## Setting Up a Payment Plan



- Log into your Circuitree account (<u>https://events.circuitree.com/CampBarnabas/Account Login/?returnUrl=%2FCampBarnabas&skip=False</u>) using your email address and password
- 2. Click "**Registrations**" at the top of the page.
- 3. Click "Schedule Payments" under the week that you are registered for:

<b>₩                                    </b>	Ŭ
+ New Registration	
Not Yet Enrolled Brenda Brandt Family 8/5-8/11	
Missionary Celebration Week	
Finish Registration	
Attending Brenda Brandt	
94 days until event Balance 5420.00 Mäke Payment Schedule Payment Vew Statement 6/3/2023 - 6/9/2023	

4. Choose the settings for your payment plan. Selecting "calculated" will automatically divide your remaining balance into monthly payments before your camp week. If you prefer to select "fixed" that will allow you to select the amount that you would like to pay each month:

Back to Dashboard	Schodulad Payments		
	Balance Due Date	\$420.00 May 3rd, 2023	
	Calculated	Fixed	
	Select mo Mar 2023	onths to schedule payment May 2023	
	Set Day of month to submit payment • 2nd	· ·	
	Pay Remai	ining Balance on Balance Due Date?	

- 5. Enter in payment information.
- 6. Confirm
- 7. You will receive an email 10 days before each payment as a reminder. You will also receive a confirmation email or error email after the payment has been received. You can log back into your account at any time to update this information, make additional payments or cancel your automatic payment plan.

## If you have any questions or need assistance, please reach out to our staff, we are happy to help:



Tracy Sherrow Camper Registration tracy@campbarnabas.org 417-708-5298



Caleb Brandt Missionary Registration caleb@campbarnabas.org 417-597-3223