



Dear Parents/Guardians,

This year, UMBC Summer Day Camp is partnering with CampDoc to better serve our participants 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 at www.docnetwork.org/security.

Watch this short [video](#) to help you get started on logging in to your account and completing your participant's electronic health forms, or follow the steps below.

Start by setting up your CampDoc account with this link: <http://app.campdoc.com/register/umbc>

Setting Up Your Username and Password on CampDoc

1. Click on the link within the email to create your CampDoc account.

A screenshot of an email verification screen. At the top is a green header with the text "Account for CampDoc". Below the header, the text reads: "You have requested to sign up for a CampDoc account. To continue, please verify your email by clicking the link below." followed by a blue hyperlink: <https://app.campdoc.com/l/dn/login?r=umbc&verify=9ebb586e-44d9-4277-b80d-d44667bfcc0f>. At the bottom, it says "Please verify your email using the above link as soon as possible."

2. In the **Confirm Email** box, type your *email address* in order to confirm.
 - o 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.

A screenshot of the CampDoc account setup form. At the top, it says "You've been invited to manage Angela Adams's profile at Camp Arbor." Below this are four input fields: the first contains an email icon and the text "welcometest1@arbor.forms"; the second contains an envelope icon and the text "Confirm Email"; the third contains a lock icon and the text "Password"; the fourth contains a lock icon and the text "Confirm Password". At the bottom is a large grey button with the text "CONTINUE" in all caps.



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.

The screenshot shows the 'About You' form in the CampDoc application. The form is titled 'CampDoc User Settings / About You' and includes a sidebar with navigation links: About You, Participants, Security, Billing, and Notifications. The main content area contains the following fields and options:

- First Name** and **Last Name**: Text input fields with red outlines.
- Email Address**: Text input field containing 'welcometest1@arbor.forms'.
- Phone Number**: Text input field with a red outline.
- I would like to receive text message alerts.**: A toggle switch with 'No' and 'Yes' buttons.
- Mailing Address**: Text input field with the placeholder 'Enter a location'.
- SAVE**: A green button at the bottom right.

Filling in Your Student’s Electronic Health Forms

The screenshot shows the 'Angela Adams' profile page in the CampDoc application. The page is titled 'CampDoc Angela Adams Camp Arbor' and includes a sidebar with navigation links: Registration, Morning Check-in, Health Profile, Account, Protection Plan, CampGrams, Custom Labels, and Trusted Contacts. The main content area displays the following information:

- Angela Adams**: Profile card showing 'Jan 1, 2010 • Female' and buttons for 'EDIT' and 'MANAGE USERS'.
- Welcome to Camp Arbor!**: A message stating 'We're excited to see you next Summer on the shores of Lake Wappapello!'.
- Registration**: A link to 'Review the current registration information for Angela, or register for additional groups.'
- Morning Check-In**: A link to 'Please complete this Morning Check-In BEFORE arriving at camp each day.'
- Health Profile**: A link to 'The Health Profile for Angela is incomplete, and should be completed by May 1, 2023.' This section is highlighted with a red box.
- Account**: A link to 'View the account history for Angela, and make a payment towards the \$670.00 outstanding balance.'
- Protection Plan**: A link to '0 of 4 groups are protected for Angela.'
- CampGrams**: A link to '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 app.campdoc.com 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.



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 noreply@campdoc.com, 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 [YOUR CAMP NAME]!

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

Nicole, Dom, Lionel and Gary
UMBC Summer Day Camp Team