Standard Operating Procedure: CampDoc User Guide
Youth Compliance
As of 2/07/2024

GENERAL INFORMATION

UW System for registration of participants to sponsored camps. Program sessions are uploaded to CampDocs every Monday and Thursday from YARS to avoid duplicate entry into the two systems.

System will not be charging UWGB for use until 2026.

CampDoc allows us to make some edits but we cannot change dates.

Program Functions

- Participant Registration
- Participant Health Log
- eMAR
- Attendance Check In/Out
- Finances (reflects participant payments)

Program Details

Registering Camp Sessions	Camp Programs are entered into <u>YARS</u>, and then individual Camp Sessions dates are added to the program. The <u>Sessions</u> are uploaded to CampDocs. CampDoc does not allow you to manually add a session in CampDoc. An alternative option allows us to send our CampDoc Rep the info to set up a session.
Closed Session	The public would not be able to see a camp session ONLY if you add a Close Date in YARS that is past; this automatically locks the session. Example: Today is 11/01/2023, enter Close Date as 10/31/2023 This feature allows you to send a direct registration link to the participant group who would then access CampDoc with the link.
Private Session	There is no mechanism to set up a camp that is only open to certain participants, e.g. Oneida Camps. However, you can set up to have a Direct Registration link. This link can be sent to participants to register, but the camp is still open to anybody. You'll have to remove a participant from the registration who registers that is not part of the group.
Time Slots	Camps that have multiple sessions on the same date, you can list out the sessions using different time slots. If you have the same camp but different dates, these sessions will be listed separately within CampDoc.

At beginning of each year, Camp Office should work with Pre-College Liaison. Obtain last year list from Camp Doc prior to adding to YARS to ensure program name consistency.

CampDoc Support

The support contact may be reached by email at: accounts@campdoc.com.

ADMINISTRATOR FUNCTIONS

The Camp Director completes the following functions

- Review sessions for accuracy (from YARS download)
- Create Profiles
- Register Participants/Providers
- Assign Provider Roles
- Assign Provider Administrative Access (only to approved individuals)
- Pull Reports (rosters, medication lists, etc)
- Facilitate registration payments

| **Standard Operating Procedure: CampDoc User Guide** |
| Youth Compliance |
| As of 2/07/2024 |

Review Sessions

The Camp Director or Project Organizer should review uploaded sessions to confirm the accuracy. To make changes, contact the CampDoc Rep at accounts@campdoc.com.

1. Login to CampDoc
2. Select Groups/Registration Set Up to review sessions uploaded from YARS, from the CampDoc Menu Bar, Select *Groups/Registration Set Up*

    👥 Profiles

    🌐 **Groups**

        Roster / Registrations

        Registration Setup

3. Review Sessions to accuracy
    There are some changes allowable in the system. If unable to make changes, contact the CampDoc Rep at accounts@campdoc.com.

2024- UWGB Summer Camp Preview Day

Name	Start Date	End Date	Capacity
2024 » Summer Camp Preview Day, March 15 (3rd-8th graders) 9am-2pm- MARINETTE	Mar 15, 2024	Mar 15, 2024	0/30
2024 » Summer Camp Preview Day, March 22 (3rd-8th graders) 9am-2pm- SHEBOYGAN	Mar 22, 2024	Mar 22, 2024	0/30
2024 » Summer Camp Preview Day, March 29 (3rd-8th graders) 9am-2pm- MANITOWOC	Mar 29, 2024	Mar 29, 2024	0/30

University of Wisconsin Green Bay - Summer Camps » Commuter »
2024- UWGB Summer Camp Preview Day » 2024 »
Summer Camp Preview Day, March 15 (3rd-8th graders) 9am-2pm- MARINETTE

Enrollment | Custom Text | Add-Ons | Coupons

ℹ️ Update details for Summer Camp Preview Day, March 15 (3rd-8th graders) 9am-2pm- MARINETTE below. You may limit capacity, enable a waitlist, restrict enrollment based on age, or limit enrollment to specific dates.

Tuition ❓	Deposit ❓	General Ledger Code ❓
$ 30.00	$ 30.00	🏛 SCPD24MRT

Description

The UWGB Camps & Youth Programming Office would host this event and provide an engaging, enriching, and fun-filled day for youth to sample camp inspired offerings. The day would be specifically tailored to provide youth

☑ Limited Capacity   ☑ Allow Waitlist

Capacity

🦽 30

☑ Restrict Age

Youngest	Oldest
8	15

Filter Start	Filter End
3rd Grade	8th Grade

☑ Restrict Enrollment Dates

ℹ️ All registration times are in the **Central** timezone for this organization

Registration Opens | | | | Time
| Jan | 23 | 2024 | | 12 | 00 | PM |

Registration Closes | | | | Time
| Mar | 8 | 2024 | | Hour | Min | AM/PM |

Change/Cancel Sessions

Not every session will result in a viable program. Some sessions will need to be changed – e.g. dates or times, and some will need to be cancelled. Some camps may request additional registration questions from their participants. As example
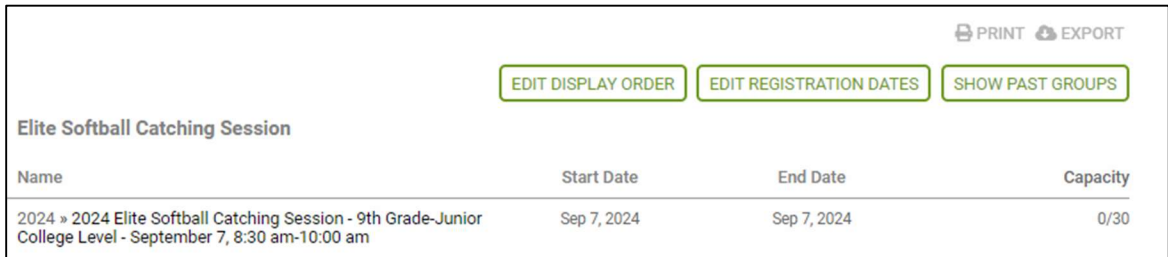
Softball Camp   What position do you play?
Esports   what is your preferred game you play in/compete in?

