

Tips to help with the application process:

### **STEP 1: Applying within CampDoc**

- Enter the participant information.
- For Family Camp or the Caregivers Retreat, provide the survivor's information as the participant. There will be a section in the health profile to provide information about the caregiver/family members.
- On the Registration page, click "Register for a new session" to see the list of camps the participant is eligible to attend. Add the preferred session and click continue.
- Eligible participants are welcome to apply for Family Camp in addition to their individual camp, but may be asked to rank their session preference, as space is limited.
- When you click "Register" on the Confirmation page, you should see a pop-up stating you have successfully registered. **Do not stop here!** Click ok to access the application questions in the health profile.
- A red dot in front of a health profile section name indicates there are required questions in that area. Once a section is complete, you will see a green check mark.
- If you have applied using CampDoc in the past, some questions will auto-fill prior answers. Please update accordingly. Click on the "Confirm Information" box at the bottom for the answers to save.
- CampDoc is automatically saving as you work through the form. You can go back to edit or finish information if needed.
- You should see a message pop up saying "Heath Profile Complete" and receive an email notification when you have filled the application out to 100%. Don't worry that there isn't a submit button, it has been saving as you go.
- If you have an additional camper to register, click on "Add new participant" to start the process for your next camper.

Notes:

- Only complete health profiles will be reviewed by our medical committee to determine eligibility to move forward in the process.
- It is our goal to provide you with a status update via email within three weeks of receiving your completed application.
- Campers who have attended two or more times may be placed on a waitlist. All campers placed on the waitlist will receive an update as soon as possible.

### **Step 2: Once accepted**

- If accepted to your session, you will receive an email notification with additional camp details, and there will be new questions added to your health profile that will require your attention to get the profile back to 100%.
- A physical form completed by the participant's doctor is required and is due 45 days before the start of the camp session.
- The physical form is available to download from within the health profile, in the Physical Form section
- The travel form to tell our staff your transportation plans is within the health profile. Please complete this area at least two weeks before the start of the session.