

Dear Parents,

This summer, Hus Camp is partnering with CampDoc.com to better serve our campers and staff. CampDoc.com offers online registration and an electronic health record system for camps. You can now register your camper and complete their health information all in one place.

The security and privacy of your camper's health information is important to us. The CampDoc.com site is secure, encrypted, and password protected. Only Hus Camp health staff will have access to camper health information.

Once you sign up for a CampDoc.com account, you will be able to register your camper and make payments online. Afterwards, you will receive more information on how to complete your camper's health profile. We're excited to let you know that your camper's health information will save from year-to-year, so once you complete it in CampDoc.com this season, you won't have to start from scratch next year.


CampDoc.com sends out periodic reminder emails for outstanding balances and incomplete health information. These notifications will come from 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 camp!

Please note that CampDoc.com supports the current and previous major releases of Chrome, Firefox, Microsoft Edge, and Safari which provide improved security and performance for health information.

We are excited to continually improve, building safer, more productive and more efficient systems to create the best experience for you and your family!

The pages to follow will help you walk through the registration process. Please let me know if you have any questions and thank you for your patience as we ALL learn this new system.

We can't wait to see you this summer,

A handwritten signature in black ink that reads "Amy Snelgrove". The signature is written in a cursive style with a large initial "A".

Amy Snelgrove
Hus Camp Programming Coordinator

Hus Camp Camper Registration Help

To register your camper(s), go to www.huscamp.org/register

Read the paragraph and then click the orange 'Register Here' button.

You will then be directed to the Hus Camp Registration page at CampDoc.

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Returning users: 'Log in' using your email and password and click login. You will then be logged into your account.

First time users: click 'Sign Up'. The following dialog box will appear:

Enter your email address and create a password, then click 'Continue'. (This step creates your account/login. Jot down this information—you will use this same account from year to year.)

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Your account has been created and you are now logged into your account.

Enter the 'New participant' information for the camper you are registering and click Continue.

CampDoc.com New Participant Hus Encampment amy

+ NEW PARTICIPANT

New participant

Tell us about your participant for Hus Encampment

* First Name Middle Name * Last Name

* Sex * Date of Birth

Sex Month Day Year

CONTINUE

Enter information about you (NOT your camper) here: (if you are a returning user, this will not appear)

CampDoc.com User Settings / About You amy

- About You
- Participants
- Security
- Notifications

About You

If you want to change the name, email, phone or address associated with your CampDoc.com account, you may do so below. If you are using CampDoc.com for someone other than yourself (e.g. your child), please do not enter their information here.

* First Name * Last Name

* Email Address amy@texanbynature.org

* Phone Number I would like to receive text message alerts. ?

No Yes

* Mailing Address Enter a location

SAVE

***Note:** If you select yes to receive text message alerts, you'll be prompted to enter a code that is sent to the cell number provided.

Click 'Confirm' **CONFIRM** which will appear after entering your mailing address and then click 'Save'.

Your camper's name (*NOT Allie Snelgrove*) will appear to the left of the screen.

Allie Snelgrove

- Registration
- Profile
- Account
- Custom Labels

Registration

Registrations for Allie are listed below. You may select a registration to view additional details, including camp contact information. You may also select additional add-ons.

Allie is not currently registered for any upcoming sessions.

REGISTER FOR A NEW SESSION

+ NEW PARTICIPANT

Click 'Registration' below their name, then click 'Register for a New Session'.

The camp(s) that are age appropriate for your camper will appear on the right-side of the screen:

Select Sessions

Search all 1 available sessions

2019

2019 » Discovery **\$400.00**

Discovery Camp is for teens ages 14-15 yrs old. Teens focus on Christian Living and growing in their relationship with Christ. Jun 23, 2019 - Jun 28, 2019
40 spaces left

+ NEW PARTICIPANT

Check the box for the camp you want to register for, then click **'Continue'** at the bottom of the page.

NOTE: If the camp your child should attend is not listed, please email info@huscamp.org. There is a glitch this summer in the software. We will register your camper for the camp on the back end. You will then be able to continue your paperwork. We apologize for the inconvenience.

