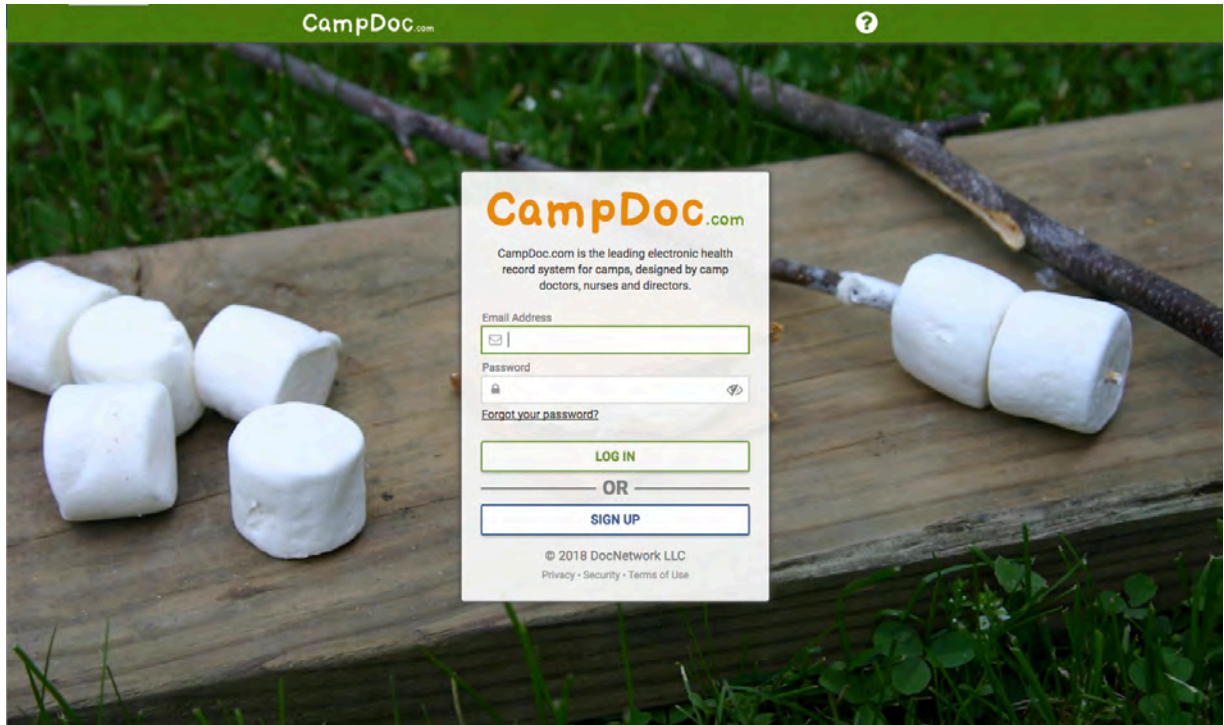


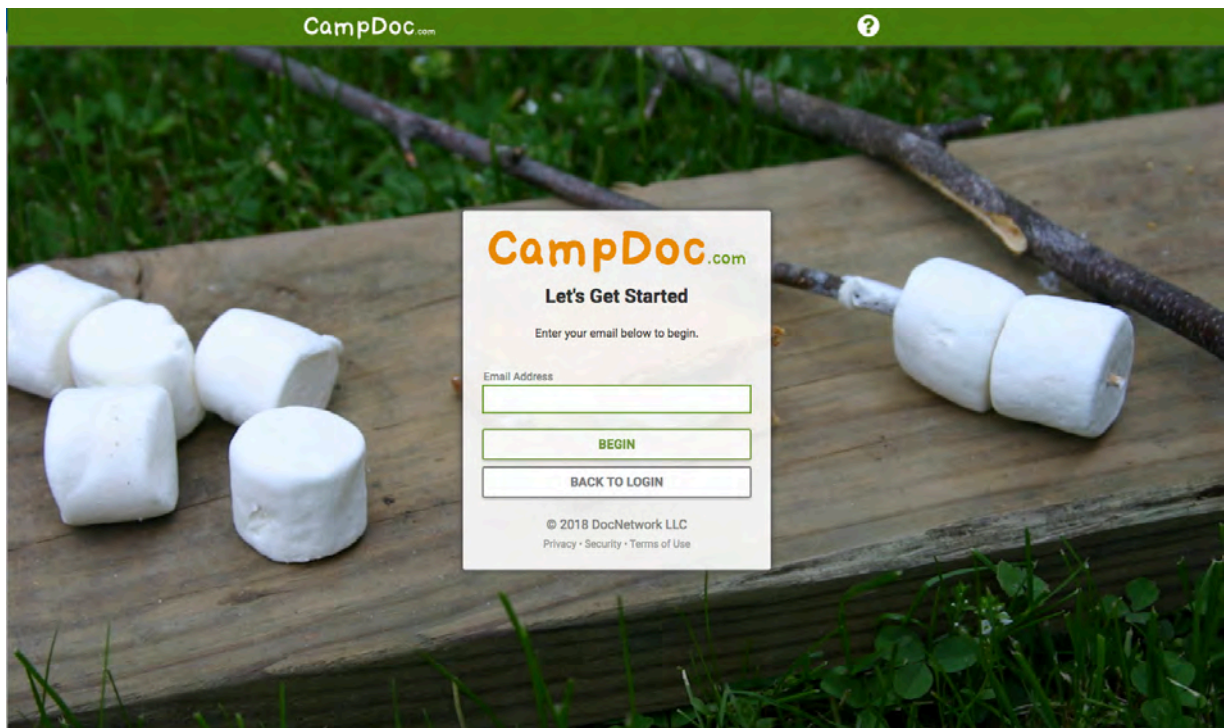
# CampDoc Instructions

**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' followed by 'Organization Name'. A sub-heading reads 'Before continuing, please verify your contact information below:'. The form contains several input fields: 'Your First Name' (with 'Dorothy' entered), 'Your Last Name' (with 'LORD' entered), 'Phone Number', and 'Mailing Address'. The 'Phone Number' and 'Mailing Address' fields are highlighted in yellow. A red arrow points to the 'CONTINUE' button located at the bottom right of the form. The footer contains the copyright notice '© 2015 Dominion LLC'.

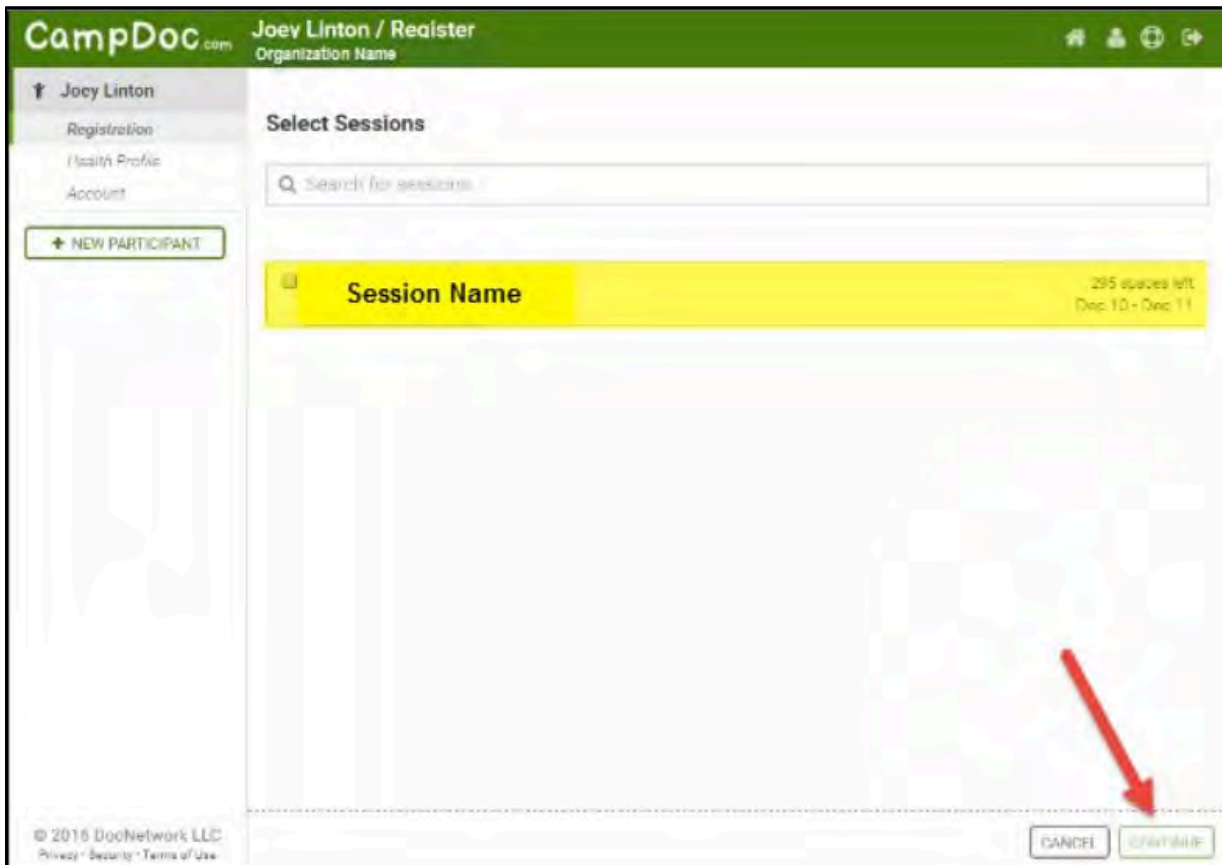
5. Enter the requested participant (camper) information.

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' followed by 'Participants' and 'Organization Name'. A sub-heading reads 'Tell us about your participant for ThousandPines Christian Camp'. The form contains several input fields: 'First Name', 'Middle Name', and 'Last Name', all highlighted in yellow. Below these are four dropdown menus for 'Sex', 'Class of Birth', 'Age', and 'Religion', also highlighted in yellow. A red arrow points to the 'CONTINUE' button located at the bottom right of the form. 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**

© 2016 DonNetwork LLC  
Privacy · Security · Terms of Use

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](mailto:help@campdoc.com)

Phone 734.636.1000, Fax: 734.619.8301

[www.campdoc.com/support](http://www.campdoc.com/support)