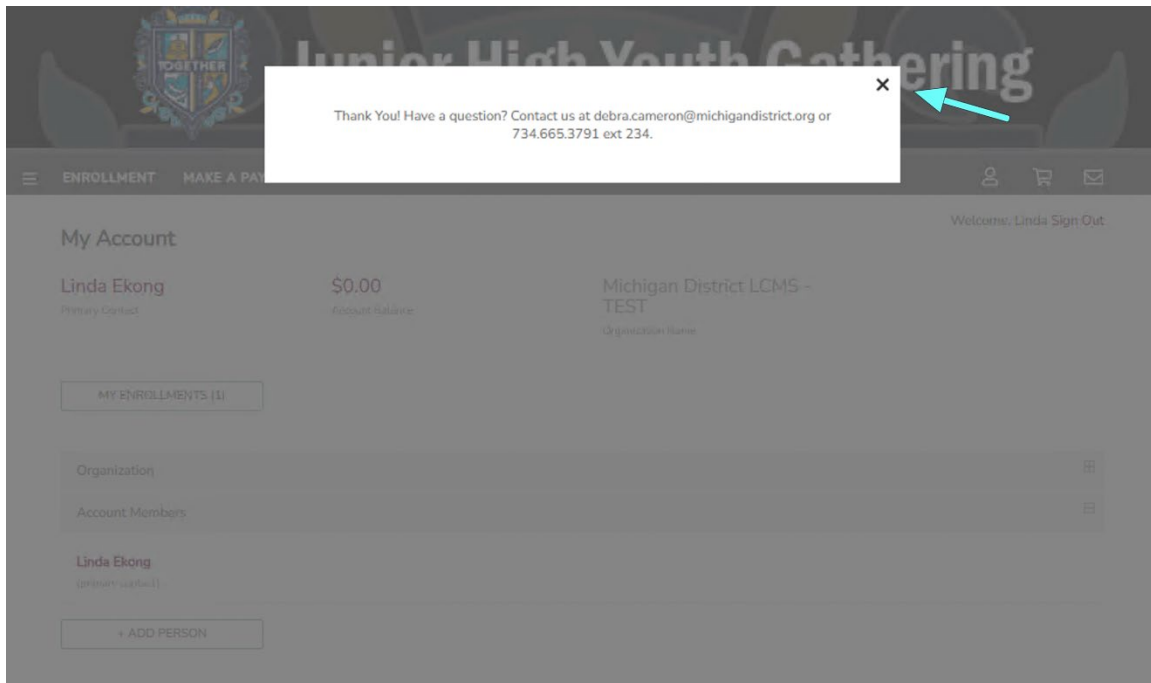
(Group Preorder) Junior High Gathering 2025

8/12/2025 - 8/14/2025

Total:

\$0.00

If you have any questions, please contact Debra Cameron at the District Office. Close box.



At this point, your Congregation's Group Enrollment has been completed. You will next need to get your **Congregations Specialized Link** that you will share with your congregations attendees so that they can complete their Individual Enrollment.

To do this, click on "My Enrollments (1)."

Junior High Youth Gathering

ENROLLMENT MAKE A PAYMENT

Welcome, Linda [Sign Out](#)

My Account

Linda Ekong
Primary Contact

\$0.00
Account Balance

Michigan District LCMS - TEST
Organization Name

MY ENROLLMENTS (1)

Organization

Account Members

Linda Ekong
(primary contact)

+ ADD PERSON

Under the Enrollment History, click on your Enrollment Entry.

Junior High Youth Gathering

ENROLLMENT MAKE A PAYMENT

Welcome, Linda [Sign Out](#)

My Enrollments

NEW ENROLLMENT

EXPLORE SESSIONS

Enrollment History

Current Enrollment

Junior High Gathering 2025 (Group Preorder)
10 participants
8/12 - 8/14

[CLICK HERE](#)

On this page, you can do two things:

- 1) Click on "Copy" and copy the link that you will send to your attendees via email and attach the Individual Enrollment Guide.
** Please share with your families: first the "account owner / family adult" needs to establish their full identity online since they will be a contact person. Then, if they are attending, enroll themselves. Then, register the youth of the family.
- 2) If at any point you need to edit the number of people that you will be bringing, you can make that revision by clicking "Edit Quantities."

