

CampDoc How-To for New Accounts/Applicants

- Creating an account - Adding participants - Registering for events

- 1.) Create an account - This is to be done by the parent/legal guardian. DO NOT sign up under a student's email or allow a student to sign up themselves!
- 2.) Start by entering in parent/legal guardian email address.
- 3.) You will be sent a "sign up" email; check the inbox of the email you entered.
- 4.) The email you'll receive has a verification link. Once you click it, you verify your email. You'll then be sent back to the CampDoc homepage.
- 5.) From there, you'll see your entered email as well as two empty bars; one is for a new password and the other is for confirming the password. *Take this time to write this password down somewhere! :)
- 6.) Once entered, you'll be sent to the "New Participants" page. Participants are students. For each child you will be entering, each will need a Participant form filled out. Only enter YOUR legal children. DO NOT enter in friends or any other student other than your own. These are legal forms and this information should ONLY be submitted by the parent/legal guardian. Again, DO NOT let students enter in themselves.
- 7.) After you've entered in your first Participant's information, you'll be sent to the "About You" page. This is where you enter YOUR information. This is for the parent/legal guardian to put in their phone number, email, address. You can also check whether you'd like to receive text message alerts by checking yes/no.
- 8.) Once you've confirmed this information, it'll take you to the Participant's (student's) registration page. Here, you will see what this student is registered for. To register or apply a student for events, select the button labeled "Register for a new session" in the bottom right corner.
- 9.) From here, you'll be sent to the "Select Session" page. You will see a list of all Quail Lakes Baptist Church's available events for that particular Participant. For each student you are registering, please make sure you register for the appropriate age group. **IF YOU DO NOT SEE THE APPROPRIATE GROUP AS AN OPTION, PLEASE CONTACT US. DO NOT REGISTER FOR A DIFFERENT GROUP INSTEAD.**
- 10.) Once an event is selected, a highlighted notice with the selected event will appear. Double check before continuing on.
- 11.) After selecting the correct event, you'll be directed to a "Protection Plan" page. This is a coverage plan offered by CampDoc and is handled through CampDoc. This offer is outside of Quail and our cancellation policies. Selecting or dismissing this option is solely up to the parent/legal guardian.
- 12.) After, you will proceed to the "Confirmation/Transactions" page. There, you will see the cost (if there is any required) listed there. Continue on by clicking "Register" at the bottom. **NOTE THAT THERE IS A NON-REFUNDABLE DEPOSIT DUE AT THE TIME OF REGISTRATION FOR EACH DAY CAMP WEEK.**
- 13.) A pop-up bubble will come up and notify you that you're successfully registered. From there you can add another registration or close.
- 14.) After you close, this leads you to the Application page. This page has the date of when this Application is due to be completed. Also, on this page, along the side are red dotted topics (e.g. General Info, Allergies, etc.). All of these sections will need to be filled out. As you complete these, the completed dots will turn green. **EVERY DOT MUST BE GREEN PRIOR TO YOUR CAMPER'S WEEK AT DAY CAMP.** And MUST be completed by a parent/legal guardian.
- 15.) At this point, you can review a student's Registrations/Applications through the left panel. There, you'll see your student's name and directly under their name will be a Registrations button. Click it, and you will be able to review all that the student is currently applied/registered for.
- 16.) Selecting any event will take you to a short bio containing the event contact. And in the bottom right corner is a cancellation request button.
- 17.) To access the Application (health form pages) and to review, update, or continue filling out that info, select "Application" on the left side under the student's name. There, you will find the page featuring the red/green dotted topic. Click on a dotted area to review, update, or complete it. Again, **EVERY DOT MUST BE GREEN PRIOR TO YOUR CAMPER'S WEEK AT DAY CAMP.**