



SJSM CHURCH CAMP 2024



REGISTRATION GUIDEBOOK



A MESSAGE FROM US :)

Dear SJSM family,

Welcome to the online camp registration portal!

The goal of this online registration portal is:

- To give campers the convenience of registering for church camp in the comfort of their homes.
- To reduce wait time as campers won't need to queue to register and fill in handwritten forms.
- To capture campers' data more accurately.
- To lighten the administrative load of registration.

As you take time to register for church camp online, we ask for your patience as you go through the various steps to complete your registration.

With Blessings,

Church Camp Committee 2024

GETTING STARTED!

Please ensure you have the following items ready before starting the registration process:

Personal Particulars

- All **NRIC/Foreign Worker Permit** details.
- **Passport** details (min. **7-months** validity with **expiration not earlier than 10 January 2025**).
- If you are a Singapore PR, ensure that you have a valid permit for re-entry to Singapore.
- If you hold a foreign passport that requires a VISA for entry to Malaysia, please apply the VISA on your own.

Hotel & Room Selection

- Determine which **HOTEL** you will be staying in: **Courtyard Melaka** or **The Pines Melaka**. All sessions will be held at Courtyard Melaka, which is within walking distance from The Pines, but a shuttle will be provided at specific timings.
- Determine the **ROOMING TYPE** (Twin, Triple, Quadruple) based on number of people sharing.
- Determine the **mode of transportation** (by coach or own transfer).



THINGS TO NOTE:

Registration & Payment Procedure

- Camp registration starts **23 March, Sat @ 00:01**
- Camp registration closes **29 April, Mon @ 23:59**
- Registration is only confirmed upon submission of full details and payment to SJSM Church.
- Payment is available by **Cash, PayNow, or Internet Banking.**
 - More details to come in the “Payment” section later.
 - Once payment has been received and confirmed, you will receive a Confirmation Email with your receipt enclosed.
- The deadline for payment is **29 April, Mon @ 23:59.**

READY TO REGISTER?

Step 1: Register at sjsm2024.churchretreat.com.sg

Step 2: Pick your hotel and click **BOOK NOW**

JUN
10
4-day event



SJSM Church Camp 2024 - Courtyard Melaka_UAT

Accommodation: Courtyard, Melaka
Date: 10 to 13 June 2024
All sessions will be held at Courtyard, Melaka

[BOOK NOW >](#)

JUN
10
4-day event



SJSM Church Camp 2024 - The Pines_UAT

Accommodation: The Pines Melaka
Date: 10 to 13 June 2024
All sessions will be held at Courtyard, Melaka

[BOOK NOW >](#)



Note: Please take note that Courtyard Melaka is the main venue and ALL SESSIONS will be held there.

Step 3: **Booking IC** (person making the booking):

- Please read through the Terms & Conditions.
- All rooms are indicated as **GUEST ROOM** with a choice of KING (1 bed) or TWIN (2 beds).
- A table of rates is displayed for your easy reference. The package rate (single/twin/triple etc) is automatically applied by the system based on the number of people & details in your booking (i.e. based on configuration - no. of people and age group)
- Please refer to **BOOKING INSTRUCTIONS** before choosing Room/Bedding Type.

Booking Instructions

General Information

- Room IC will be the person-in-charge for room key collection on the day of check-in.
- The Booking person will be the point of contact for all correspondence related to this booking.
- Please ensure you have the following information before you begin your booking process. **FULL NAME** (as per passport), **DATE OF BIRTH**, **PASSPORT NUMBER** and **PASSPORT EXPIRY DATE**.
- All passports must have a minimum validity of 7 months from the travelling date. Campers shall be responsible for any visa application if required.
- Please ensure that you key in Name as per passport. (Example- **LAST NAME: Tan, FIRST NAME: Nelson Xiao Ming**)
- Guest Room/King Bed = 1 King-sized Bed. Guest Room/Twin Bed = 2 Single Beds
- All room types are subject to availability and will be allocated on a first-come-first-served basis after registration.
- Upon completion of the form, please click "Pay @ Church" to submit booking.
- Upon successful online booking, an email acknowledgment will be sent to the Booking person's email address provided.
- Registration is confirmed only upon full payment.

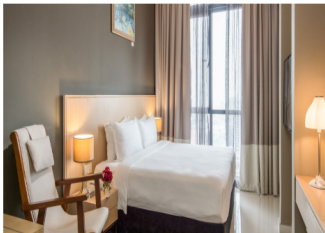
NOTE : Connecting Rooms are not available at Pines

Step 4: Select your preferred bedding type and key in the number of rooms required.