- Select Groups / Registration Setup
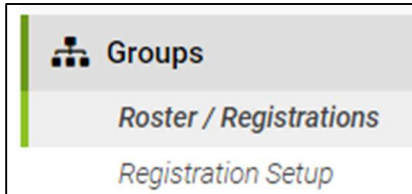
- Scroll down using left arrow on the right to locate program

- Double click on session to open
- In right column, click the ADD-ONS tab

Create New	Click the NEW ADD-ON button Add the name and cost (always $0) Select necessary options and SAVE
Edit Fields	Click on name of the add-on, make the necessary changes and then SAVE Tuition Capacity Limit # Deposit Allow Waitlist Description General Ledger Code Registration Open/Close Date
Deactivate or Reactivate	For multiple choice add-ons, you can deactivate or reactivate individual multiple choice options within the add-on. If you deactivate an add-on that is shared with other sessions, you deactivate the add-on for all sessions.

See next page for screen shot examples.

Changes to Program/Session Name must be made by CampDoc Support staff.

2024 Elite Softball Catching Session - 9th Grade-Junior College Level - September 7, 8:30 am-10:00 am

Enrollment | Custom Text | Add-Ons | Coupons

ℹ️ Update details for 2024 Elite Softball Catching Session - 9th Grade-Junior College Level - September 7, 8:30 am-10:00 am below. You may limit capacity, enable a waitlist, restrict enrollment based on age, or limit enrollment to specific dates.

Tuition ❓	Deposit ❓	General Ledger Code ❓
$ 75.00	$ 0.00	🏛 60600-128-5-9349-FRWSE

Description

September 7 from 8:30 am-10:00 am. Learn from UWGB Coaching staff and softball team while you showcase your softball skills. The catching session will run from 8:30-10:00am. No you will not be just "catching" for the pitchers the

☑ Limited Capacity   ☐ Allow Waitlist

Capacity

👥 30

☐ Restrict Age
☑ Restrict Enrollment Dates

ℹ️ All registration times are in the **Central** timezone for this organization

Registration Opens   Time
| Aug | 9 | 2024 | Hour | Min | AM/PM |

Registration Closes   Time
| Sep | 5 | 2024 | Hour | Min | AM/PM |

2024 Elite Softball Catching Session - 9th Grade-Junior College Level - September 7, 8:30 am-10:00 am

Enrollment | Custom Text | Add-Ons | Coupons

ℹ️ Update details for 2024 Elite Softball Catching Session - 9th Grade-Junior College Level - September 7, 8:30 am-10:00 am below. You may limit capacity, enable a waitlist, restrict enrollment based on age, or limit enrollment to specific dates.

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Capacity

👥 30

☐ Restrict Age
☑ Restrict Enrollment Dates

ℹ️ All registration times are in the **Central** timezone for this organization

Registration Opens   Time
| Aug | 9 | 2024 | Hour | Min | AM/PM |

Registration Closes   Time
| Sep | 5 | 2024 | Hour | Min | AM/PM |

Create a User Profile

All participants and providers (staff) must have a profile set up before they can register for a camp session. The profile is separate action from registration to a program.

The Administrator must assign a camp session to a provider (staff).

- Select Profile
- Select Create Profile
- Add individual details
     Note: Although not required, entering DOB avoids duplicate entries. Alternatively, or in addition to, you may provide an identifier (if your registration software provides one) on your import spreadsheet.

- Select CONTINUE

This takes you to the users profile where you can add user to a camp session. See Participant Registration or Provider Registration for next steps.

User needs to have an email entered (see next sections).

Participant Registration

Camp Office may <u>register</u> a participant with a profile to a specific camp session. Registration comprises 7 sections that expire annually; participants registering in programs year to year – parent will have to complete the registration data annually.

- Open participant profile
- Select REGISTRATION Tab
- Select NEW REGISTRATION

- Check the box to select Participant
- Click in SELECT FROM GROUPS to open list of available programs

- Click on program and REGISTER button

Important Information

- **Authorized Parental User**: Participant must have an authorized user added to their profile to complete their forms. See *Participant Add Authorized User* section for next steps.
- **Coupons/Scholarships**: Add any necessary coupons/scholarships and add-ons using the *Participant Add Scholarship* section.

Participant: Remove a Registration Program

Participant may request to be removed from a Camp. Camp Director will determine if a refund is available. **Deactivating a Registration will automatically credit the participants account** (you will not need to complete a refund)

- Open participant profile
- Select REGISTRATION Tab
- Select DEACTIVATE REGISTRATIONS

- Click on Program Registration to be Deactivated
- Enter a Cancellation Fee (determined by Camp Director if participant will receive a refund).
  If participant is selecting a new program, generally there is no cancellation fee and the participant will receive a credit. This credit to their account will be used to cover the registration fee of the new program you will sign them up for. If no new program and refund is to be provided, enter a Cancellation Fee before you click SUBMIT or see *Participant Refund Section.*

	NAME	DATE	TUITION	ADJUSTMENTS	CANCELLATION FEE
☐	2024 » Elite Softball Outfield Session - 9th Grade-Junior College Level - September 7, 1:00 - 3:00 pm	09/07/2024 - 09/07/2024	$85.00	$0.50	$
☐	2024 » Elite Softball Catching Session - 9th Grade-Junior College Level - September 7, 8:30 am-10:00 am	09/07/2024 - 09/07/2024	$75.00	$0.50	$
☐	2024 » Elite Softball Hitting Session - 9th Grade-Junior College Level - September 7, 10:30 am - 12:30 pm	09/07/2024 - 09/07/2024	$85.00	$0.00	$
	Total		$0.00	$0.00	$0.00

