

# CampLife Reservation Instructions

The CampLife reservation system is organized using email. Each account uses one email address. If you do not have email please contact the office to make your reservation by calling 920-484-6555 ext. 8.

1. Go to the Wisconsin Conference website [wi.adventist.org](http://wi.adventist.org).
2. Click on the tab "Campmeeting."
3. On the right hand corner of the screen click on the box "Online Reservations." This is a direct link to the CampLife website.
4. At the top of the screen click "Log In." You may need to reset a password.

*Note: if you do not have an account this is where you sign up.*

5. Enter the arrival and departure dates.
6. Choose a site type. It is not necessary to add equipment type. Add adults and children who will be camping on the site.
7. Hover over the map with your cursor. Available sites will be highlighted in green. Choose a site and click on it. Then click on the yellow Continue tab.

***Before the deadline only your site will be showing. After the deadline you will be able to reserve non-electric and electric sites. All cabins and full-service sites will be placed on hold for the waiting list.***

8. Choose available add-ons if they apply (RV Storage).
9. Click on the yellow Continue tab.

10. Confirm or edit billing address.
11. Add a payment method (if it says "error" or "payment failed" try it again).
12. Scroll down to the "Agree and Make Reservation." Click on that and follow instructions for making a payment.

***If you already have a reservation, after logging in there may be a box that pops up and says, "You have an outstanding balance. Please contact the office." You can disregard that notice and continue with the instructions below.***

At the top of the screen click on the rectangle box that has your name in it. This will take you to the reservation and payment screen. Then proceed with the instructions above step #10.

*Note: the credit card system prefers laptops and most phones. It does not work well for tablets.*

If you have any questions you may send an email to [campmeeting@wi.adventist.org](mailto:campmeeting@wi.adventist.org). You may also call the Wisconsin Conference office of SDA at 920-484-6555 and leave a message on extension 8. We will return your phone call as soon as possible.

***Reminder:***

***The deadline to reserve your current site is the last business day of July.***