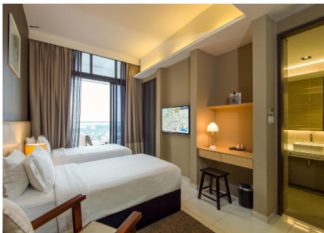
- You may select multiple rooms or multiple bedding types.
 - *Example: 2x King Bed Rooms or 2x Twin Bed Rooms or 1x King Bed Room and 1x Twin Bed Room, etc.*
- Do note that the **BOOKING IC** will be the **ONLY** point of contact and will receive all emails for all the rooms in this booking.

Click **CONTINUE** to proceed.

Room Type - Guest Room



King Bed



Twin Bed (2 x Single Beds)

Select Quantity

Room / Bedding Type	Quantity
Guest Room/King Bed	<input type="text" value="1"/>
Guest Room/Twin Bed	<input type="text" value="1"/>

Step 5: Key in all the relevant information for each person in the room(s).

Guest Room King Bed Room #1								
No.	Room IC	Last Name*	First Name*	Birthday*	Passport No.*	Passport Expiry (YYYY-MM-DD)!	Gender	Contact
1	<input type="text"/>	Last Name	First Name	Birthday (YYYY-MM-DD)	Passport No.	Passport Expiry (YYYY-MM-DD)	Select ▾	Contact
2	<input type="text"/>	Last Name	First Name	Birthday (YYYY-MM-DD)	Passport No.	Passport Expiry (YYYY-MM-DD)	Select ▾	Contact
3	<input type="text"/>	Last Name	First Name	Birthday (YYYY-MM-DD)	Passport No.	Passport Expiry (YYYY-MM-DD)	Select ▾	Contact
4	<input type="text"/>	Last Name	First Name	Birthday (YYYY-MM-DD)	Passport No.	Passport Expiry (YYYY-MM-DD)	Select ▾	Contact

Guest Room Twin Bed Room #1								
No.	Room IC	Last Name*	First Name*	Birthday*	Passport No.*	Passport Expiry (YYYY-MM-DD)!	Gender	Contact
1	<input type="text"/>	Last Name	First Name	Birthday (YYYY-MM-DD)	Passport No.	Passport Expiry (YYYY-MM-DD)	Select ▾	Contact
2	<input type="text"/>	Last Name	First Name	Birthday (YYYY-MM-DD)	Passport No.	Passport Expiry (YYYY-MM-DD)	Select ▾	Contact
3	<input type="text"/>	Last Name	First Name	Birthday (YYYY-MM-DD)	Passport No.	Passport Expiry (YYYY-MM-DD)	Select ▾	Contact
4	<input type="text"/>	Last Name	First Name	Birthday (YYYY-MM-DD)	Passport No.	Passport Expiry (YYYY-MM-DD)	Select ▾	Contact

NOTE: The first person listed in each room will automatically be the **Room I/C**, and will be in charge of collecting the Room Key at the time of Check-in.

- Last Name , First Name (Given Name/s), Birthday and Passport No. are compulsory fields. Please key in info based on PASSPORT DETAILS.
- *If you are in the process of, or will be, renewing your passport, then leave the expiry date field **blank** for now. You **MUST** email the church camp committee the new passport details, before your booking can be confirmed (no later than 20 April 2024).

- Zone Pastor - select from the drop-down list. This will help in grouping members together.
- If you require transportation to & from the camp, please tick the **YES** box. Otherwise, you will need to make your own way there and back, at your own cost. *Note: If travelling with infant, please tick YES to coach transfer for the infant.*

Guest Room King Bed Room #1

Passport Expiry (YYYY-MM-DD)	Gender	Contact	Email	Zone Pastor	Age Grp	Coach Transfer	Extra Bed	Package
Passport Expiry (YYYY-MM-DD)	Select ▾	Contact	Email	Select ▾	ADULT	<input type="checkbox"/> Yes	<input type="checkbox"/>	Twin Package
Passport Expiry (YYYY-MM-DD)	Select ▾	Contact	Email	1. Lim Ai Yee		<input type="checkbox"/> Yes	<input type="checkbox"/>	Twin Package
Passport Expiry (YYYY-MM-DD)	Select ▾	Contact	Email	2. Richard Lau		<input type="checkbox"/> Yes	<input type="checkbox"/>	Twin Package
Passport Expiry (YYYY-MM-DD)	Select ▾	Contact	Email	3. Vincent Hoon		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/>	Child with Bed Package
Passport Expiry (YYYY-MM-DD)	Select ▾	Contact	Email	4. George Tan		<input type="checkbox"/> Yes	<input type="checkbox"/>	Package
Passport Expiry (YYYY-MM-DD)	Select ▾	Contact	Email	5. Chung Lai Mei		<input type="checkbox"/> Yes	<input type="checkbox"/>	Package
Passport Expiry (YYYY-MM-DD)	Select ▾	Contact	Email	Select ▾	Age Grp	<input type="checkbox"/> Yes	<input type="checkbox"/>	Package

- The package is automatically selected based on the number of people per room. This will change when you add in the next person.
 - If the 3rd person is 12 years or older, the system will reflect as Triple Package and automatically include an extra bed.
 - If the 3rd person is below 12 years, the system will revert to Twin Package...
 - You have the option to select **Child with No Bed**
 - **OR Child With Bed** – with an extra bed set up


HALFWAY THERE!

