Hume Online Roster Instructions

Getting Started

1. Go to hume.org and select Login on the top right hand side
2. On the next page, **Sign In or Sign Up**, enter in the email address associated with your account, and select **Get Started**, then enter in your password. If needed, select the **Forgot Your Password?** link and enter your email address. Then log in with your email address and the password that was sent to your email inbox. This password will only last 30 minutes, so you will need to change your password under **Edit Profile** once you log in.
3. Select **Registrations** to see the camp(s) you are registering for.
4. Select **Manage Attendees** for the camp you would like to work on.

Option 1: Choose "Public"

Copy and paste the provided Invite link
Copy and paste the provided invite link into a group email, text, or communication of your choice to your attendees to complete their registration.

Option 2: Choose "Private"

Invite Attendees by Registration Invite
You'll notice two divisions for each camp, one for campers and one for counselors. When the spots are anonymous (unnamed), they will display at the top of the list.

1. Find the division you want to start adding names to, select **Invite Attendee**.
2. Enter the attendee's name and select the attendee's status. If the attendee is under 18, please enter the **parent's name and parent's email address**. If the attendee is 18 or older, you can enter their own email address since they are old

enough to sign their own forms. Select **Send Request**. This will send them an email on how to register.

Managing Your Roster

- To remove an attendee and send their code to someone else, select **Remove Attendee** under the name you choose to remove.
- If an email address entered is incorrect, remove the attendee, and then invite them again with the new email address.
- To resend the request code email, select **Resend Invite** under the name you choose to resend.
- To confirm if a registration is complete; select **Completed** under the Medical Form filter on the left hand side, and select **Signed** under the Legal Term Status filter.

Adding Spots

To add camper spots, go to hume.org and:

1. Select **Location** at the top of the page and choose **Youth Camps** in the location you are attending.
2. Select the camp page you are wanting more spots for and go to the **Register/Pricing** section
3. From there, select the **Register** button with the dates you plan on attending, and choose **Register My Group** when asked who you are registering
4. Select the division you want, enter the number of spots that you would like to add, then select **Add**, then select **Continue**
5. You can then pay the additional deposit with an electronic check ($0 fee), Visa (3% fee), or MasterCard (3% fee) if there are spots available. There is no payment required for Wait List spots.

Making Payments

1. To make a payment, select **Make a Payment** on the camp(s) you would like to pay for
2. You can then choose the amount you wish to pay