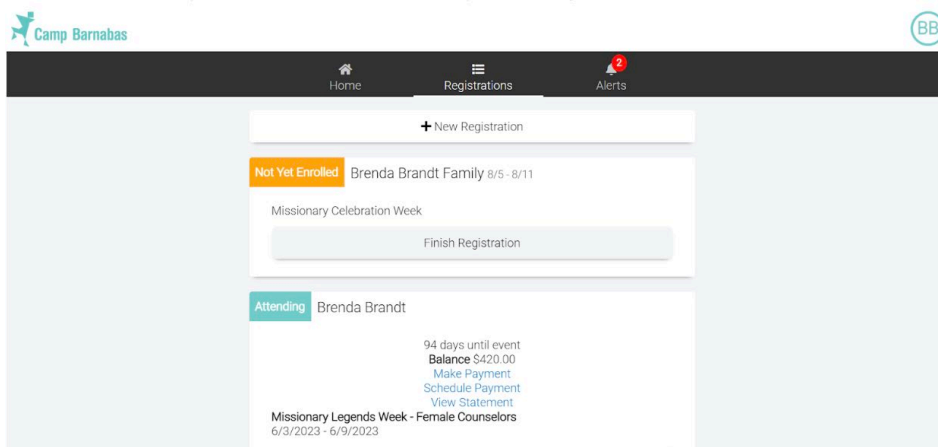


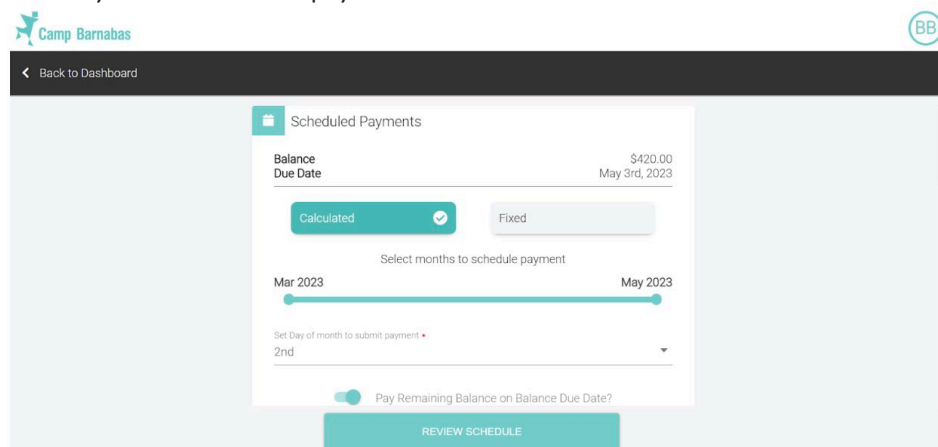
# Setting Up a Payment Plan



1. Log into your Circuitree account (<https://events.circuitree.com/CampBarnabas/Account Login/?returnUrl=%2FCampBarnabas&skip=False>) 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:



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:



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:**



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