



Dear Parents/Guardians,

This year, CampAbility Special Day Camp is partnering with CampDoc to better serve our participants and staff. CampDoc offers an electronic health record system for camps, and you can now complete your participant's health information electronically.

The security and privacy of your participant's health 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 health 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.

A screenshot of an email invitation from CampDoc. The header reads: "You've been invited to manage the CampDoc profile for Angela Adams at Camp Arbor." Below this is a "Welcome!" message. The main text says: "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." In the center is a large green button with the text "Accept Invite". At the bottom, it says: "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.
 - 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.

A screenshot of the CampDoc account setup form. The header reads: "You've been invited to manage Angela Adams's profile at Camp Arbor." Below this are four input fields: 1. A text field containing "welcometest1@arbor.forms" with an envelope icon on the left. 2. A text field labeled "Confirm Email" with an envelope icon on the left. 3. A text field labeled "Password" with a lock icon on the left. 4. A text field labeled "Confirm Password" with a lock icon on the left.



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 health forms.

The screenshot shows the 'CampDoc User Settings / About You' page. On the left is a sidebar with navigation links: '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 are several input fields: 'First Name' and 'Last Name' (both marked with an asterisk), 'Email Address' (pre-filled with 'welcometest1@arbor.forms'), 'Phone Number' (marked with an asterisk), and 'Mailing Address' (pre-filled with 'Enter a location'). To the right of the 'Phone Number' field is a toggle for 'I would like to receive text message alerts.' with 'No' and 'Yes' buttons. A 'SAVE' button is located at the bottom right of the form.

Filling in Your Student's Electronic Health Forms

The screenshot shows the CampDoc dashboard for a user named Angela Adams. The sidebar on the left lists various sections: 'Registration', 'Morning Check-in', 'Health Profile', 'Account', 'Protection Plan', 'CampGrams', 'Custom Labels', and 'Trusted Contacts'. The main content area displays a welcome message and several action items: '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 section 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 health 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.

Additionally, CampDoc sends out periodic reminder emails for incomplete health 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 CampAbility Special Day Camp!

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,

Jessenia Alicea
CampAbility Special Day Camp Director