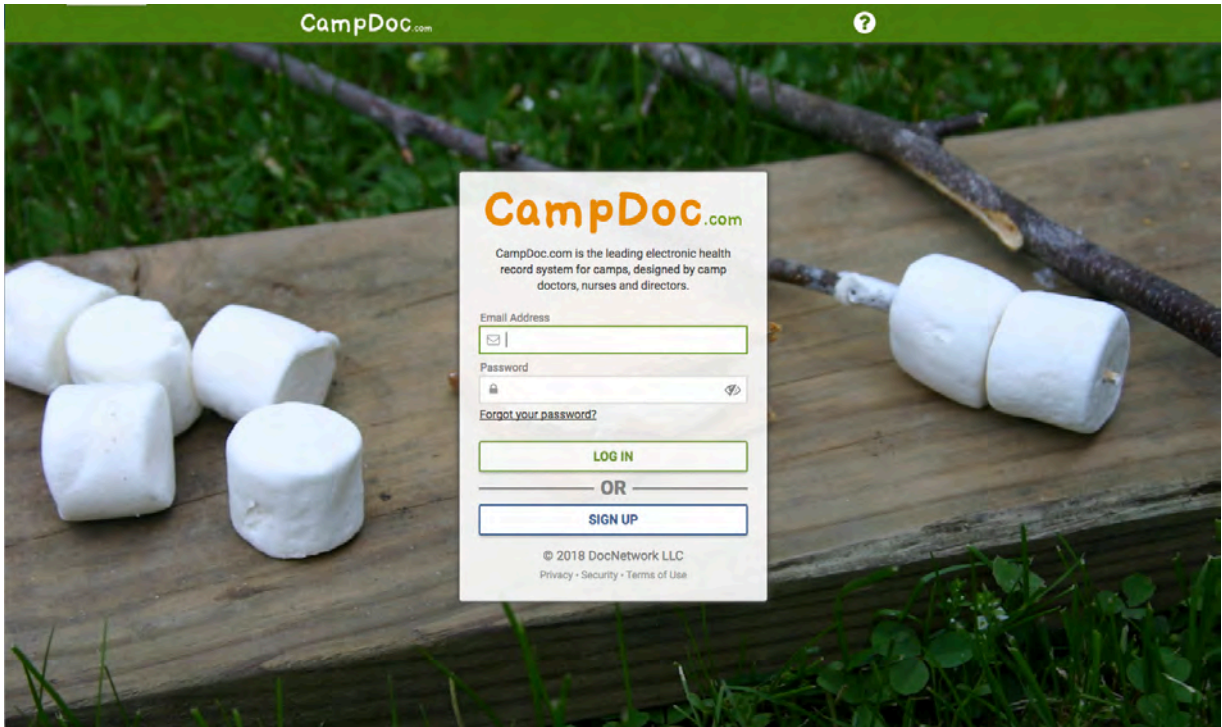


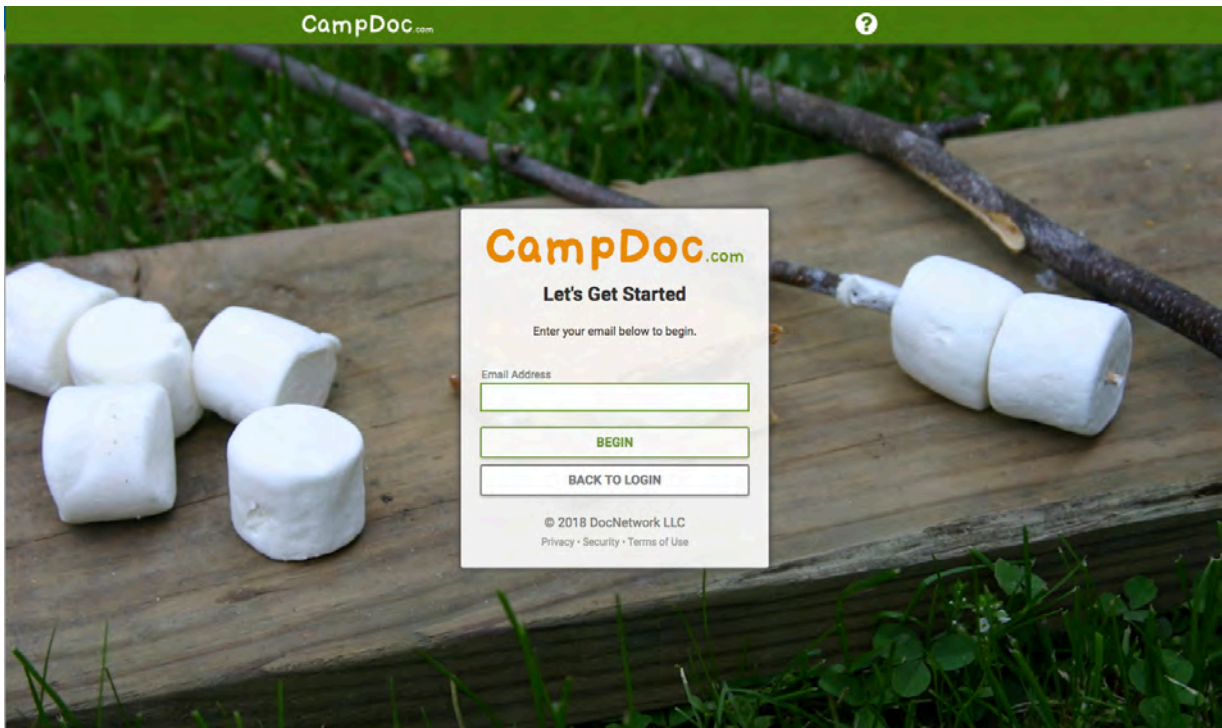
CampDoc Instructions

CampDoc Release Forms must be 100% complete two weeks prior to your event.

1. Go to your group's exclusive CampDoc link provided by your group leader.
2. For returning campers, log in using your existing user name and password.
New campers, click "Sign Up".



3. New users should follow the prompt to create a login.



4. Verify your contact information.

The screenshot shows the 'New Participant' form in CampDoc. The header includes the CampDoc logo and the organization name. A navigation button '+ NEW PARTICIPANT' is