

## CampDoc Provider Instructions

1. Provider Login
  - New “providers” (group administrators) can log in by accepting the CampDoc email invite; returning providers may just log in via your group’s CampDoc link.
  - After you log in, you may select **Participant** to complete your personal CampDoc Release Form.
  
2. Share CampDoc Instructions & Link
  - Share the CampDoc Instructions PDF and your exclusive CampDoc link with everyone in your group.
  - ALL guests, including leaders, chaperones, and children three years of age and older are required to complete their CampDoc Release Form 2 weeks prior to your event.
  - Upon completion, participants will receive a confirmation email with helpful links for packing lists, driving directions and more.
  - Consider organizing a sign-up event so that everyone can have access to CampDoc.com.
  
3. Review CampDoc Profiles
  - Log into CampDoc, select **Provider**.
  - You will see a list of all participants who have created CampDoc Logins.
  - To filter the list, select **List Builder**, then select **Add Condition** (see screen shot on page 2).
  - To review Complete Profiles: In the drop-down menus that appear, select “**Completion Status**”, “**is**”, and “**Complete**”.
  - To review Incomplete Profiles: In the drop-down menus that appear, select “**Completion Status**”, “**is**”, and “**Incomplete**”.
  - After you build a list of Incomplete Profiles, you can select **Send Message** to remind those participants that their profile must be 100% complete before arrival.
  - Only participants with 100% complete profiles will receive a wristband, which are required for meals and recreation venues.
  - If you exceeded your maximum attendance and have a waitlist, please request an increase and we will approve the increase as accommodations allow.
  
4. Deactivate Canceled Participants
  - Deactivate any canceled participants by midnight the day before your event. If a participant cancels, it is the group leader’s responsibility to deactivate the profile.
  - All active participants, and participants deactivated on or after the arrival day, will be counted as billable profiles.
  
5. For Additional Assistance
  - See CampDoc Instructions
  - Contact the CampDoc Support 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)

Thank you! We are excited to partner with you in your upcoming event!

Default List <sup>?</sup> Participants (current) Default Display <sup>?</sup> Registrations

**LIST BUILDER** REPORTS SEND MESSAGE POWER TOOLS

**i** Create a custom list of profiles by adding conditions to the list builder below. You may filter by demographic data, users, registrations, notes, review status, completion status, as well as allergies, medications and health profile questions.

Registration Type: is Participant ✕

**AND** Profile Status isn't Past ✕

ADD CONDITION SAVE LIST RESTORE DEFAULTS

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