CANCEL   SUBMIT

- Select SUBMIT
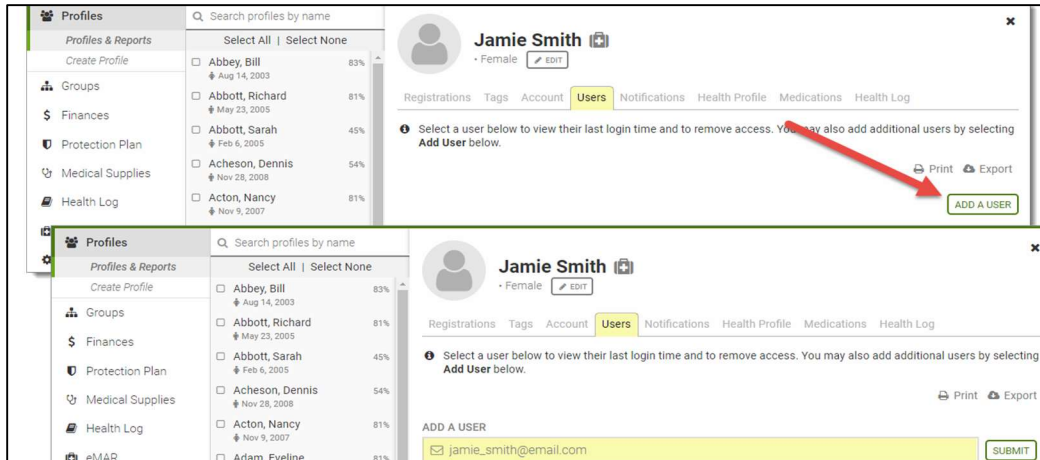
Participant: Add Authorized User

An authorized user is required for every participant who will be the parent/guardian to complete the participants forms.
- Open participant profile
- Select USERS Tab
- Click ADD A USER
- Type in authorized users email address
- Click SUBMIT

Participant: Add Scholarship

Add a line item for participant within CampDoc.
- Open participant's profile
- Select ADD LINE ITEM
- In submenu, select MISCELLANEOUS
- In Description box, add a description of the scholarship. You can standardize Miscellaneous item descriptions by creating presets in Settings.
- Enter in AMOUNT box a negative number that will be subtracted from the Balance of the account.
- Select SUBMIT

Participant: Demographic Changes

Make changes to a participants demographic information.

- Open participant's profile
- Select EDIT underneath participants name
- Select ACCEPT

Provider/Staff Set Up Process

The following steps are required to set up a staff member within Camp Docs.
1. Create a Profile (if they do not already have one)
2. Add a Provider Registration to a Camp Program
3. Add a User (must have their email address)
4. Assign a Role

1. Register to a Camp Program

This action you will "assign" a provider/staff person to a **camp** session. CampDoc lingo refers to registration for both participants and providers. Provider must have a profile set up. Otherwise, create a profile prior to this step.

- Open Profiles / Profiles & Reports
- Remove conditions (right of screen) to clear so that all providers will be listed
  Click on both "x" to remove the conditions

- Select DEFAULT LIST and select PROVIDER
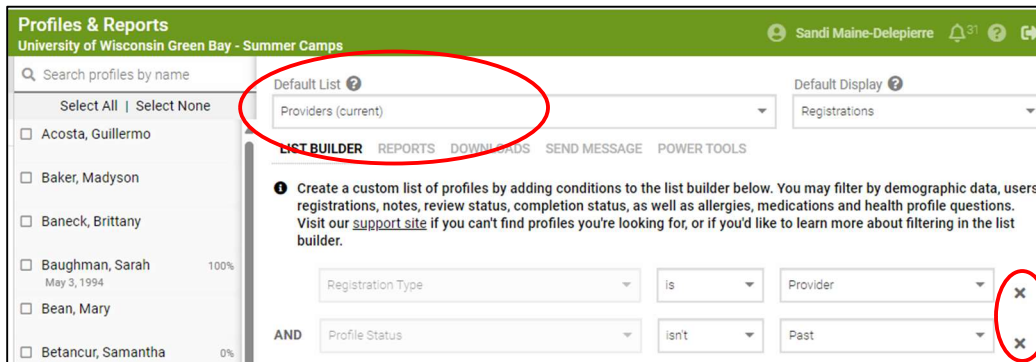
- Move to SEARCH box and type in provider (staff) name
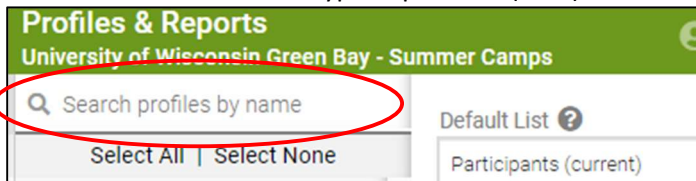
- Double click on provider name to open their profile
- Click NEW REGISTRATION button
- Check Box to select PROVIDER
  - To give the provider access to the entire organization, click **Current**, and then select the organization name from the menu that appears (e.g. Yellow Birch Academy). Your Organization's name is always listed at the top.
  - To give the provider access to a specific subgroup of profiles within your organization. click **Current**, and then select the top level of access that pertains to the group of sessions (e.g. Camper > 2024 will give access to profiles registered to Camper > 2024 > Week 1 through Camper > 2024> Week 8).
  - To give the provider access to a specific session within your organization, click **Upcoming**, and then select the appropriate group(s) from the menu that appears (e.g. Camper > 2024 > Week 5).