visible. The main heading is 'New Participant' and the sub-heading is 'Organization Name'. A message states: 'Before continuing, please verify your contact information below:'. The form contains the following fields, all highlighted in yellow: 'Your First Name' (with 'Dorothy' entered), 'Your Last Name' (with 'LORD' entered), 'Phone Number', and 'Mailing Address'. A 'CONTINUE' button is located at the bottom right of the form, with a red arrow pointing to it. The footer contains the copyright notice '© 2015 Dominion LLC'.

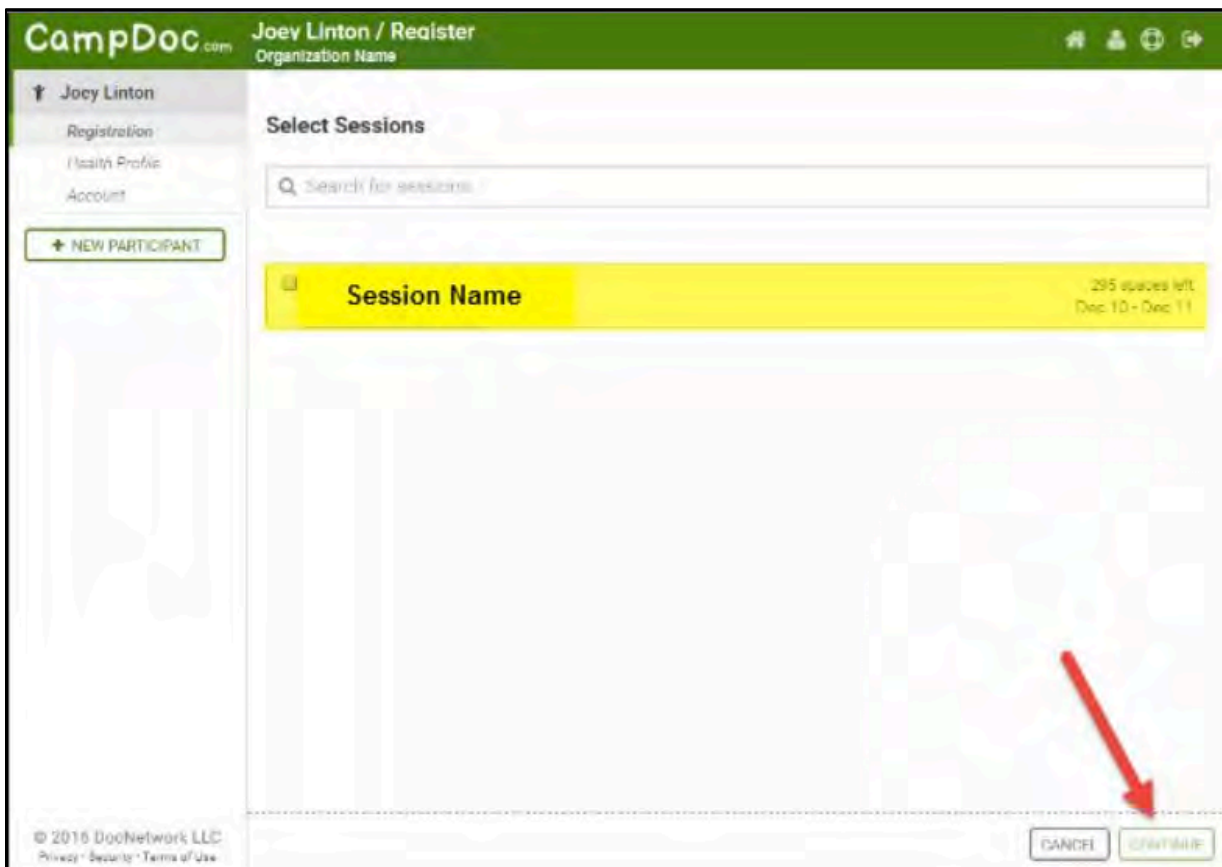
5. Enter the requested participant (camper) information.