Step 6: Add the details for the **BOOKING I/C**.

- All emails for this booking will be sent to this email address only. If there are questions regarding the booking, **this will be the main contact person.**



Contact Information

Surname	Given name	Email *	Mobile * 
<input type="text" value="Enter your surname"/>	<input type="text" value="Enter your given name"/>	<input type="text" value="Enter your email"/>	<input type="text" value="Enter mobile number"/>

Contact Information - Booking IC

Please key in the details of one of the participants. He/She will be the lead contact for this booking. All future email correspondence for this booking will be directed to this person's email address only.

Please check your SPAM folder if you do not receive the Reservation and/or Confirmation Email after registration and/or Payment.

- You may add a **SPECIAL REQUEST** - i.e. if you need connecting rooms, a room near the lift; or require a baby cot. These are all **ON REQUEST ONLY** (not guaranteed) and are *subject to availability* upon check-in.

Special Request *Please note that all requests are subject to availability.

*Please note that all requests are subject to availability.

Step 7: Check all details are correct then click “Pay@Church” to process the booking.

- No payment will be required at this point in time.
- Once you click “Pay@Church”, your booking will be **reserved**.
- You can then proceed to the payment method of your choice

Booking Charges Computation

Name	Description	Qty	Amount
Twin Package	Twin Package - 2 Adults staying in a room	2 @	\$
Coach	Return Coach Transfer (SG+Hotel-SG)	2 @ 50.00	\$100.00
Total Charges			\$.00
Total Concessions			\$0.00
Total Payable			\$.00

[Back](#)

or

Pay @
Church
(Offline)



- Please take note of the **booking transaction reference number** as all future correspondence and payment will require this reference number.



Your booking is reserved.

Your booking transaction reference is: **SJCM100MZ**

A booking reservation email has been sent to your email address.

RESERVATION EMAIL

- An email will be sent to the **BOOKING IC's email** address acknowledging the reservations, with instructions on how to pay.
 - *Example of Reservation Email below:*

Dear Tan, Ashley

PLEASE NOTE THAT THIS IS NOT A BOOKING CONFIRMATION!

Thank you for registering for SJSM Church Camp 2024 - Courtyard Melaka_UAAT at Courtyard Melaka!

Booking Reference No: SJCM10002

Booking Details

Package Participants

Guest Room King Bed + Extra Bed														
Room 1														
Room IC	Check In Date	Check Out Date	Package	Last Name	First Name	Birthday	Passport No.	Passport Expiry (YYYY-MM-DD)	Gender	Contact	Email	Zone Pastor	Age Group	Coach Bed
✓	2024-06-10	2024-06-13	Twin Package	Lim	John	1977-01-01	A1111111Q	2025-06-01	Male	12345678	ashleytan@sjsm.org.sg	7, Patrick Lai	ADULT	✓
	2024-06-10	2024-06-13	Twin Package	Khoo	Mary	1978-01-01	B2222222E	2025-03-01	Female	87654321	ashleytan@sjsm.org.sg	7, Patrick Lai	ADULT	✓
	2024-06-10	2024-06-13	Child with Bed Package	Lim	Peter	2015-01-01	C1111111R	2025-09-01	Male				CHILD	✓ ✓
	2024-06-10	2024-06-13	Infant FOC	Lim	Joy	2023-01-01	D2222222V	2025-02-01	Female				INFANT	✓

Transaction Details

Total payable: \$1,520.00

Balance payment: \$1,520.00

Your registration will only be confirmed upon receipt of full payment **within 2 weeks** of booking or by **20 April, 2pm** whichever is earlier.

Please do a final check on your booking details and notify us immediately at sjsmcamp@sjsm.org.sg if there are any discrepancy.

Payment is available by **Cash, PayNow (QR Code) or Internet Banking**.

For **Cash payments**, please proceed to the Camp Booth at the Concourse, with a copy of this reservation notice, during the following dates & times:

Saturdays (23 Mar, 6 Apr & 13 Apr & 20 Apr): 4pm to 5pm or 6:30pm to 7:00pm

Sundays (24 Mar, 7 Apr & 14 Apr): 9am to 10:30am or 12:30pm to 1:30pm

For **PayNow payments**, please scan the QR Code below and indicate **CAMP- SJCM10002** in the transaction reference.

