

2025 ONLINE REGISTRATION FAQ

(Watch for updated versions of this document at <https://ntscamp.com/admindash/>)

How does online registration help me?

Ultimately, this will cut down on the time you spend collecting money and forms.

The only thing you will need to do is collect your transportation costs.

Some of our host sites require their own waiver, so if you are attending NTS Camp IN1 or NTS Camp IN2 at IWU, you will need to collect those waivers and turn them in as you check in at camp. If you are attending NTS Camp GP at UNK, you will need to collect waivers from your adult leaders.

Can I send NTS Camp a check for registrations?

We only accept online payments for registrations.

Can NTS Camp collect our transportation costs?

You will need to collect your transportation costs separately.

How do my students register?

Just ask your students' parents to go to ntscamp.com, click on Register, choose your camp's location, click on "Register Your Student," then your church.

Registration must be completed by a parent or legal guardian over the age of 18 and is complete when all the required information is entered and either payment is made in full or the \$150 non-refundable/non-transferrable deposit has been made. They will then receive a confirmation email that will include a packing list and forms pertaining to their specific site.

****NTS Camp IN 1 and 2 will receive an Indiana Wesleyan University RWC-Sports Complex-Athletic Fields Waiver.**

****NTS Camp NY will need to register with UltraCamp, a medical form required by Houghton University.**

Parents will receive reminder emails of payment due 14 & 7 days before the due date if there is a balance on their account.

Can I, as the Youth Pastor, register all of my students?

No. Parents need to approve and sign the online waiver electronically, therefore a parent or legal guardian 18 years or older must register their student.

You may begin the process for a student that you would like to pay a scholarship for, but the parent must finish the process. (See directions later in this document.)

It is important that we have the parents' emails as NTS Camp sends update emails throughout the week to them.

Do my adult leaders register online?

Yes. They will need to register online but not pay. NTS Camp pays for one adult leader per 10 students that you bring to camp. You will need to pay for your extra leaders that go beyond the 1:10 NTS Camp ratio upon arrival at camp when we know final numbers of students registered from your group. That price is \$200. You can pay for your leaders with cash, check, or credit card. Credit card payments will include a processing fee.

There is an option for adult leaders to make a donation to NTS Camp during their registration process to cover fees and other administrative fees; however this does not cover the cost of extra leaders outside of the 1:10 ratio.

Do my adult leaders need to fill any additional waivers?

Yes, if your group is attending Indiana 1, Indiana 2, or Great Plains, they will receive these forms in their confirmation email that they must print, fill out, sign, and turn in to you prior to check in.

How will I know who registers from my group?

Three ways:

1. Every time a student or adult leader from your group registers, we send whomever you designated as admin an e-mail immediately with their information.
2. Beginning in March, the admin will receive an automated e-mail each Monday with a .CSV (Excel) file including all of your registered students and adult leaders, their information, parent information, and how much they have paid/owe to camp.
3. You can log in to your camp administration dashboard at <https://ntscamp.com/admindash/> and view an up-to-date list at any time. There can only be one admin per church; however, it is up to you if you would like to share the admin email address and password with anyone else involved in this process.

How do I log in to my camp administration dashboard?

Go to <https://ntscamp.com/admindash/>. Click on your camp and then enter the admin email that you submitted when you registered your church. You will then receive an email from Brushfire with a link to "access your events," which is your admin dashboard. There can only be one admin per church; however, it is up to you if you would like to share the admin email address and password with anyone else involved in this process.

My adult leader registered online, why is their name not showing up on my list?

Every required field will have an asterisk beside it and must be filled in with at least 2 characters. If you do not have a middle name, for instance, please put NA. Leaving any required field blank, will cause the registration to not be completed.

Will I receive weekly reports?

Weekly reports will begin to be sent in March 2025. They will come on Mondays from emails@brushfire.com. Please add this address to your address book so that it doesn't go into spam.

How do we apply scholarships and/or fundraising money?

Creating a full scholarship for NTS Camp allows you to completely pay for a student to go to camp. There are no partial scholarships. If you are interested in only paying for part of a student's registration, please have the parent/guardian register first (paying only the minimum deposit) and then you will be able to deposit money into their account from your admin dashboard.

We require that a unique full scholarship be created for each student you wish to pay for. Pre-payment of at least the minimum deposit is required before the scholarship is created. Your organization will be subject to the same payment timeline as students/parents, and late fees will be assessed if payments are not received by their due dates.

