

CampDoc

Dear Parents/Guardians,

This year, Patton Park Summer Park Program is partnering with CampDoc to better serve our participants and staff. CampDoc offers an electronic record system for camps, and you can now complete your participant's information electronically.

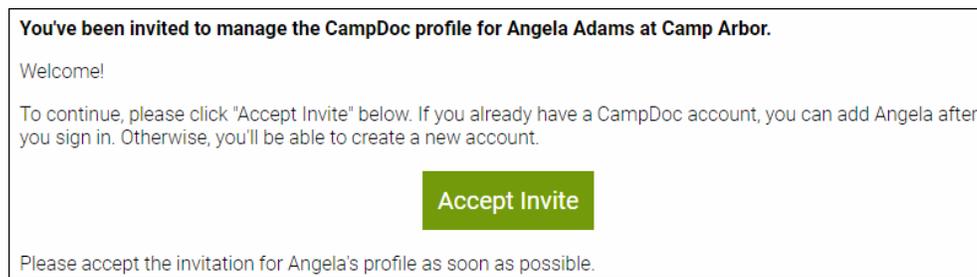
The security and privacy of your participant's information is important to us. The CampDoc site is secure, encrypted, and password protected. You can find additional information about CampDoc privacy and security information at www.docnetwork.org/security.

Watch this short [video](#) to help you get started on logging in to your account and completing your participant's electronic forms, or follow the steps below.

You can expect to receive an "Invitation" email from CampDoc.

Setting Up Your Username and Password on CampDoc

1. Click on the green "Accept Invite" link within the email to create your CampDoc account.



You've been invited to manage the CampDoc profile for Angela Adams at Camp Arbor.

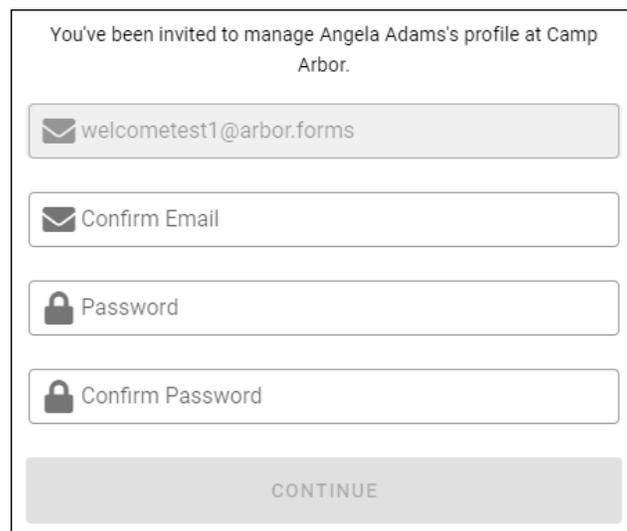
Welcome!

To continue, please click "Accept Invite" below. If you already have a CampDoc account, you can add Angela after you sign in. Otherwise, you'll be able to create a new account.

[Accept Invite](#)

Please accept the invitation for Angela's profile as soon as possible.

2. In the **Confirm Email** box, type your *email address* in order to confirm.
 - o NOTE: This should be *your* email address and not the email address of your participant.
3. In the **Password** box, type the password that you want to use.
4. Click the **Continue** button.



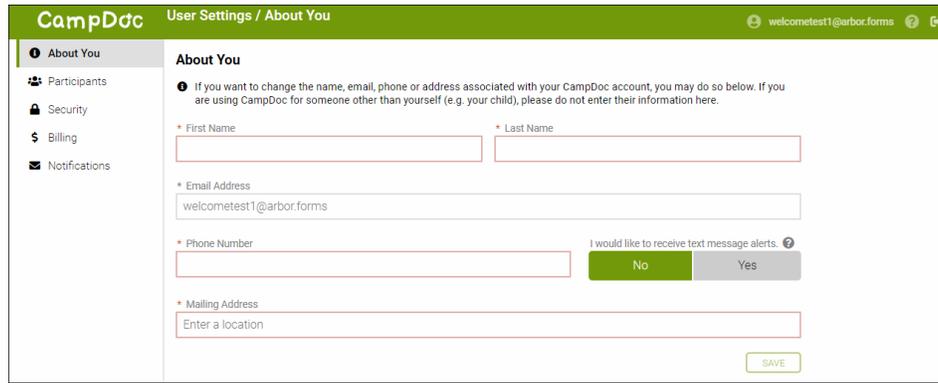
You've been invited to manage Angela Adams's profile at Camp Arbor.