The next screen will prompt you for coupons. **if registering prior to May 15th, select YES for coupons so you can receive regular pricing.** If your church is covering your camper's fee, you **must** also enter the coupon code and click **'Submit'**. (If you do not have it, please contact your church.)

Coupons You must enter the code now!

Note: If a church is covering your registration fee, please enter the church coupon code.

Do you have any coupons or scholarship codes?

Yes No

Discovery

Applied Coupons or scholarship codes

- REGULAR (\$50.00)

Coupon Code

SUBMIT

***Note:** If registering before May 15th, you will automatically have the Regular Coupon applied so you pay the regular fee and not the late fee pricing. **Do NOT click No for coupons if registering prior to May 15th or you will not receive regular pricing.**

Click **'Continue'**.

The next page offers a protection plan offered by a third party. **This is optional.** Specify whether you'd like to add or decline the plan and click **'Continue'**.

Add Protection Plan **Decline Protection Plan**

The Hus Camp is in the middle of capital improvement campaign. You may elect to make a donation to the camp. All donations will go directly toward facility improvements. You may specify amount if you feel led to contribute and click **'Continue'**.

The next page is your confirmation page with account balance. Please review your balance/coupons (if applicable), then follow one of the payment options below:

Payment Options

Full	None	Other
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To pay your balance in full by credit card:

- 1) Click **'Full'**.
- 2) Fill in the credit card information.
- 3) Select yes to allow your credit card to be charged by CampDoc.

Allow organizations to use this payment method? Yes No

- 4) Fill in your billing address and click **'Confirm'**.
- 5) Click the **Pay [amount] and Register** button.

Payment Options

Full	None	Other
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If your camp fee is being covered by the church OR if you'd like to pay by check:

- 1) Click **'None'**.
- 2) Click **'Register'**.

***Note:** If paying by check, mail check to: Glenn Fojtasek, 2 Guinevere Place, The Woodlands, Texas 77384. Please include the name of the camper(s) on the check. we will mark your account paid upon receipt of payment(s).

Payment Options

Full	None	Other
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If you would like to pay only a portion of your fee:

- 1) Click **'Other'**.
- 2) Specify the amount you would like to pay.
- 3) Select yes to allow your credit card to be charged by CampDoc.

Allow organizations to use this payment method? Yes No

- 4) Fill in your billing address and click **'Confirm'**.
- 5) Click the **Pay [amount] and Register** button.

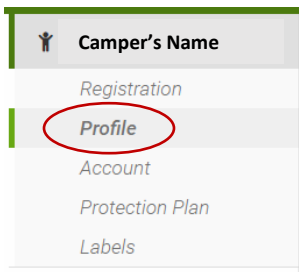
***Note:** Payment must be paid in full prior to camp starting.

Once you submit your registration, you will receive notification that you have completed the registration process. Click 'Close'.



Important: To fully complete your camper's registration, you must complete your camper's profile.

To complete your profile, select the word profile under your camper's name.

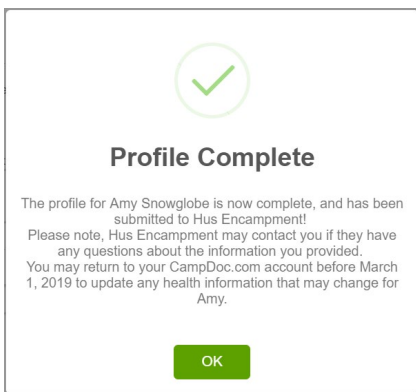


This process will walk you through a series of information pages that are listed on the right. You will enter the information on each page and click 'Next Step' to the end. Once complete, the page will appear with a green check mark.



- General Information
 - Additional Information
 - Emergency Contacts
 - Allergies
 - Medications
 - Over the Counter Medications
 - Health History
 - Immunizations
 - Insurance
 - Healthcare Providers
 - Authorization
- DATES
Due: May 15, 2019
Lockout: June 1, 2019
- CONTACT
the Programming Coordinator
info@huscamp.org

Once you have completed all pages, you will be notified that your profile is complete. The following dialog box will appear. Click 'OK'.



You are now done with your camper's registration for camp. **To register another camper, see next page.**

To Register another camper, click the '+ NEW PARTICIPANT' button on the left side of the screen (it will appear below your previous camper's name).



See page 2 of this document to continue with each new registration.