



Setup Your CampDoc Account for Out of School Time Care

This school year, our YMCA Out of School Time program is partnering with **CampDoc** to manage student health records electronically. The YMCA chose CampDoc to better serve our families for two main reasons:

- **To Improve Your Registration Experience:** You can complete your registration first and then easily submit your necessary paperwork online after registration.
- **For Advanced Security & Privacy:** CampDoc provides a trusted and secure platform to keep your child's medical and personal details safe.

SECURITY & PRIVACY FIRST

The security and privacy of your child's health information is our highest priority. The CampDoc system is **fully secure, encrypted, and password-protected**. For additional details regarding their security standards, you can visit www.docnetwork.org/security.

STEPS TO SET UP YOUR ACCOUNT & ADD INFORMATION

You should have already received an official "**Invitation**" email directly from CampDoc. It was not spam! If you haven't seen it yet, please check your inbox (and spam/junk folder). If you deleted the email, not to worry! A reminder will be sent to you.

Once you locate the email, follow these quick steps:

Step 1: Create Your Account

- Open the email invitation and click the green "**Accept Invite**" link.
- Type **your** parent/guardian email address in the "Confirm Email" box (*please do not use your child's email address*).
- Set and confirm your password, then click **Continue**.

You've been invited to manage the CampDoc profile for Angela Adams at Camp Arbor.

Welcome!

To continue, please click "Accept Invite" below. If you already have a CampDoc account, you can add Angela after you sign in. Otherwise, you'll be able to create a new account.

Accept Invite

Please accept the invitation for Angela's profile as soon as possible.

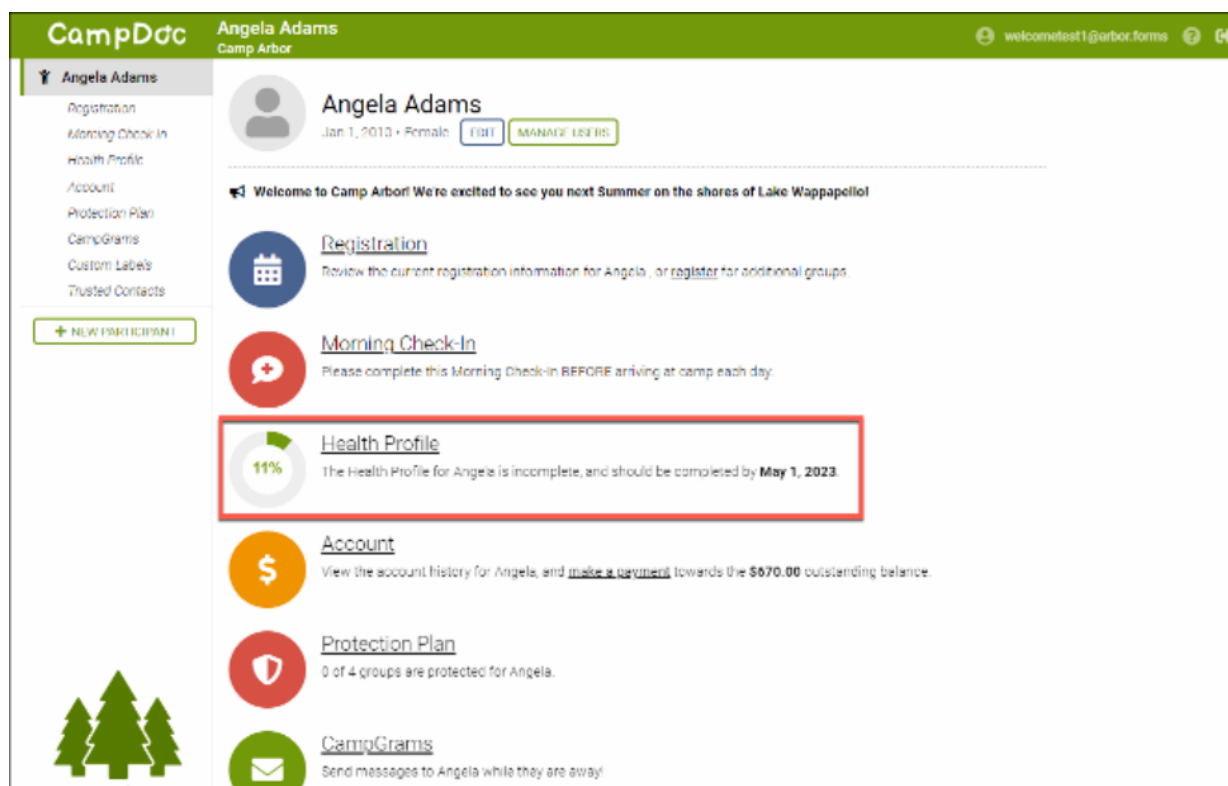
Step 2: Set Up Your Parent Profile

- Complete the **"About You"** page with your contact information (name, email, phone number, and home address).
- Note: Please keep this section to parent/guardian information only—you will add student details next.

The screenshot shows the 'CampDoc' 'User Settings / About You' page. The left sidebar contains links for 'About You', 'Participants', 'Security', 'Billing', and 'Notifications'. The main content area is titled 'About You' and includes a disclaimer: 'If you want to change the name, email, phone or address associated with your CampDoc account, you may do so below. If you are using CampDoc for someone other than yourself (e.g. your child), please do not enter their information here.' Below this are several form fields, some marked with a red asterisk (*) indicating they are required: 'First Name', 'Last Name', 'Email Address' (pre-filled with 'welcometest1@arbor.forms'), 'Phone Number', and 'Mailing Address' (with a placeholder 'Enter a location'). There is also a checkbox for 'I would like to receive text message alerts.' with 'No' and 'Yes' buttons. A 'SAVE' button is at the bottom right.

Step 3: Complete Your Child's Health Forms

- Select your child's name to open their electronic health profile.
- Fill out all required fields, which are marked with a red asterisk (*) and outlined in red.
- Upload any necessary medical documents. If you are using a mobile phone or tablet, you can take a picture of the document to upload it directly.



Important Tips & Helpful Features

- **Progress Saves Automatically:** The portal saves your answers as you type, so you can log out and return to app.campdoc.com anytime using your email and password.
- **Saved for Future Years:** Your student's health profile carries over from year to year, meaning you won't need to start from scratch next year!
- **Check Your Email:** Reminders and updates will come from noreply@campdoc.com. Please add this address to your safe-sender list so key messages do not end up in spam.
- **Recommended Web Browsers:** CampDoc runs best on updated versions of Chrome, Firefox, Microsoft Edge, and Safari.

Need Technical Support?

If you have trouble finding your invitation email or run into technical issues during form completion, help is readily available:

- Visit the self-help center at support.campdoc.com. Contact the CampDoc Support Team directly at support@campdoc.com or by phone at **734-636-1000**.
- Have a question about your YMCA Account? Contact our Youth Development Team at 720 524 2726 or youthdevelopment@denverymca.org.