Dear Parents/Guardians,

This year, Akron Rotary Camp is partnering with CampDoc once again to better serve our participants and staff. CampDoc offers an electronic health record system for camps where you will 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.

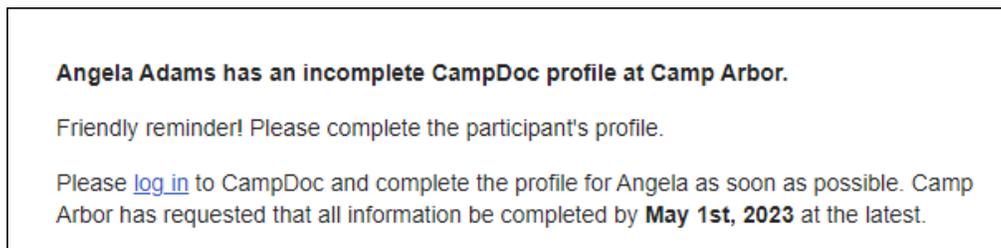Watch this short video to help you get started on logging in to your account and completing your participant's electronic health forms, or follow the steps below.

Logging In to CampDoc

Returning Participants
You will receive a notification email from CampDoc to log in and update your participant's information.
1. Click the "**Log In**" link within the email.

Angela Adams has an incomplete CampDoc profile at Camp Arbor.

Friendly reminder! Please complete the participant's profile.

Please log in to CampDoc and complete the profile for Angela as soon as possible. Camp Arbor has requested that all information be completed by **May 1st, 2023** at the latest.

2. In the **Email** box, type your *email address*
3. In the **Password** box, type the password previously created.
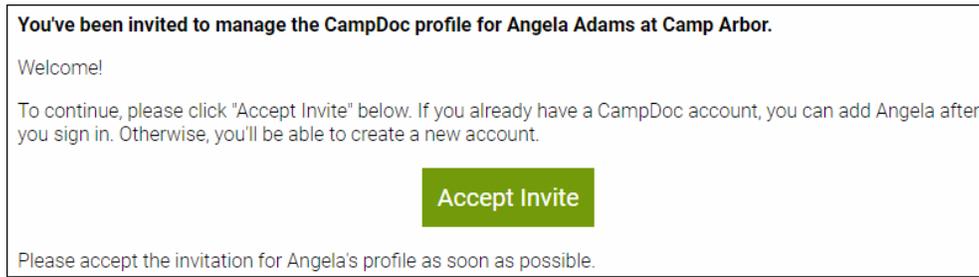4. Click the **Log In** button.

CampDoc is the leading electronic health record system for camps, designed by camp doctors, nurses, and directors.

Email Address

Password

Forgot Password?

LOG IN

5. If you forget your password, type your *email address* and click the "**Forgot Your Password**" button.

New Participants
You can expect to receive an "Invitation" email from CampDoc.

CampDoc

1. Click on the green "**Accept Invite** " link within the email.

> **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.

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 student.
3. In the **Password** box, type the password that you want to use.
4. Click the **Continue** button.

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.

Filling in Your Student's Electronic Health Forms

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.

Returning CampDoc users will find that their participant's health information has carried over from previous years. For new users, 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,

Samm Mitts
Akron Rotary Camp Program Director