May consider adding all summer programs by selecting UWGB Summer Programs (which is the group that all camp sessions are linked to). Sub-groups are Commuter or Residential.

REGISTRATIONS PROTECTION PLANS

NEW REGISTRATION

○ Participant   ⦿ Provider

⦿ Upcoming   ○ Current   ○ Past

Select from 12 Groups

- Scroll through list to locate camp session to register provider to
- Click on the camp session to select
- Select REGISTER

2.   Add Email Address as Authorized user

This action you will add staff email address so that you can create an authorized user on their profile. Staff can log in and access their account.

- In providers profile, select USERS tab
- Click ADD A USER button
- Enter Email Address in text field
- Click on SUBMIT

If user does not have an account, they will receive an email inviting them to manage their profile, create a password, and log in to their account.
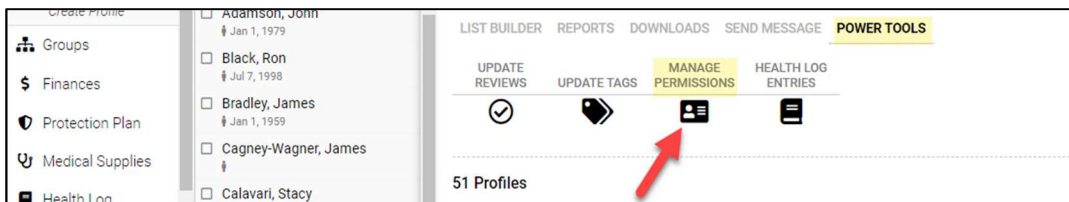
3. Assign a Provider Role

This action you will "assign" a provider/staff person to a specific camp session. Staff may be granted the roles of

Camp Director/Health Supervisor   Check in Staff
Camp Staff/Volunteer   Primary Admin

- Open Profiles / Profiles & Reports
- Remove conditions (right of screen) to clear so that all providers will be listed
  Click on both "x" to remove the conditions

- Select DEFAULT LIST and select Providers
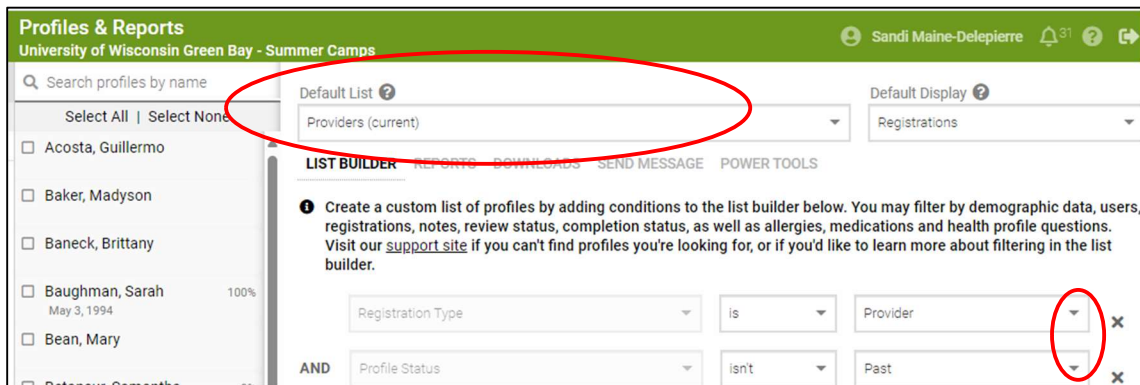
- In List Builder Menu, select POWER TOOLS
- Select MANAGE PERMISSIONS

- Return to Profile List and scroll to locate name of each provider you want to assign a role to
  Click on the checkbox next to their name
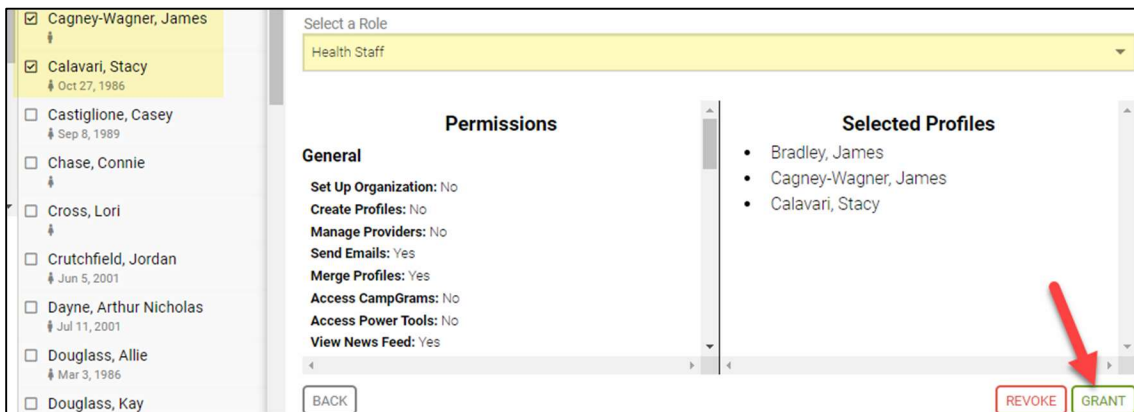
- Select GRANT
  You may need to select another role and GRANT permission, such as Health Supervisor

REPORTS & FORMS

Create QR Code for Registration/Marketing

To create a registration QR Code for participants, complete the following:

- On Google – search for QRCode Monkey
- Paste URL
- Create QR Code
- Download PNG file
- Open download PNG file and copy
- Send downloaded file or copy of QR Code to Camp Director to place in marketing materials

Authorization Release

To print a participants signed authorization/release:

- Select Profiles / Profiles & Reports
- Scroll to selected participant; double click to open
- Select HEALTH PROFILE tab
- Scroll to Authorizations
- Select either PRINT or EDIT

Registrations	Tags	Account	Users	Notifications	**Health Profile**	Medications	Health Log		

🔒 Health Profile Locked [UNLOCK]   📄 Blank Form   🖨 Print   ☁ Export

🔴 = Incomplete   🕐 = Expired   ✔ = Complete

» ✔	**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

Health Forms

To print a health form for a participant who may need to fill out a hard copy and return. Participant must be registered to a camp session group.

