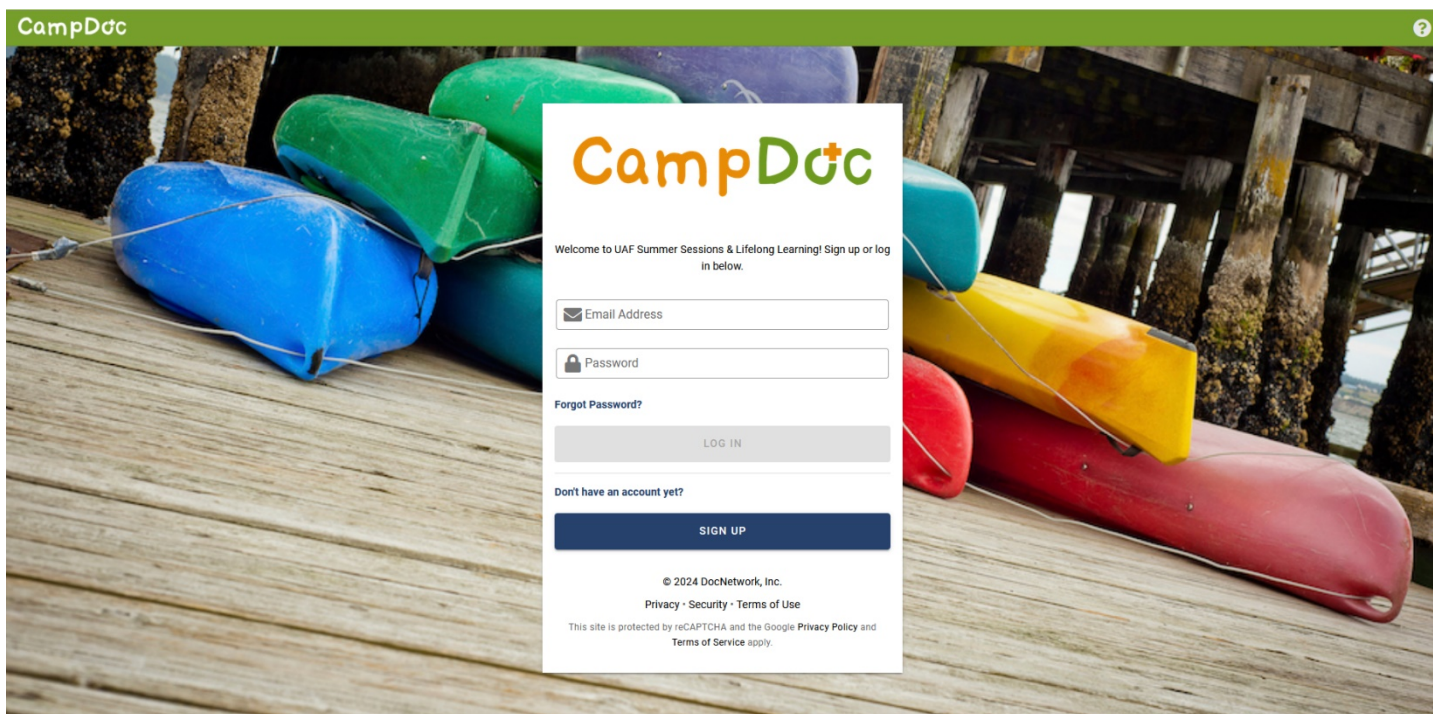


# CampDoc Registration How-To

## 1. Sign in to CampDoc

If you are new to CampDoc (we implemented it starting with our 2018 programs), navigate to <http://app.campdoc.com/register/uaf>. Create an account using an email you check frequently. This will be the email Summer Sessions will be contacting you through.

If you have already made an account, and have forgotten your email, contact us at (907)474-7021 and we can confirm your email used. You will then be able to reset your password.

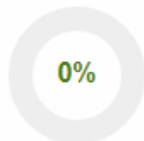


Your CampDoc account is broken down into 3 main categories. Start with Registration.



### Registration

Review the current registration information for Katie , or [register](#) for additional groups.



### Health Profile

The Health Profile is not available at this time since Katie doesn't have any current or upcoming registrations. If a previous Health Profile has been completed, it will become available for viewing upon registering for a new session.