The screenshot shows the 'New participant' form in CampDoc. The header includes the CampDoc logo and the organization name. A navigation button '+ NEW PARTICIPANT' is visible. The main heading is 'New participant' and the sub-heading is 'Participants Organization Name'. A message states: 'Tell us about your participant for ThousandPines Christian Camp'. The form contains the following fields, all highlighted in yellow: 'First Name', 'Middle Name', 'Last Name', 'Sex' (with a dropdown menu), 'Class of Birth' (with a dropdown menu), and 'Date of Birth' (with a date picker). A 'CONTINUE' button is located at the bottom right of the form, with a red arrow pointing to it. The footer contains the copyright notice '© 2015 Dominion LLC'.

6. Next, select “Register for a New Session.”



7. On the next screen, select your “session” or event and click “Continue.”



8. Click “Register” to continue.
9. Next, you’ll be directed to the Health Profile, which asks for contact and health information that is required in order to attend.

CampDoc.com Joey Linton / Health Profile
Organization Name

Joey Linton
Registration
Health Profile
Account

+ NEW PARTICIPANT

Contact

Contact

* Church/Group Phone
909-289-1234

* Type of Camp Attending
Adult

Name of Parent/Guardian (if applicable)

* Phone #1
909-239-4321

* Type
Cell

Joey Linton
May 1, 2003

- ✓ Contact
- ✓ Emergency Contact
- ✓ Physician
- ✓ Health
- ✓ Medications
- ✓ Insurance
- ✓ Authorizations

DATES:
Due: October 18, 2016
Lockout: October 18, 2016

CONTACT

PRINT

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100% Complete

NEXT STEP

Upon completion, you will receive a CampDoc confirmation email with helpful links to help you prepare for your arrival.

CampDoc Help

Thank you for using CampDoc.com to complete your Release Form. If you need assistance completing your participant profile, please see below for direction.

CampDoc Can:

- Reset a password if you can't access your account, and are unable to reset your password
- Help you download an updated web browser (which provide improved security and performance for health information); we support current and previous releases of Google Chrome, Firefox, Microsoft Edge, & Safari
- Update or add new email addresses to a participant account
- Email the parent/guardian any documents needed in order to prevent delays in completing their health information (e.g. doctor's physical form)
- Re-send any email notifications that you may have missed or accidentally deleted
- Help you navigate your health profile
- Help you upload documents to your accounts
- Help you with any errors or unexpected behavior when using our system
- **CampDoc.com/support** offers support, training videos, & answers FAQs

CampDoc Cannot:

- Manually enter new participants or providers based on the request of a parent/guardian
- Remove email addresses for someone other than the email address owner; please see your group leader directly to process these changes
- CampDoc, your group leader & the camp cannot accept any mailed or faxed paper documents; all documents will need to be uploaded to the CampDoc system

Group Leaders (Providers) Can:

- Create new participant profiles
- Update a participant's name, date of birth, or health record (an alert will notify leaders of any demographic change requests)
- Answer questions specific to your event (e.g. driving directions, policies, activities, etc.)
- Unlock health profiles, ensuring that leaders are aware of last-minute changes
- Select programs are not designated a Provider; contact the camp for help with Provider functions.

The CampDoc.com Team

Email: help@campdoc.com

Phone 734.636.1000, Fax: 734.619.8301

www.campdoc.com/support