Blank Health Form

1. Select Profiles / Profiles & Reports
2. Remove previous LIST BUILDER settings by selecting the "X" to remove

3. Search on participant name

4. Click on participant name
5. Select Health Profile

6. Click on BLANK FORM to open

7. Select Open File (top right to download PDF) and Print

Health Incident Report

To view first aid or entries of health incidents.
1. Select Health Log / View
2. **Review or export to excel**

Reports

CampDoc provides functionality to run reports on many different factors.
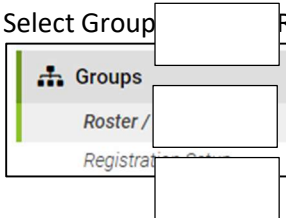

Health Reports

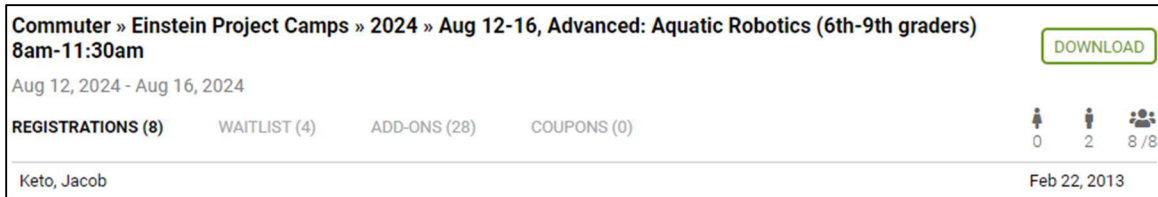See Health Form section.

Participant List per Program

You'll have to do this for every program you want to create a list for.   The screen will list the participant numbers as well so a formal excel report probably isn't necessary for gathering participant data.

1. Select Groups / Roster / Registration

2. Scroll down using left arrow bar to locate program

Commuter » Einstein Project Camps » 2024 » Aug 12-16, Advanced: Aquatic Robotics (6th-9th graders) 8am-11:30am

Aug 12, 2024 - Aug 16, 2024

REGISTRATIONS (8)   WAITLIST (4)   ADD-ONS (28)   COUPONS (0)   0   2   8 /8

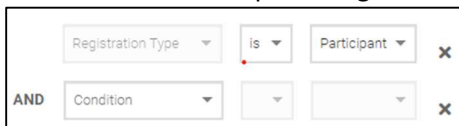Keto, Jacob   Feb 22, 2013

3. Select DOWNLOAD to export to excel

Participant and Program List

For a report by camp with all participants and the program attended you will have to build a custom report.
1. Select Profiles/ LIST BUILDER
2. Add conditions for report: Registration Type IS Participant

3. Select REPORTS. Report Type = CSV
4. Select EXPORT and name your report
5. Select DOWNLOAD
6. Select Fetch New Reports
7. Download into Excel

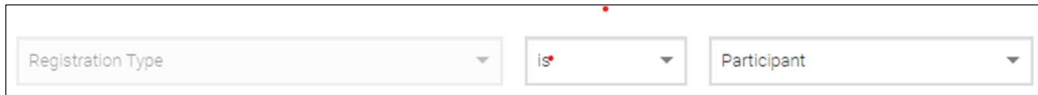### Participant List - Health Profile Completion

For a report by camp with all participants and the program attended who may have been registered for a camp but have not completed their tasks (e.g. health profile).

1. Select Profiles/ LIST BUILDER
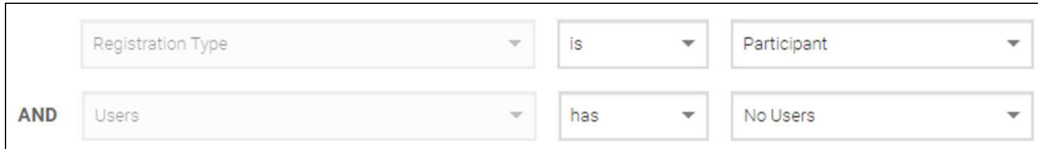2. Add conditions for report: Registration Type IS Participant

Add condition: USER has NO USERS
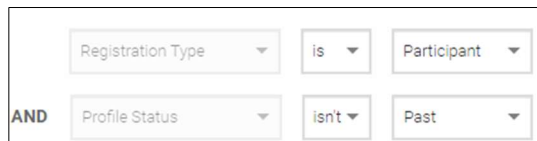
3. Select REPORTS. Report Type
4. Change Format = CSV
5. Select EXPORT and name your report
6. Select DOWNLOAD and Select Fetch New Reports
7. Download into Excel

Medication List Report

To view participants requiring medication to be dispensed during camp program.
1. Select Profiles / Profiles & Reports / List Builder
2. Add conditions for report: Registration Type IS Participant
    - Registration Type is Participant
    - Profile Status isn't Past

3. Select ADD CONDITION
    - Select Registration/Group Select is "enter program name"
      Drill down specific allergies/medications only use the following (otherwise skip to encompass all of the participants for this camp)
    - Select Allergies has Any Allergy
    - Select Medication is Taking at Camp

