CampDoc

Dear Camp Families,

This year, Girl Scouts of the Chesapeake Bay is partnering with CampDoc to better serve our campers 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 atwww.docnetwork.org/security.

Watch this short <u>video</u> 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 within two weeks of completing your camp registration.

Setting Up Your Username and Password on CampDoc

1. Click on the green "Accept Invite" link within the email to create your CampDoc account.



- 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.

You've been invited to manage Angela Adams's profile at Camp Arbor.
welcometest1@arbor.forms
Confirm Email
Password
Confirm Password
CONTINUE

CampDoc

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.

CampDoc	User Settings / About You	e welcometest1@a	arbor.forms 👩 😝
About You	About You		
 Participants Security 	 If you want to change the name, email, phone or address associated with your C are using CampDoc for someone other than yourself (e.g. your child), please do 		
\$ Billing	* First Name * Last Name		
 Notifications 	* Email Address Welcometest1@arbor.forms		
	* Phone Number	I would like to receive text message alerts. No Yes	
	* Mailing Address Enter a location		
		SAVE	

Filling in Your Student's Electronic Health Forms

CampDoc	Angela Adams Camp Arbor	e welcometest1@arbor.forms	0 G
Angela Adams Registration Morning Check-In Health Profile	Angela Adams Jan 1, 2010 - Female EDIT MANAGE USERS		
Account Protection Plan CampGrams Custom Labels Trusted Contacts	✓ Welcome to Camp Arbort We're excited to see you next Summer on the shores of Lake Wappapellot Registration Review the current registration information for Angela, or register for additional groups.		
+ NEW PARTICIPANT	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.		
	\$ Account View the account history for Angela, and <u>make a payment</u> towards the \$670.00 outstanding balance.		
	Protection Plan 0 of 4 groups are protected for Angela.		
	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 <u>app.campdoc.com</u> 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.

CampDoc

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 <u>noreply@campdoc.com</u>, 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 summer camp!

Please note that CampDoc supports the current and previous major releases of <u>Chrome</u>, <u>Firefox</u>, <u>Microsoft</u> <u>Edge</u>, and <u>Safari</u> 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 <u>support@campdoc.com</u> or 734-636-1000. We also encourage you to visit our <u>Sign Up Support page</u> 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,

Girl Scouts of the Chesapeake Bay