How Scholarships Work

NTS Camp Indiana 1

Monday, Jun 9, 2025 4:00 PM - Friday, Jun 13, 2025 4:00 PM EDT

[Indiana Wesleyan University](#)

DETAILS
REGISTER

SCHOLARSHIP

Registering as a part of: NTS Camp Test
Change group

REGISTRANT TYPE	PRICE	QUANTITY
Scholarship - Registration Unlocked <small>Available Until May 4, 2025</small>	\$150.00 of \$395.00 <small>Full balance due by event</small>	- 0 +

1. From your admin dashboard or from student registration, type SCHOLARSHIP into the box labeled Access Code.
2. Ensure that your church is listed in the blue box that says "Registering as a part of:".
3. Select whether you will pay the deposit or the full amount.
4. Choose your quantity.
5. Click Continue.

NTS Camp Indiana 1

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[Indiana Wesleyan University](#)

DETAILS
REGISTER

Your Cart
CLEAR CART

Scholarship - Registration
\$150.00

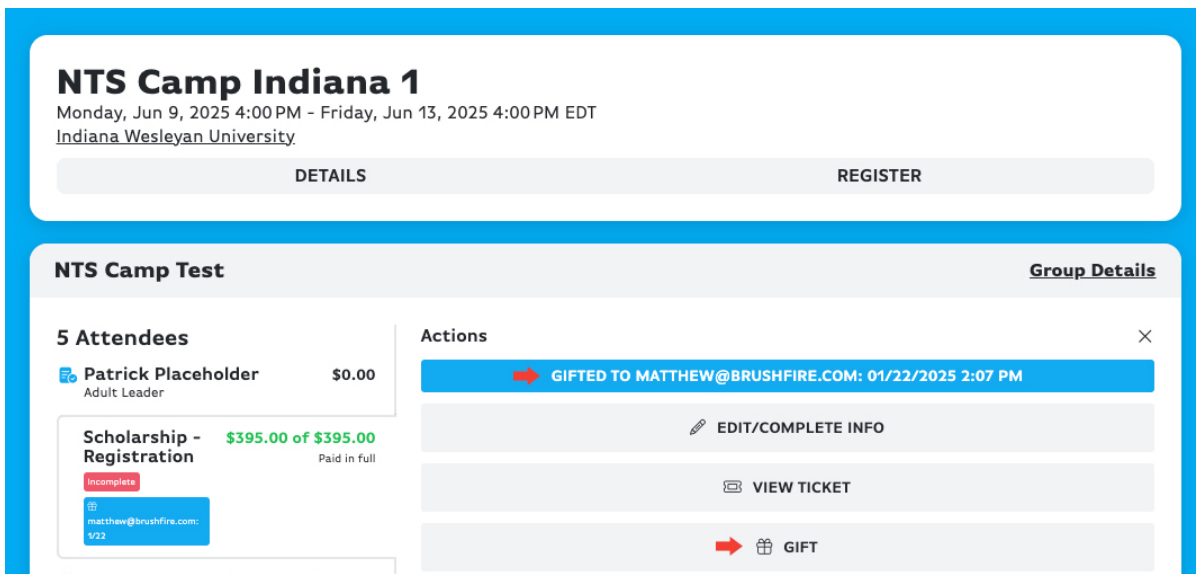
Group

ADD MORE ATTENDEES

>> SKIP DETAILS
SEND AS GIFT

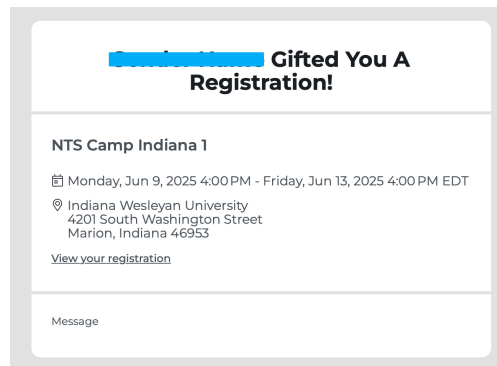
This registration will be completed at a later date.

6. Select SKIP DETAILS and then click SEND AS A GIFT.
7. Enter the recipient's email address in the box.
8. Click Continue and proceed through payment.
9. Click Finish on the box that pops up after you complete checkout.