Please download picture if the QR code is not displayed.



For **Internet Banking**, please see bank details below:

Name of Bank Account: St John's - St Margaret's Church

UOB Bank Account: 360-303-092-1

Bank Code: 7375

Branch Code: 030

For **PayNow & Internet Banking payments**, please take a screenshot of the payment, then attach it to this email and forward it to sjsmcamp@sjsm.org.sg

Blessings,

SJSM Church Camp Committee

This is a system generated message. No signature required.

PAYMENT

- For **Cash Payments** : please proceed to the Reception Counter on Level 3, from 23rd to 26th April (Tuesday to Friday), between 2pm to 5pm.

For **PayNow payments**, please scan the

- QR Code and indicate “**CAMP-SJXXXXXXXX**” in the transaction reference.

- For **Internet Banking**, please see bank details below:

Name of Bank Account:

St John’s – St Margaret’s Church

UOB Bank Account: 360-303-092-1

Bank Code: 7375

Branch Code: 030

CONFIRMATION

- Once payment is done, please take a **screenshot** (for PayNow and Internet Banking only) of the payment, attach it to your Reservation Email, and forward it to sjsmcamp@sjsm.org.sg.
- Once payment has been received and confirmed, you will receive a Confirmation Email with your receipt.
 - *Example of Confirmation Email below:*



Dear Testing, Contact

Booking Reference No: SJCM100NV

Thank you for your recent payment for SJSM Church Camp 2024 - Courtyard Melaka_UAT at Courtyard Melaka from 2024-06-10 to 2024-06-13. Your booking is now **CONFIRMED**.

Please print a copy of this confirmation to facilitate your check-in on the event day. If you have booked the coach transfer, information will be provided nearer to the event date.

Booking Details

Package Participants

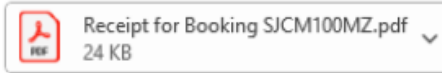
Guest Room King Bed + Extra Bed

Room 1

Room IC	Check In Date	Check Out Date	Package	Last Name	First Name	Birthday	Passport No.	Passport Expiry (YYYY-MM-DD)	Gender	Contact	Email	Zone Pastor	Age Group	Coach	Bed
✓	2024-06-10	2024-06-13	Triple Package	Tan	Nelson Xiao Ming	1970-01-10	S2345679E	2026-01-01	Male	90000112	myself23@hotmail.com	1. Lim Ai Yee	ADULT	✓	
	2024-06-10	2024-06-13	Triple Package	Patek	Jessie	1990-12-22	K223344T	2026-01-01	Female	91223344	tim@gmail.com	1. Lim Ai Yee	ADULT	✓	
	2024-06-10	2024-06-13	Triple Package	Tan	Mei Mei	2000-01-01	K1122334G	2026-01-01	Female	91223344	tim@gmail.com	1. Lim Ai Yee	ADULT	✓	✓
	2024-06-10	2024-06-13	Infant FOC	Tan	Baby	2022-01-01	T1122222	2026-01-01	Female			1. Lim Ai Yee	INFANT	✓	

NOTE: The Ticket PDF attachment is not applicable to our camp and can be ignored.

- o *Example of Receipt below:*



Dear ~~XXXXXXXXXXXX~~

Booking Reference No: SJCM100NV

Please be informed that your booking for SJSJ Church Camp 2024 - Courtyard Melaka_UAT at Courtyard Melaka from 2024-06-10 to 2024-06-13 is confirmed as follows:

Order Details:

Description	Qty	Amount (S\$)
Triple Package	3 @ 460.00	\$1,380.00
Twin Package	2 @ 480.00	\$960.00
Coach	4 @ 50.00	\$200.00
Infant FOC	1 @ 0.00	\$0.00
Total Payable:		\$2,540.00
Payment Received:	Special Arrangement	\$2,540.00
Balance:		\$0.00

Payment Reference: Online Banking - DBS, XXXX, 1234, \$2540

Transaction Details

Booking Reference No.	SJCM100NV
Transaction Date	2024-03-12 11:22 AM
Total Amount	\$2,540.00
Received Amount	\$2,540.00
Balance Amount	\$0.00

For any enquiries, please email us by quoting your booking reference SJCM100NV to sjmcamp@sjsm.org.sg

Thank you for using LinkE Registration System.

Blessings,
 SJSJ Church Camp Committee
This is a system generated message. No signature required.

THANK YOU

SEE YOU AT CAMP :)

*For **ASSISTANCE**, - please
email sjsmcamp@sjsm.org.sg



- END OF GUIDEBOOK -