



WE HAVE PARTNERED WITH CAMPDOC AND WILL BE HANDLING:

- Applications
- Registration
- Consent Forms
- Health Forms
- Payments

THROUGH CAMPDOC. HERE'S HOW TO GET STARTED!

1 - CREATE A MAIN GUARDIAN ACCOUNT

SCAN QR CODE OR GO TO

QLBC.ORG/HUME-LAKE

to access our link to applications.

STUDENTS CANNOT SIGN THEMSELVES UP

The account **MUST** be CREATED AND MANAGED by a parent or legal guardian.

DO NOT SIGN UP ANY STUDENT OTHER THAN YOUR OWN

Any added participant must be enrolled by their parent/legal guardian. DO NOT sign up cousins/friends.

2 - ADD PARTICIPANTS

THE "ABOUT YOU" SECTION IS RESERVED FOR PARENT/LEGAL GUARDIAN INFORMATION

As stated before, parents/legal guardians **MUST** be the operator of their CampDoc account. This opening page will request information, phone number, address, etc.

ONCE YOUR "ABOUT YOU" SECTION IS COMPLETE, YOU CAN NOW ADD A PARTICIPANT

A "Participant" stands for "student". Here, you can add your student's information and register/apply for upcoming events.

REFER TO YOUR NOTES

THE FOLLOWING PAGE HAS STEP-BY-STEP INSTRUCTIONS ON CREATING AN ACCOUNT AND ADDING PARTICIPANTS (STUDENTS) TO YOUR ACCOUNT. IT ALSO HAS INSTRUCTIONS ON APPLYING FOR AN EVENT/CAMP.

CAMPDOC

- CREATING AN ACCOUNT

- ADDING PARTICIPANTS

- APPLYING/REGISTERING FOR EVENTS

1. Create an account - This is to be the parent/guardian's. DO NOT sign up under a student's email or allow a student to sign up themselves.
2. Start by entering in parent/guardian email.
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 Camp Doc home page.
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. 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/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/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 (student)'s registration page. Here, you will see what this student is registered in. As of now, the student shouldn't have anything listed. To get a student applied or registered 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. This will list all Quail Lakes Baptist Church's available registries and applications. For Hume, each camp, Wagon Train (3rd-5th), Meadow Ranch (6th-8th), Ponderosa (9th-12th), will have their own applications. So for each student you apply for, please make sure the student and event you're applying for are correct.
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 Camp Doc and is handled through Camp Doc. Quail **DOES NOT** suggest or dismiss this option/offer. And this is solely up to the parent/guardian.
12. After, you will proceed to the "Confirmation/Transactions" page. There, you will see the cost (if there is any required) listed there. This page is mostly a receipt and does not offer an option to pay. Continue on by clicking, "register" at the bottom.
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. Ex. General Info, Allergies.. All of these will need to be filled out. As you complete these, the completed dots will turn green. These all **MUST** be completed for each student. And **MUST** be completed by a parent/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 on the direct button under their name will be a registration button. Click it, and you will be able to review all that the student is currently applied/registered in.
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 health form pages and to possibly continue filling out that info; on the left side column, select "Application". There, you will find the page featuring the dotted topics and can continue making changes.