

Standard Operating Procedure: CampDoc User Guide

Youth Compliance

As of 2/07/2024

PARTICIPANT USER GUIDE

The Camp Office webpage that lists our camp sessions provides a link to the CampDoc portal so that parents/guardians can register their participant for a camp session.

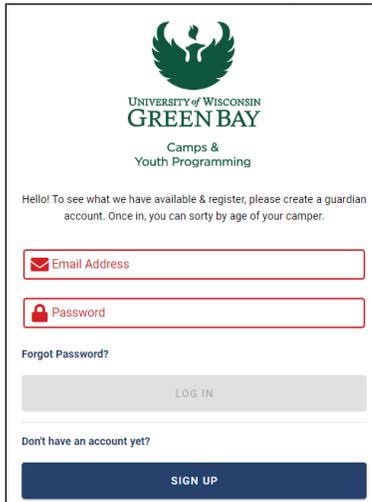
Once registration is initiated by the parent/guardian, they will receive an automatic email after a few days until they complete registration by 100%.

Registration Entry

Participants (or parent/guardian) will complete registration for each participant. A profile must be created prior to registering for a camp program.

Create a CampDoc Profile

1. Open [CampDoc Portal](#)
2. Select SIGN UP to create a participant profile



The screenshot shows the registration page for the University of Wisconsin Green Bay Camps & Youth Programming. At the top is the university logo and name. Below that is a message: "Hello! To see what we have available & register, please create a guardian account. Once in, you can sort by age of your camper." There are two input fields: "Email Address" with a red envelope icon and "Password" with a red padlock icon. Below the password field is a "Forgot Password?" link. A grey "LOG IN" button is present. At the bottom, there is a blue "SIGN UP" button and a link that says "Don't have an account yet?"

3. In the new window in the EMAIL ADDRESS BOX, type your email address
4. Click SUBMIT
5. Click the BACK TO LOGIN button
6. Go to your Email Inbox and open the CampDoc Account email sent to you
7. In the new window that appears, in PASSWORD box, type the password that you choose
Must contain at least 8 characters, both upper and lowercase letters and one number or symbol
8. Retype the password again
9. Click CONTINUE
10. A new page will open prompting you to add the participants demographic information

Register for a Camp

1. Open [CampDoc Portal](#)
2. Click REGISTER FOR A NEW SESSION
3. Check the box to select the session(s) for which you want to register your participant to
4. Click CONTINUE
5. Follow any prompts to complete registration

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Complete Authorizations & Health Profile

1. Open [CampDoc Portal](#)
2. Click the name of participant you want to work on (you may have more than one child to register)
3. Click HEALTH PROFILE



4. Complete any fields outlined in red
5. On lower-right side of page, click NEXT STEP
6. Repeat Steps 3-5 until all the steps are complete



Health Profile sections:

>> ✓ General Information	Print Edit
>> ✓ Emergency Contacts	Print Edit
>> ✓ Allergies	Print Edit
>> ✓ Medications	Print Edit
>> ✓ Health History	Print Edit
>> ✓ Immunizations	Print Edit
>> ✓ Authorizations	Print Edit
>> ✓ Pick Up Authorization	Print Edit
>> ✓ Travel	Print Edit