



CAMPBRAIN TIPS FOR REGISTRANTS 2026

- P. 1 – CREATING & ACCESSING A CAMPBRAIN ACCOUNT
- P. 2 – ACCESSING CAMPBRAIN BEFORE REGISTRATION OPENS
- P. 2 – REGISTERING ON OPENING DAY: JANUARY 8, 2026
- P. 3 – PAYMENT PLANS
- P. 3 – FINANCIAL ASSISTANCE
- P. 3 – MEMBERSHIP DISCOUNTS & PURCHASES
- P. 4 – UPLOADING REQUIRED DOCUMENTS

Creating & Accessing Your Account

1. **Highly recommended:** use a Laptop, Desktop, or Tablet with full keyboard to complete all necessary forms.
2. **Create a new account only if you have not ever created a CampBrain account with The Trustees.** If an e-mail address already exists, you will see this message.

We already have your email address on file. We will send a message to this address so that you can establish a password, log in to your account, and update your information.

If you don't know your password, follow the instructions.

PLEASE reset your password rather than create an account with another email, so you will not have to reenter your household and camper information, and a duplicate account will not be created.

3. **If you know you have an account** and an e-mail address you enter prompts the following, try another email associated with your household before creating a new account.

That email address entered does not match our records.

4. **If you see this message, contact the camp office:**

The email address entered is in our system multiple times. Please contact our office for assistance.

Accessing CampBrain Before Registration Opens

1. To add or edit campers in your Household, you may log into your CampBrain account prior to January 8 and use this button; you may also select “Household Details” to add/update addresses emergency contacts, and Membership Information.

 **Manage People and Household Information**

Registering on January 8, 12PM

CampBrain Queue & Processing

A high volume of registrants on January 8 may create delays in entering CampBrain 12-1PM. *Wait patiently in line until you are told that there is an opening for you to continue with registration.*

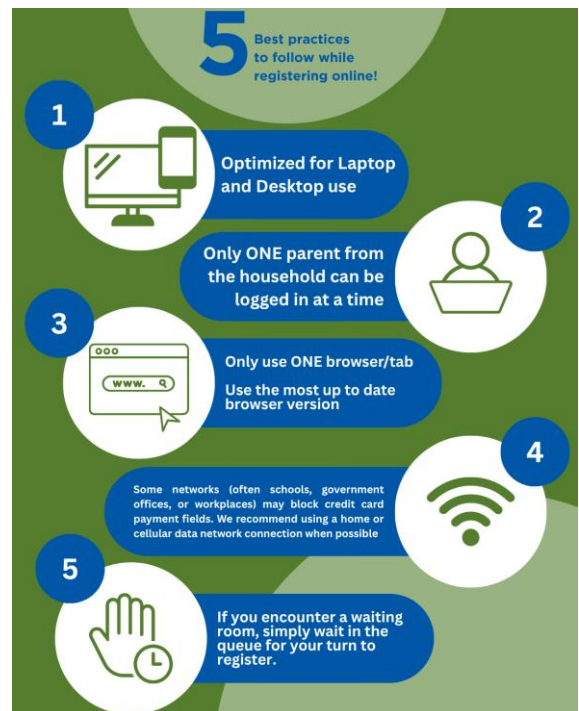
Important things to remember when registering on January 8:

1. **Your place is always being held while you are in the CampBrain Line/Queue as long as you keep your tab and browser open.**
2. **Refrain from trying to register through multiple tabs, browsers, or family accounts, as this will bump you to the end of the queue.**
3. The Queue-it dialogue box will keep you continually posted on your number in line and how close you are to being able to register.
4. You may use other tabs while waiting; but check back frequently so you don't miss your opening which will be held for several minutes.
5. After submitting your registration, you may see this message:

"Processing Submission: We are displaying limited registration and financial information because we're currently processing your submission. Once completed, full details will be available. Refresh in a few moments to check the progress."

While the system is “Processing,” which can take a few minutes or much longer, please know that you are registered for your selected sessions regardless of how long it takes. Your confirmation email will be sent automatically once the registration has been fully processed on the back end. Once you receive confirmation of your registration and payment completion on your screen and in your email (check spam), review to be certain that your registration and payment for all campers went through.

6. **If you receive a declined or pending payment message, please contact the camp office immediately.**



Completing Forms & Processing Time

1. While we know it can be stressful to complete the required forms while you are trying to secure sessions for your campers, know that **your selected sessions are held as long you are actively moving through the registration steps and don't spend more than 20 minutes on any one step.**
2. Please take the time to read the forms and thoughtfully completely all of the requested information, this helps us support your camper/s!
3. Use a Laptop, Desktop, or Tablet with a full keyboard to easily fill in the necessary forms.

Payment Plans

1. Payment plans over several months are available to ease the expense of camp tuition, which is otherwise required upon registration.
2. You do not need to complete a Financial Assistance application to request a payment plan.
3. **Before you register:** contact your respective camp office to arrange for a payment plan or other payment option.

Financial Assistance Applications

1. If you are having any issues completing an application, visit this page for step-by-step instructions: <https://thetrustees.org/program/trustees-camps-financial-assistance/>
2. Be sure to "Submit" your application after completing the Financial Assistance Application Form.
3. If you have questions or are unable to complete the forms and successfully submit the registration for Financial Assistance, please contact your respective Camp Office.

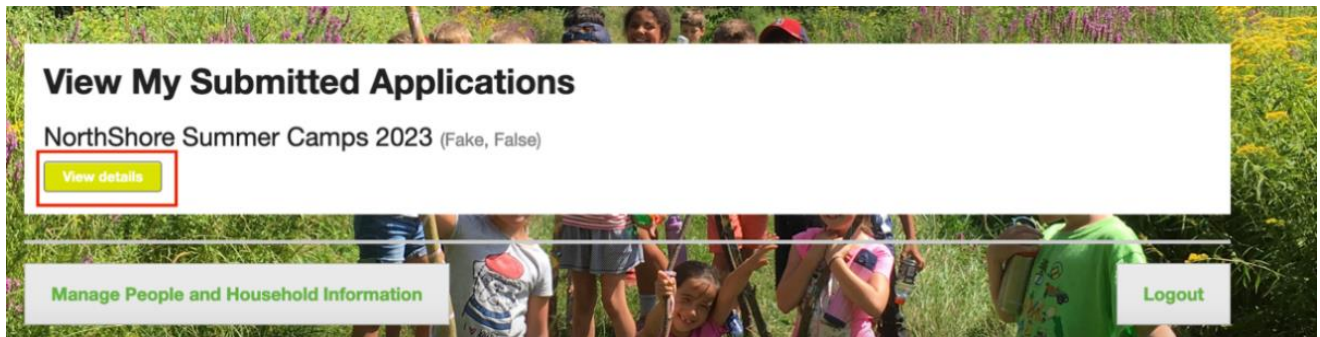
Trustees Memberships

1. **IMPORTANT:** *Memberships are no longer available for purchase through CampBrain.*
2. Your Membership must be **current at the time of registration** to select the Member tuition rate.
3. You may **look up your existing Member number and expiration date** [HERE](#).
4. Purchase or renew your Membership [HERE](#) **before registration.**

Uploading Camper Documents

Once you have successfully registered campers, we encourage you to immediately upload documents required by state camp regulations for attending camp and other documents as applicable.

1. Once signed into your CampBrain account, click on “View Details”



2. Scroll down to “Upload Documents,” which takes you to the screen where you can upload record of Physical (required), Immunization History (required), camper photo, and additional uploads such as a 504 Plan or IEP from school, Epipen care plan, etc.

