LIFE TEEN CAMP PAPERWORK

Parents of teens 18 or younger, teens 19+, and all adults attending a retreat at a Life Teen facility must complete online paperwork before being able to participate in camp activities. You are not able to save your progress and finish later or edit information after submission. The forms take just a few minutes to fill out. Step-by-step instructions can be found below. If you have any questions about online paperwork please contact your Group Leader.

- 1. Look for communication from your Group Leader with a unique 4-digit access code or unique url in the form of paperwork.lifeteen.com/c/####.
- 2. You can use the unique url to access the liability forms or you can go to <u>paperwork.lifeteen.com</u>. If code entry does not appear on your page, click code entry on the left/top toolbar of the page, enter the 4-digit code provided by your Group Leader and click submit.

	🗎 paperwork.lifeteen.com 💸		
C LIFE TEEN	Welcome to the Digital Paperwork Platform!		Enter 4-digit code here. You will get this code
CODE ENTRY GROUP LEADER LOGIN	To access forms, you'll need the event code from your group leader. Enter that below to get started! Code Entry Enter an event code here to fill out forms for an event. Code		from your youth minister/ group leader.
	Submit		

3. You will land on the page below. Click the blue box to begin paperwork. If you are a parent filling out paperwork for your child make sure to input their information, not yours.

O LIFE TEEN	My Paperwork
Thank you for using the Life Teen Digital Paperwork Platform. To complete your forms, click on the blue box to the right. Once you have successfully completed the form, a green check mark will appear. If you'd like to save or print your completed form, click the icon that will appear next to the green check mark. Note: You are <u>not</u> able to save your progress and finish later. The forms take just a few minutes to fill out! <u>End Session</u>	My forms for Covecrest Confirmation Retreat 2020 (0/1 completed) Group: Covecrest Staff, Group Leader: Christie Kreikemeier Image: Covecre Image:

4. At the end of the form you will see a confirmation window, review and confirm all information is accurate before submitting because you can not go back to edit later. Additionally, **Life Teen staff** <u>cannot</u> edit any information after a form is submitted. Once the form is complete you will see a green checkmark after the form icon. If you wish to download and save or print the completed form for your own records, click the pdf icon next to the green checkmark.

Christie Kreikemeier's forms for Covecrest Confirmation Retreat 2020 (1/1 completed)

Group: Covecrest Staff, Group Leader: Christie Kreikemeier

Life Teen Confirmation Retreat Participant Agreement



The green check mark means you are complete! Click the blue PDF icon to download and save or print.