[CONTINUE](#)

CampDoc

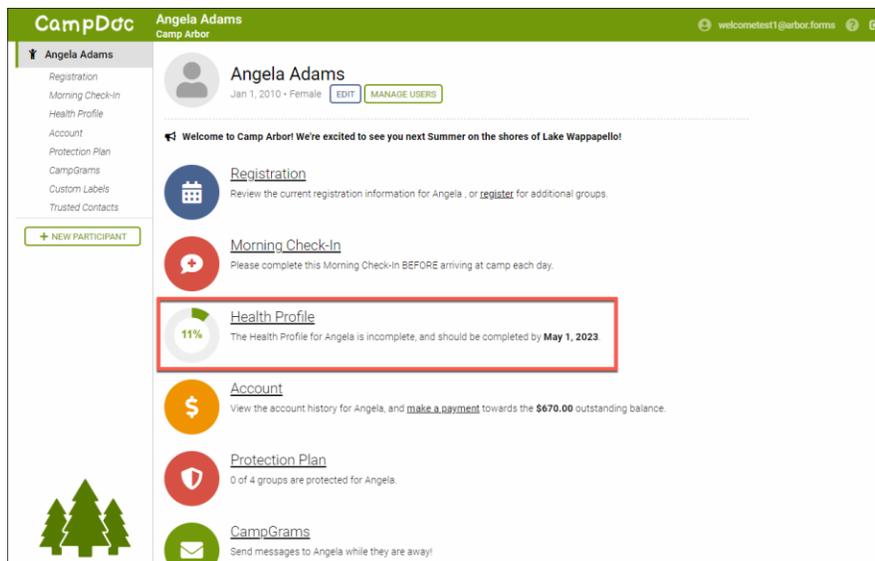
Setting Up Your User Profile

After you log in, you will be prompted to complete an “About You” page, where you will fill in your name and contact information. Upon completion of the “About You” page, you will be able to select your participant’s name and fill in your participant’s electronic forms.



The screenshot shows the 'About You' page in the CampDoc user settings. The page has a green header with the CampDoc logo and the text 'User Settings / About You'. On the left, there is a sidebar menu with options: About You (selected), Participants, Security, Billing, and Notifications. The main content area is titled 'About You' and contains a message: 'If you want to change the name, email, phone or address associated with your CampDoc account, you may do so below. If you are using CampDoc for someone other than yourself (e.g. your child), please do not enter their information here.' Below this message are several form fields: 'First Name' and 'Last Name' (both with red asterisks and red outlines), 'Email Address' (containing 'welcometest1@arbor.forms'), 'Phone Number' (with a red asterisk and red outline), and 'Mailing Address' (with a red asterisk and red outline). There is also a checkbox for 'I would like to receive text message alerts.' with 'No' and 'Yes' buttons. A 'SAVE' button is located at the bottom right.

Filling in Your Student’s Electronic Forms



The screenshot shows the CampDoc dashboard for a user named Angela Adams. The header includes the CampDoc logo, the user's name 'Angela Adams', and the location 'Camp Arbor'. The dashboard has a sidebar menu with options: Registration, Morning Check-in, Health Profile, Account, Protection Plan, CampGrams, Custom Labels, and Trusted Contacts. The main content area displays a welcome message: 'Welcome to Camp Arbor! We're excited to see you next Summer on the shores of Lake Wappapello!'. Below this are several cards for different sections: 'Registration' (Review the current registration information for Angela... or register for additional groups.), 'Morning Check-In' (Please complete this Morning Check-In BEFORE arriving at camp each day.), 'Health Profile' (The Health Profile for Angela is incomplete, and should be completed by May 1, 2023. This card is highlighted with a red border), 'Account' (View the account history for Angela, and make a payment towards the \$670.00 outstanding balance.), 'Protection Plan' (0 of 4 groups are protected for Angela.), and 'CampGrams' (Send messages to Angela while they are away!).

Required questions will be marked with an * and **outlined in red**. Upload any required documents to your CampDoc account. If you're on a phone/tablet, you can take a picture to upload the document.

Keep in mind that our application saves your information as you complete the health forms, therefore you can return to app.campdoc.com to make updates and/or continue filling out your participant's health information. You can log in using the email address and password you previously created.

We're excited to let you know that your participant's information will save from year-to-year, so once you complete it in CampDoc this season, you won't have to start from scratch next year.

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Additionally, CampDoc sends out periodic reminder emails for incomplete information, and your camp may also use the messaging feature to send out emails via CampDoc. These notifications will come from noreply@campdoc.com, so please add this to your safe sender list to avoid accidental delivery to junk and spam folders. We don't want you to miss important notices about Patton Park Summer Park Program!

Please note that CampDoc supports the current and previous major releases of [Chrome](#), [Firefox](#), [Microsoft Edge](#), and [Safari](#) which provide improved security and performance for health information.

For additional assistance, you can navigate to support.campdoc.com or contact our Support Team at support@campdoc.com or 734-636-1000. We also encourage you to visit our [Sign Up Support page](#) for additional resources.

We are excited to continually improve and build safer, more productive, and more efficient systems to create the best experience for you and your family!

We can't wait to see you soon,

Sean Timmons
Hamilton Wenham Recreation Director