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**Dear Family Camper,**

*In our continuous efforts to provide the best possible care to our campers, families, and staff, Camp Klotty Pine has partnered with CampDoc.com, an online registration and electronic health record system for camps, to centralize camp registrations.*

*Their system allows us to consolidate and integrate camper registration and health information into a centralized and secure location leaving confusing, endless piles of forms a thing of summers past. **Each consecutive year you will be able to update the application rather than create a new one.** We are excited to continually evolve, building safer, more productive and more efficient systems to create the best experience for you and your family!*

**If you are unable access a computer for registration, we recommend using one at your local library or you may come to GLHF's downtown office to use one. If this is the case, please contact GLHF at 414.937.6782 to arrange a time.**

**You can start registering today by clicking the registration portal below!**

**[app.campdoc.com/register/campklottypine](http://app.campdoc.com/register/campklottypine)**

- 1. Enter the email address of the parent or guardian to begin creating an account.** This makes the parent or guardian the account provider. Once you submit this, Camp Doc will bring you to the "patient portal". **If you already have a Camp Doc account, please login.**
- 2. To start registering your first participant, click the box "+ New Participant"** located in the far left side bar. You will need to register each person attending family camp, individually.  
\*\* If a participant has registered for a camp program in the past, their profile information will already be available. Select their profile, and the registrations tab under their name to register them for another session. \*\*\*\*\*
- 3. Create a profile for the participant by first filling in their demographics** (Name, Sex, Date of Birth). This information generates what type of registration the participant is eligible for based on their age.
  - Camper Registration, 6-15 years old ( Age 7-15 at time of camp)
  - Leader In Training Application 16-18 years old
  - Counselor Applications 19+
  - **Family Camp- All ages**

*What you submit here will be in our records for future years. If you need to edit the Name, Sex or Date of birth of the participant at any time in the future you will need to receive approval from GLHF.*

4. **Continue to register for a new session. Select your desired registration, Family Camp, Continue.**
5. Next, it will ask you about a protection plan. **This a service camp Doc offers but we will not be utilizing. Please “Decline Protection Plan”** and then **continue onto the next section, Tuition.**
6. Here you will see your **Tuition balance**, which should be \$0.00 to start. The family camp registration fee of \$40.00 will be applied to your account once your registration is processed. If you require any financial assistance, please contact Karin at GLHF 414.937.6782 upon registering.

**Congratulations! You just successfully registered your first participant! You will need to complete this process for everyone in your family attending family camp.** Repeat the process again starting with “+ New Participant” in the left sidebar.

Now that they are registered, you will see each participant’s profile in the far left side bar. If you click on their name, you will see the following sub sections under their name.

- **Registrations:** This is where you can review or add sessions for this participant.
- **Health Profile: *\*\*This is where all our health forms are located this year!\*\**** Once you click this, a side bar in the far right will display **the forms we need you to complete by the health profile due date, and make all final adjustments to by the lockout date.** Answers are saved automatically as you type, when a section is complete a green check mark will replace the red dot. If you need an extension to the lockout date, please contact GLHF.
- **Account:** This is where you will pay your registration fee once it is assigned.
- **Protection Plan: DO NOT USE**

**We hope that you find CampDoc straight forward and easy to use. If you run into any problems or require some additional instruction, the following are excellent resources**

- For a quick general video tour of CampDoc watch this video from 2:20-7:45 minuets
  - <https://www.campdoc.com/training-videos/>
  - ***Most important: Registration and Health Profile Sections***
  - We will not be using the “Protection plan” section of registration.
- See attached “Family FAQ’s” Document
  - [www.campdoc.com/support/section/patient](http://www.campdoc.com/support/section/patient)
  - “Completing your health profile” and “registration” sections will answer most questions you are likely to have.

If your question is still unanswered, contact Camp Doc at **734.636.1000** for technical questions and GLHF at **414.937.6782** for other assistance.