

CampDoc Registration How-To

1. Sign in to CampDoc

2. Create Participants

As the administrator of the account, you are able to make multiple profiles, or “participants”

Select the desired camp(s) from the available options.

You can sign up for more than one camp or course at a time, but please note that your account will reflect the payment due for all camps and courses, regardless of the due-date for payment.

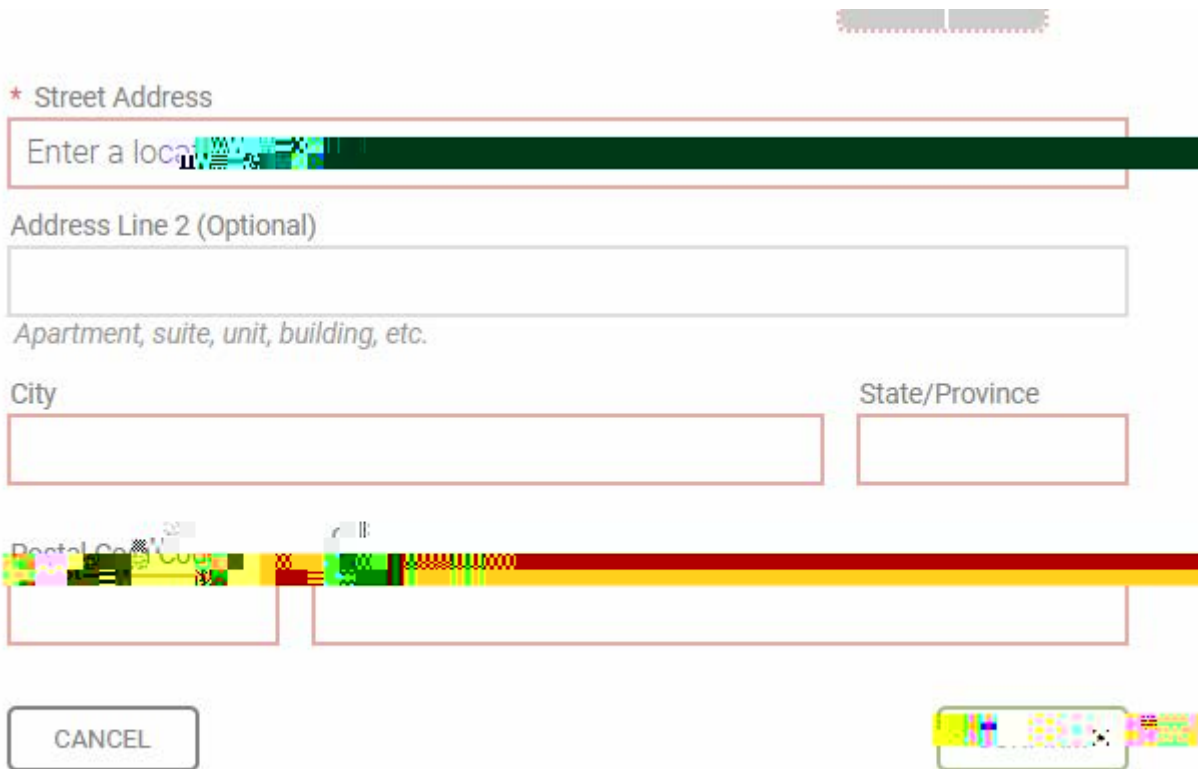
4. Payment

On the payment screen, CampDoc will give you 3 options for payment: Full, Minimum, and Other. The “Full” option will allow you to pay your total balance. The “Minimum” option will allow you to pay just the deposit and register. The “Other” option will allow you to pay a custom amount.

In order to save your spot in the program, you will have to pay a minimum deposit. The full price of the camp or course is not due until one week before the first day of the program.

CampDoc will encrypt and save your credit card information so you can use the same card for

The Address information asks for you to 'Confirm' the information before you are able to hit the "Pay" Button.



A screenshot of a web form for address confirmation. At the top, there is a greyed-out "Pay" button. Below it, the form has several fields: a required "Street Address" field with a red border and a placeholder "Enter a local address"; an optional "Address Line 2" field with a grey border and a placeholder "Apartment, suite, unit, building, etc."; two side-by-side fields for "City" and "State/Province"; and two side-by-side fields for "Postal Code" and "Country". At the bottom left is a "CANCEL" button, and at the bottom right is a "Pay" button.

And that's it! Now you should be able to access your child's Health Profile and start filling in the important information we will need for our camp instructors and staff.

If you have any questions regarding CampDoc, please don't hesitate to call us at (907)474-7021 or email us at summer@alaska.edu.