Junior High Youth Gathering

ENROLLMENT MAKE A PAYMENT

Welcome, Linda Sign Out

Preorder Reservation Detail

Junior High Gathering 2025 Session	\$0.00 Balance	0 / 10 Total Spaces	0 / 5 Female Spaces
8/12 - 8/14 Dates	\$0.00 Remaining Deposit	0 / 5 Male Spaces	

[Edit Quantities](#) #2 - If you need to edit your quantities at any point you will do that here. (need more male slots, need more female slots etc)

[Reservation Blocks](#)

Michigan District, Ann Arbor (0 reservations)
Ages 0 - 0
Registration Link: [Copy](#) #1 - Click Copy Link and paste it into an email you will send to your families.

[Cancel Reservation](#)

PRIMARY YOUTH LEADER - Access to your Document Center

As the primary youth leader, you will need to complete the Housing Request Form and the Servant Event Form. These will need to be completed no later than June 20.

Click on the 3-lines (hamburger menu), and the pop-up menu on the left will appear. Then Click on Document Center.

Junior High Youth Gathering

ENROLLMENT MAKE A PAYMENT

Welcome, Linda Sign Out

Preorder Reservation Detail

Junior High Gathering 2025 Session	\$0.00 Balance	0 / 10 Total Spaces	0 / 5 Female Spaces
8/12 - 8/14 Dates	\$0.00 Remaining Deposit	0 / 5 Male Spaces	

[Edit Quantities](#)

[Reservation Blocks](#)

Michigan District, Ann Arbor (0 reservations)
Ages 0 - 0
Registration Link: [Copy](#)

3-Lines - Hamburger Menu
Document Center where Housing Request & Servant Event Forms are.

Here you will find the forms you need to complete.

Document Center

Below are a list of available documents.

UPLOAD DOCUMENT

Primary Youth Leader Only

2025 Housing Request Form - Female

This form is only to be completed by the PRIMARY Youth Leader. Please complete this form for your congregations housing needs.

2025 Housing Request Form - Male

This form is only to be completed by the PRIMARY Youth Leader. Please complete this form for your congregations housing needs by June 20, 2025.

Servant Event Form

This form is only to be completed by the PRIMARY Youth Leader. Please complete this form for your congregations servant event sign up AFTER ALL of your youth/adults have completed their registrations.

Click on Servant Event Form and complete this form to help with Servant Event Assignments.

ENROLLMENT
MAKE A PAYMENT

Welcome, Linda [Sign Out](#)

Servant Event Form

Who is your congregation's ON-SITE Attending Youth Leader for the Servant Events? (i.e your adult youth leader who will be at the youth gathering and in charge of your group.)

required

On-site Contact Person's Email Address:

required

On-site Contact Person's Phone Number

required

Everyone attending will take part in a Servant Event on Wednesday, August 13, 2025. We will have an exciting variety of opportunities in and around the area all within 30 minutes or less. When you are assigned to a specific event, you will be contacted and provided with information about what to bring or wear, driving directions, and all other pertinent information needed. All groups must have their own transportation.

Please share your top 2 choices for the type of event your group would like to participate in.

Options are:

1. Environmental or Outdoor Clean-up/Fix up (i.e. grounds clean-up, community awareness drives, gardening, painting)
2. Working with individuals (i.e. retirement/hursing home, developmentally disabled residence)
3. Agency serving those in need (i.e. homeless services, food pantry, neighborhood food collection, soup kitchen)
4. No preference. Any event type will do

Our Top Choice is:

Please select an item in the list.

Our second choice is:

Click on 2025 Housing Request Form – Female and 2025 Housing Request Form – Male

Enter all of the individuals – First Name Last Name – that will be in each room.

YOU MUST SCROLL TO THE BOTTOM OF THIS FORM (page) and SAVE IT!!

2025 Housing Request Form - Female

Welcome, Linda [Sign Out](#)

Room 1

Room 1 - Enter all participants in room 1

Room 2

Room 2 - Enter all participants in room 2

Room 3

Note: If you need to make any adjustments, you will come back to your forms here.