4. Select REPORTS. Report Type = CSV
5. Select EXPORT and name your report
6. Select DOWNLOAD
7. Select Fetch New Reports
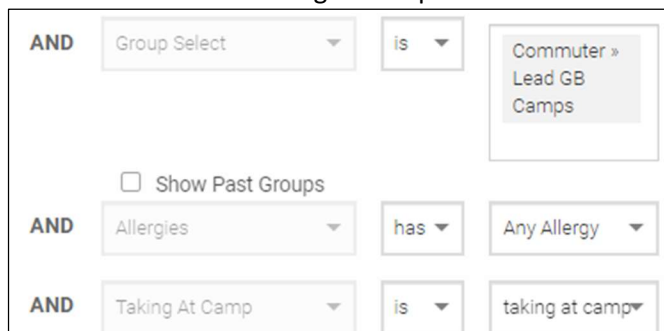8. Download into Excel

Check In/Out Report

To view participants requiring medication to be dispensed during camp program.
1. Select Profiles / Profiles & Reports / List Builder
2. Add conditions for report: Registration Type IS Participant
   - Registration Type is Participant
   - Profile Status isn't Past

	Registration Type	is	Participant
AND	Profile Status	isn't	Past

3. Select ADD CONDITION
   - Select Registration/Group Select is "enter program name"

AND	Group Select	is	Commuter » Lead GB Camps

4. Select REPORTS. Select STANDARD
5. Report Type = CSV
6. Select EXPORT and name your report
7. Select DOWNLOAD
8. Select Fetch New Reports
9. Download into Excel

Custom Report

1. Select Profiles/ LIST BUILDER
2. Select Profiles / Profiles & Reports / List Builder
3. Add conditions for report: Registration Type IS Participant
   - Registration Type is Participant
   - Profile Status isn't Past (unless you want a list from a past camp program)

	Registration Type	is	Participant
AND	Profile Status	isn't	Past

4. Select ADD CONDITION
   - Select Registration/Group Select is "enter program name"

AND	Group Select	is	Commuter » Lead GB Camps

Condition Parameter Examples

Category	Description	Notes
Demographics		
Users	Email, Last access date	
Registrations	Program Name Start Type	Registration Type is either Participant or Provider (staff)
	Registration Date	Use this condition for dates on when participants registered
	Group Select	Use Group Select to report on a specific Camp

Category	Description	Notes
Health Profile	Completion Status Percent completed Date completed	
Allergies/Medication		
General	Ethnicity, Gender	
Finance/Attendance		

5. Select REPORTS. Select STANDARD

Report Type	Description
All Notifications	
All Profiles	
All Registrations	For Roster reports
Check In Report	For check in reports

Select CSV (not PDF) to get an excel report; otherwise you'll receive multiple PDF for each participant

6. Report Type = CSV
7. Select EXPORT and name your report
8. Select DOWNLOAD
9. Select Fetch New Reports
10. Download into Excel

FINANCIAL FUNCTIONS

CampDoc transfers participant registration funds once amount reaches $500. To circumvent this, the Camp Office must request a manual pull. Currently, this is requested weekly.

Fees

CampDoc assess each participant registering for a camp the following fees:

Admin Fee	Determined by Camp Office	Added to Participant Fees
Insurance	1.10 per camper	Added to Admin Fee
Transaction Credit Card	3.95% and $.30 per transaction	Charged to UWGB and retained by CampDoc
Transaction ACH Fee	1.5% and $.50 per transaction	

Processing fees are charged to the University (not the participant). CampDoc removes the processing fee from the Payouts to GB. Transaction fees are retained by CampDoc to cover the cost of processing fees they incur as the merchant of record. Merchant processing fees are reportable from the Participant Ledger.

An example of fees charges between participant, CampDoc and UWGB:

Camper Fee	Transaction Fee 4.%	Check to GB	Fee to Camp	What's left for Admin Fees
200	8.00	192.00	180	12.00

Camp Office can add a <u>convenience fee</u> to manage the cost of processing fees based on their transaction amount and payment method.
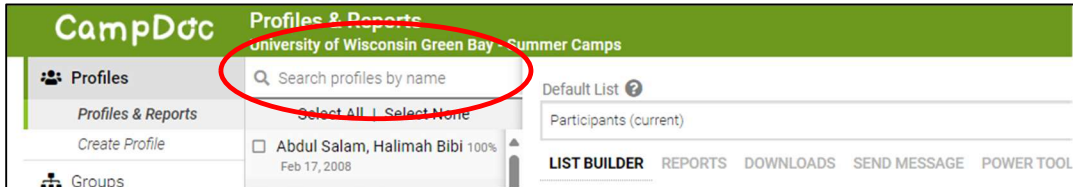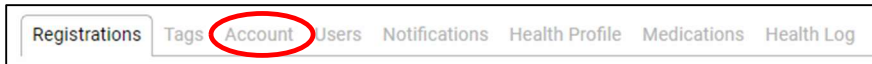
Refunds

Camp Office Finance Specialist processes funds through normal UWGB processes upon receipt.

- Login to Provider Portal
- Select Profile
- In middle column search bar, type name of participant (or scroll down to select)

- Click on participant name to open
- Select Account tab

- Click ADD LINE ITEM (lower right side)

- Select REFUND

- Enter amount in AMOUNT BOX
- Select SUBMIT
  This process takes 5-10 business to land in participant's bank account.

