

## How to Register Your Child on CampDoc

(I know it seems like a lot of words but it really is important. So, get a cup of coffee, sit down at your computer and call me if you need help.)

\* To have the best experience registering, please use a computer and the Google Chrome web browser.

1. Type in your address bar [app.campdoc.com/register/mt-lebanon/](http://app.campdoc.com/register/mt-lebanon/)
2. If you already have a CampDoc account, type in your (parent/legal guardian's) email address and password then click "Log In". If you do not have a CampDoc account, click "Sign Up," type in your email address and create a password, and then click "Continue."
3. Verify or type in your contact information, type in your phone number, and mailing address, (everything that has an asterick) then click update.
4. Type in or review your CHILD'S name and information then click continue. Click "+ New Participant" if registering another child.
5. Click "Register for a New Session."
6. Click on the drop-down menu, select the date your child will be attending camp, and click continue. (Preteen Camp 1)
7. Scroll down and select the church your child will be attending camp with, and then click continue. (FBC Rowlett)
8. Read through and choose whether or not you want to add the Protection Plan (this is through CampDoc not Mt. Lebanon Baptist Camp). Click continue after choosing yes or no for the protection plan.
9. Ignore the term "tuition" (this is something that can't be removed from CampDoc). **You will not pay anything through CampDoc unless you sign up for the Protection Plan.** Click "Register."
10. A small pop-up window will appear saying you've successfully registered for Mt. Lebanon. However, you won't be fully registered
11. until you complete the Health Profile. Click "Close," and then read the information about filling out the Health Profile before clicking "Continue."
12. Fill out your contact information: address, general information, parent/legal guardian (if registering a camper), and emergency contact information. **Make sure every field that has an asterisk (\*) has been filled out.** Click "Net Step."
13. The "Insurance & Physician Information" section is optional.
14. Answer the "General Health Information" questions. If you select "Yes" for the Health Center staff to give your child over-the-counter medications (OTC) if needed, select "Yes" or "NO" for each medication listed. Fill out the information about any allergies you have. If you do have allergies, list what you are allergic to, the reaction, and if you are at risk for anaphylaxis. **Make sure you click "SAVE ALLERGY" otherwise that information will not be saved!** YOU CAN ADD AS MANY ALLERGIES AS NEEDED. CLICK "NEXT STEP".
15. Answer "yes" or "no" if your child takes medications. If "yes," then list what medication, the strength of the medication, the dosage, etc. Choose the frequency the medication is to be given, what times, if the medicine is to be given every day or as needed. Answer why your child takes this medication, and if you will be bringing it to camp. You can also list any special instructions if needed. **Make sure you click "SAVE NEW MEDICATION" or that information will not be saved!** You can add as many medications as needed. Click "Next Step."
16. If you are an adult or are registering an adult, please read through and answer the questions listed under "Confidential Information".
17. If you are a camper or are registering a camper, please read through the "Authorizations" page and electronically sign (by typing your name) at the bottom. Click "Accept Authorization".
18. If you are an adult or are registering an adult, please read through the "Adult Statement of Participation, Assumption of Risk, and Release of Liability" under the "Authorizations" page. Scroll all the way to the bottom to electronically sign your name (by typing) and then click "Accept Authorization".
19. A small window will pop up saying your child's health profile is complete. If it doesn't pop up, check the far right side of the window and make sure every category has a green check-mark. If they don't, then click on the category that is incomplete. After completing all the unfinished categories, the health profile completion window will pop up. Click "Ok". You are now fully registered.
20. If you have another child or another adult attending camp, then you will need to fill out a separate registration for each child and/or adult by clicking "+New Participant."
21. There is an additional item you need to be aware of. You will be receiving 1 to 3 notices when you register. The notices deal with CampGrams, Travel Insurance, and Tuition. Just ignore them. They automatically send once you register. Once you "completely" register, we can go in and turn off the notices.