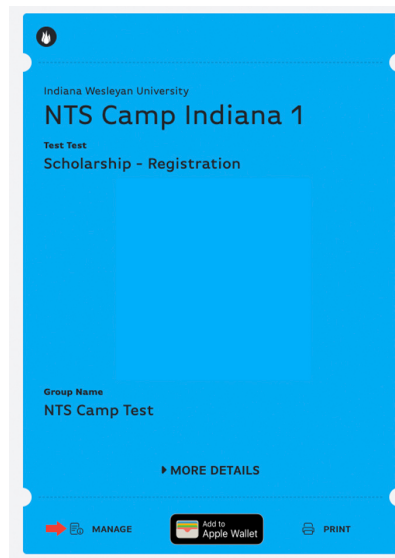


10. The Finish link should you bring you to a page that is similar to the image above. Click on the scholarship registration on the left and then click on the GIFT option to finalize the process.
11. After you complete this portion, you will see the blue box with the recipient's information listed.

Parent/Guardian Responsibility



1. The parent/guardian will receive an email that looks like the one above. They will click the link the says View your registration.



2. This will bring up their “ticket” (this is only helpful to get them to their information).
3. They need to click the MANAGE link in the lower left corner.
4. They will then click EDIT/COMPLETE INFO and fill in all of the needed information. If they decide to add a t-shirt, they will need to pay an extra charge at that time.
5. The parent must fill out their registration within 14 days. If there are less than 14 days before camp starts, the parent must complete the registration before the student comes to camp.
6. Registration for this student will then be complete.

If a parent does not fill in all the information needed to register their child, they will not be registered, and you will see this account as “Incomplete” on your admin dashboard. Please follow up with that parent before the 14 days are up to avoid any admin fees.

If there is a balance on the student's account, your church will be responsible for paying the remaining balance before applicable due dates. We will send you a reminder e-mail 14 & 7 days before the due dates. Parents will not be able to add money to a full scholarship; only the church will be able to make payments.

How to Add Money To Students' Accounts

1. A parent or guardian must first register their student for camp and pay the minimum deposit. (If a parent attempts to register during the "Final" registration period, full payment is required)
2. As a church leader/admin, you can log in to your camp admin dashboard at <https://ntscamp.com/admindash/>.
3. On the right-hand side, click: "Make Payment".
 - a. If it is not there, click "Manage Attendees" on the right-hand side. "Make Payment" should now be available.
4. On this page, you can choose to add varying amounts to different accounts or a set amount to all accounts.
5. Click Continue and proceed through checkout.
6. Parents will receive an e-mail notification that you have added money to their account.

(If you will be collecting transportation \$, you could apply scholarships to that cost separate from the online registration.)

How big of a payment can I make at once?

The registration system can handle any size payment up to what is due; however, your credit card or debit card may have a daily, weekly, or monthly limit. Please be aware of your card's spending limit and make payments accordingly. You may need to space out payments on your students' accounts until the credit card can be paid off.

Is the online payment process secure and easy?

Absolutely. NTS Camp uses a secure online credit card processor called Stripe which makes use of industry-standard security practices. Neither NTS Camp nor Brushfire stores or transmits any of your secure information. All transactions are handled directly with the payment processing vendor.

Will there be online registration processing fees?

Yes, it will be added on at time of payment. The fee is \$1.80 + 3.9% to cover credit fees and Brushfire fees. These fees go directly to the payment processor and registration host for what it costs to process the credit card payments and host registration online.

How long can our students register online?

Your students can register for camp until 6 pm the evening before camp, as long as there are openings.

Does the price increase as the date to camp gets closer?

If your students register before 11:59 pm EST May 4, they will receive the registration price. Late Registration, which lasts until 2 weeks before camp, is \$20 more. Final Registration, which is two weeks or less before camp, is \$20 more.

*Any registrations completed 2 weeks before camp will require payment in full only.

It is 13 days before camp, why is the system not accepting my payment of \$150?

The only option for payments 2 weeks before camp is to pay in full.

When is full payment due?

Regardless of when your student registers, payment is due in full 2 weeks before camp or a \$25 late fee will automatically be added to their account.

Are there medical forms to fill out?

All medical information is submitted online at time of registration. You will have access to this information.

NTS Camp NY will need to fill out the Houghton University's required information on UltraCamp.

It is up to the individual church to create and have parents sign a permission to treat medical form from your church in case one of your students will need medical treatment from a hospital while at camp.

Can adult leaders buy an online only version camp shirt?

Yes! When adult leaders register, they can purchase an online only version camp t-shirt. The shirt will be distributed at camp check in.

If you have any additional questions, please contact info@ntscamp.com.