



Dear LIT Applicant,

Thank you for your interest in becoming a LIT at Camp Klotty Pine this summer.

We are beyond excited to be starting our first year of the LIT program this summer, as LIT you will be essential to the future of camp. You are now a part of the movement that will pass on the tradition of camp for generations to come. This summer children will be looking up to you as their role model, and you will have the opportunity to impact their lives, just as your past counselors did.

In order to be a LIT you will need to complete TWO online components: Application and Registration.

1. Complete the **Application** which asks for general information, experiences and references. As you complete the application components, it will automatically submit.
2. Once your application is submitted it will be reviewed, upon approval you will then be granted access to **registration**. Once you have been approved to register, we will send you an email with further instructions. Registration is where we will gather typical health information that you will need to submit prior to camp.

Until then, this will guide you through the application process.

Start your LIT application today by clicking the Camp Klotty Pine portal below!

<https://app.campdoc.com/!/home/auth/email?r=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".
2. **To access application, click the box "+ New Participant"** located in the far left side bar.
3. **Create a profile for the participant by first filling demographics** (Name, Sex, Date of Birth). This information generates what type of registration the participant is eligible for based on their age.

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, **LIT Application**. **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. Later when you complete the “Campership” portion of registration, GLHF will review and award camperships based on income sliding scale. An amount will then be assigned to your account for payment. For now, **click “Register” to continue**

Congratulations! You just successfully activated your LIT Application! You will see the different components of your LIT participant profile in the far left side bar. Once 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 participant.

Health Profile: ****This is where ALL of the application materials are located! **** Once you click this, a side bar in the far right will display the applications components including:

- Participant Information – General info
- Emergency Contacts
- Application- education, skills, work experience, short answer, references
- Reference Forms- You may submit your reference form files electronically on Camp Docs or your references may choose to email, mail or fax forms to GLHF. Contact information is included on the reference form.

Answers are saved automatically as you type, when a section is complete a green check mark will replace the red dot. Once your application is 100% complete, and we have received all of your reference forms **it will automatically submit**. **Final application submissions are due May 15th**.

Account: This is where you will pay your registration fee once it is assigned after registration.

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://youtu.be/H_6Y6ExxPHo
 - **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
 - “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.