Financial Transaction Report

To view transaction details for any payments received, Camp Office may pull a report to aid in processing registration fees. You will ONLY use this function to provide a refund – deactivating a registration will automatically credit – or refund – a participants account.
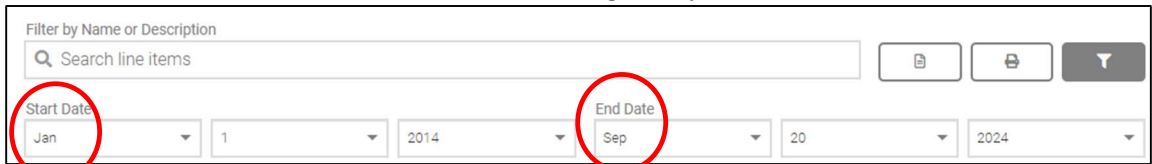
- Open CampDocs
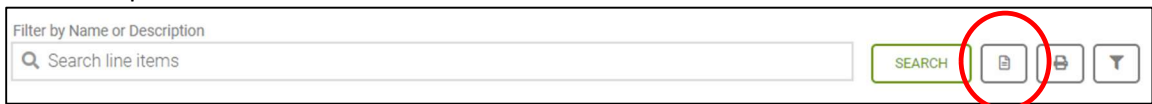- Select Finances / Participation Ledger

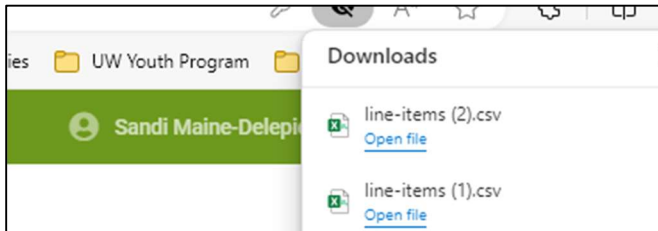- Select Toggle Additional Filters

- Select START DATE and END DATE (be sure to change the year)

- Click on Export to CSV

- Open File

- Delete columns not needed for review

Example of pertinent transaction details

First Name	Last Name	Description	Amount	Processing Fees	Debit	Credit	Add-On	Registration	GL Code	Registration Active
Paxton	Wilson	[ADJUST] Registration Canceled	$0.00					University of Wisconsin Green Bay - Summer Camps > Commuter > Oneida Camps > Einstein Project Camps > 2024 > Aug 12-16, Advanced: Aquatic Robotics (6th-9th graders) 8am-11:30am	EinsteinProject24	FALSE
Marcellus	Calhoun - Jill	[ADJUST] Registration Canceled	($250.00)			$250.00		University of Wisconsin Green Bay - Summer Camps > Commuter > Einstein Project Camps > 2024 > Aug 5-9, Advanced: Animation Exploration (6th-9th graders) 12:30pm-4pm	EinsteinProject24	FALSE
Ashton	Maloney	[ADJUST] Remove Camper Insurance	($2.50)			$2.50	Camper Insurance	University of Wisconsin Green Bay - Summer Camps > Commuter > Einstein Project Camps > 2024 > July 29-Aug 2, Intro. to OnShape (8th-12th graders) 8am-11:30am	EinsteinProject24	FALSE
Ashton	Maloney	[ADJUST] Remove Transaction Fee	($10.38)			$10.38	Transaction Fee	University of Wisconsin Green Bay - Summer Camps > Commuter > Einstein Project Camps > 2024 > July 29-Aug 2, Intro. to OnShape (8th-12th graders) 8am-11:30am	EinsteinProject24	FALSE

Standard Operating Procedure: CampDoc User Guide
Youth Compliance
As of 2/07/2024

STAFF USER GUIDE

The following section provides guidance for staff during camp sessions for utilizing CampDocs. Staff should utilize CampDoc for verifying participant:

- Check In/Out List
- Recording first aid/behavior incidents
- Recording medication dispensing

Participant Check In/Out

Staff may utilize the Attendance section to check in/out participants during the camp session. This information is contained within the Camp Office Operational Manual or within tutorial Attendance – DocNetwork Help Center.

- Login to **CampDoc**-
- Select Attendance/Check In
- Selected Saved List Arrow
- Scroll to locate Camp Name
- Select View Participant List (bottom right)
- Select Name of Participant

  If circle is grey they are not checked in, if circle is green they are checked in.

- Please select **Check in** or **Check Out** (depending on the action)
- Complete for all participants attending camp for the day
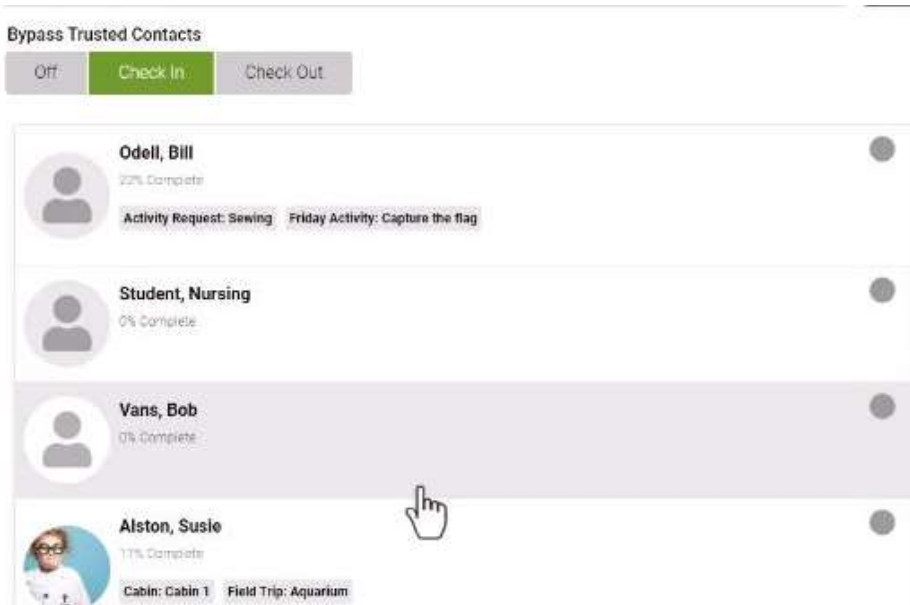
Notify Camp Director of any corrections to check in/out: Camp Director will update using the select Attendance/Audit menu.

Record First Aid Injury

Only Health Staff may utilize this feature and dispense medication or first aid treatment to participants.

- Select Health Log
- Select New
- Search for patient name
- Select participant
- Record information

Chief Complaint	What participant is being seen by Health Supervisor for
Location	Select campus location incident occurred
History	Note any pertinent information you may have on the participant. If none, note "None"
Assessment	Brief description of wound/issue
Plan	Brief record of what patient needs to do. If no follow up, note "Nothing further required"

- Select SUBMIT
- Notify Camp Director if injury is serious that warrants further documentation, notification to parent/guardian and/or a Maxient Incident Report.

Record Medication Dispensing

Only Health Staff may utilize this feature and dispense medication to participants.

Prior to Camp
Before camp, the Health Supervisor should review the participant medications that will need to be dispensed during camp to be familiar with the medication and frequency.

- Select eMAR
- View times to dispense medication to participant

During Camp
Staff will escort participant to Health Station for medication dispensing. Once participant is at the Health Station, the Health Supervisor will complete the following to dispense medication:

- Select eMAR
- Search by participant name to pull up participant profile
- Pull medication from locked medication box
- Verify medication matches what is listed in eMAR list
- Verify participant identification
- Provide medication to participant
- Select GIVE for designated participant to record the medication in CampDocs

Reports

Health Incident Report

To view first aid or entries of health incidents.
1.   Select Health Log / View
2.   Review or export to excel

Medication List Report

To view participants requiring medication to be dispensed during camp program.
1.   Select Profiles / Profiles & Reports / List Builder
2.   Add conditions for report: Registration Type IS Participant
    ▪   Registration Type is Participant
    ▪   Profile Status isn't Past

3.   Select ADD CONDITION
    ▪   Select Registration/Group Select is "enter program name"
    ▪   Select Allergies has Any Allergy
    ▪   Select Medication is Taking at Camp

4.   Select REPORTS. Report Type = CSV
5.   Select EXPORT and name your report
6.   Select DOWNLOAD
7.   Select Fetch New Reports
8.   Download into Excel

Check In/Out Report

To view participants requiring medication to be dispensed during camp program.

1. Select Profiles / Profiles & Reports / List Builder
2. Add conditions for report: Registration Type IS Participant
    - Registration Type is Participant
    - Profile Status isn't Past

3. Select ADD CONDITION
    - Select Registration/Group Select is "enter program name"

4. Select REPORTS. Select STANDARD
5. Report Type = CSV
6. Select EXPORT and name your report
7. Select DOWNLOAD
8. Select Fetch New Reports
9. Download into Excel

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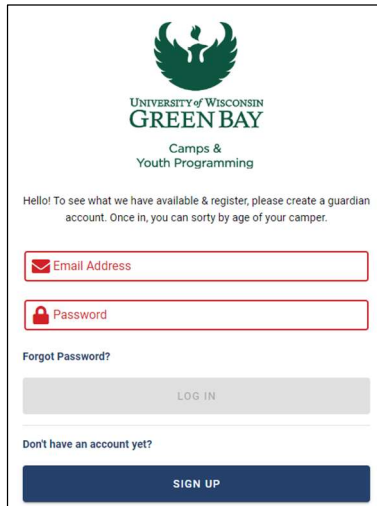
Once registration is initiated by the parent/guardian, they will receive an automatic email after a few days until they complete registration by 100%.

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

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
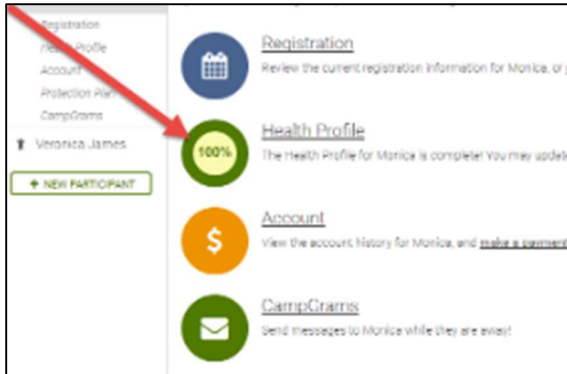
Complete Authorizations & Health Profile
1. Open CampDoc Portal
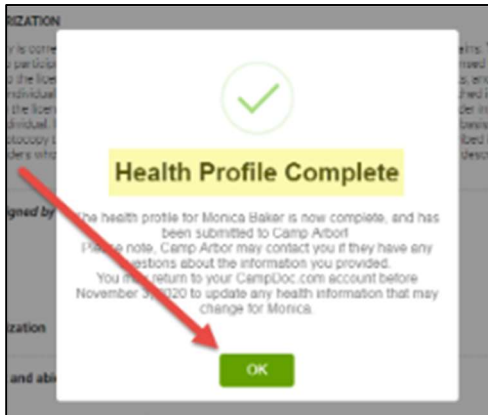
2. Click the name of participant you want to work on (you may have more than one child to register)
3. Click HEALTH PROFILE

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:

REFERENCE - YARS System Link

YARS will upload to CampDoc twice a week (once a YARS entry has been approved) on Monday and Thursday making session available to participants the following day. Based on entries in YARS, CampDoc will receive a data spreadsheet that looks like this:

L1 (Session Type)	L2 (Program Name)	L3	L4 (Session Name)	Start Date (Program)	End Date (Program)
Residential	2024- UWGB Upward Bound	2024	Math & Science Middle School Full Day	6/17/2024	7/27/2024
Residential	2024 UWGB GEAR UP	2024	Spring College Tour Full Day	7/8/2024	7/12/2024
Commuter	2024 Swim	2024	Beginner Swim 2nd-6th Grade Half Day	7/15/2024	7/30/2024

*We have requested CampDoc to not use L3 or L1. Sessions are mapped to Program Name only.