### Account

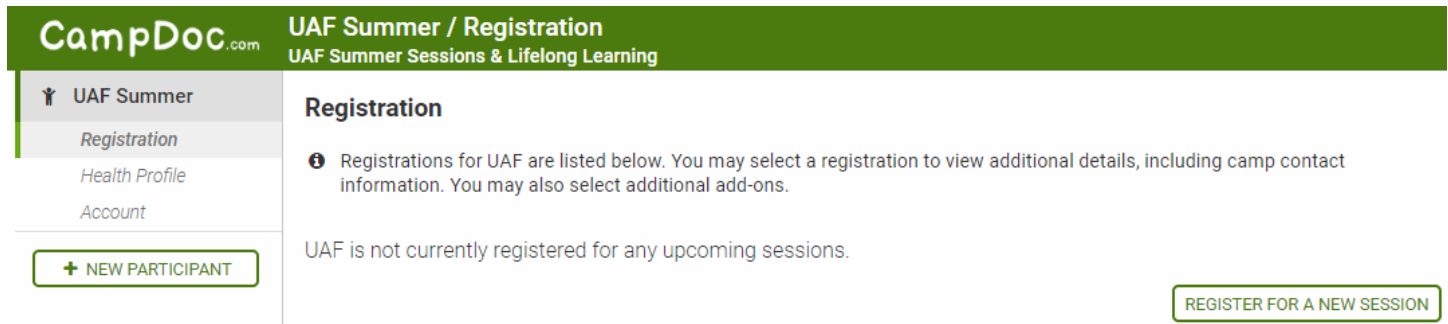
View the account history for Katie.

## 2. Create Participants

As the administrator of the account, you are able to make multiple profiles, or “participants” for each child registering for camp. You will be asked to provide basic information about the participant at this stage. (For this tutorial, “UAF Summer” is the Participant)

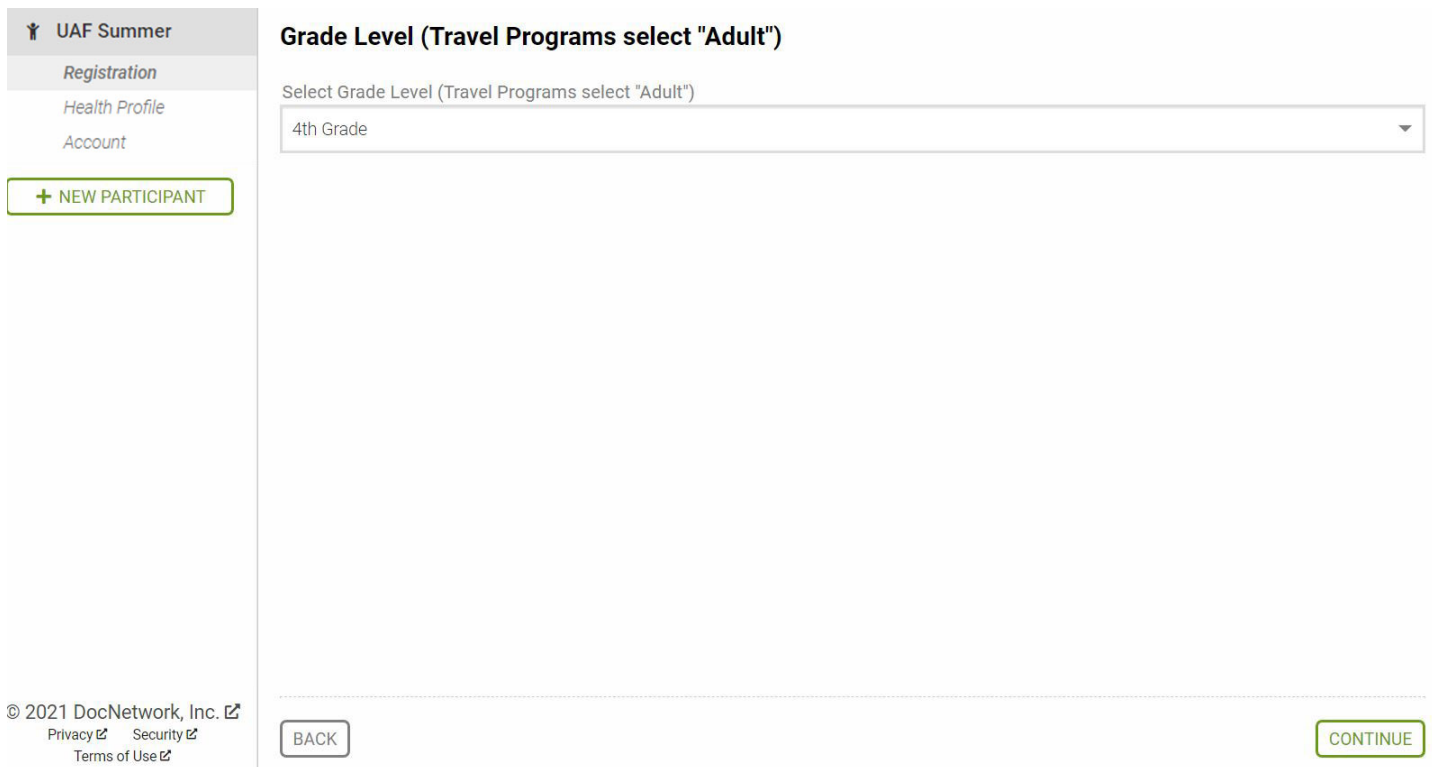
## 3. Register for Camps

If you are registered for camps, they will show up in the Registration window. If there are no registrations, your screen will appear like this:



The screenshot shows the CampDoc.com interface for UAF Summer / Registration. The header is green with the text "UAF Summer / Registration" and "UAF Summer Sessions & Lifelong Learning". On the left, there is a navigation menu with "UAF Summer" selected, and sub-items for "Registration", "Health Profile", and "Account". Below the menu is a "+ NEW PARTICIPANT" button. The main content area is titled "Registration" and contains an information icon followed by the text: "Registrations for UAF are listed below. You may select a registration to view additional details, including camp contact information. You may also select additional add-ons." Below this, it states "UAF is not currently registered for any upcoming sessions." In the bottom right corner, there is a "REGISTER FOR A NEW SESSION" button.

Click “Register for a new session” to browse the available camps. For programs running in the spring, please choose your child’s current grade level. For summer and fall programs, please choose the grade level your child will be entering in the fall.



The screenshot shows the CampDoc.com interface for UAF Summer / Registration, specifically the "Grade Level" selection screen. The header is green with the text "UAF Summer / Registration" and "UAF Summer Sessions & Lifelong Learning". On the left, there is a navigation menu with "UAF Summer" selected, and sub-items for "Registration", "Health Profile", and "Account". Below the menu is a "+ NEW PARTICIPANT" button. The main content area is titled "Grade Level (Travel Programs select 'Adult')". Below the title, there is a dropdown menu with the text "Select Grade Level (Travel Programs select 'Adult')". The dropdown menu is currently open, showing "4th Grade" as the selected option. In the bottom left corner, there is a "BACK" button. In the bottom right corner, there is a "CONTINUE" button. At the bottom left, there is a copyright notice: "© 2021 DocNetwork, Inc. Privacy Security Terms of Use".

When navigating through your registration, be sure to scroll down and select “Continue” on the bottom right of the screen to continue to the next selections.

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.

The screenshot shows the CampDoc interface for a participant named Allison Juneau. The page title is "Participants at UAF Summer Sessions & Lifelong Learning". The left sidebar contains navigation options: Allison Juneau, Allison Juneau (selected), Registration, Health Profile, Account, Custom Labels, and a "+ NEW PARTICIPANT" button. The main content area is titled "Select Sessions" and includes a warning: "Sessions and add-ons may fill and are not guaranteed until purchase is complete. The final total may differ if sessions are no longer available." Below this, a yellow box indicates "Currently Selected" with "Fall 365 SMART Academy » Swimming Lessons for Non-Swimmers [Sundays 9:30]". A search bar is present with the text "Search all 23 available sessions". A "SELECT ALL" button is located at the top right of the session list. The session list includes three options, each with a checkbox, a description, dates, and price:

Session Name	Price	Dates	Spaces Left
<input checked="" type="checkbox"/> Fall 365 SMART Academy » Swimming Lessons for Non-Swimmers [Sundays 9:30]	\$250.00	Sep 15, 2024 - Nov 17, 2024	9 spaces left
<input type="checkbox"/> Fall 365 SMART Academy » Swimming Lessons for Beginners [Sundays 9:30]	\$250.00	Sep 15, 2024 - Nov 17, 2024	8 spaces left
<input type="checkbox"/> Fall 365 SMART Academy » Swimming Lessons for Advanced Beginners [Sundays 9:30]	\$250.00	Sep 15, 2024 - Nov 17, 2024	10 spaces left

You will be asked whether you would like a “Protection Plan” added to your camp. This is a feature that CampDoc offers that is NOT REQUIRED for our camps or courses. Select the “Decline Protection Plan” option to continue past this.

The screenshot shows the CampDoc interface for Allison Juneau, specifically the "Protection Plan" section. The page title is "Allison Juneau / Protection Plan". The left sidebar contains navigation options: Allison Juneau, Allison Juneau (selected), Registration, Health Profile, Account, Protection Plan (selected), Custom Labels, and a "+ NEW PARTICIPANT" button. The main content area is titled "Protection Plan" and includes a warning: "Summer Sessions does not recommend that you get this plan for summer camps or non-credit courses. CampDoc's protection plan is designed for extended travel programs which would require campers or students to be much further from home than our summer programs entail." Below this, a section titled "Protect Allison and their upcoming trip with a protection plan through CampDoc." lists two options: "Cancellation and Interruption" and "Emergency Medical Expenses". A section titled "For added protection, consider the Deluxe plan. All the coverage and services of our Basic plan, with the addition of Cancel for Any Reason\* coverage. The Deluxe plan must be purchased at or before final trip payment." includes a link to the protection plan details. A table shows the cost breakdown for the selected session:

TUITION	TRANSPORTATION	INSURED AMOUNT	BASIC COST	DELUXE COST	SELECTION
\$ 250.00	\$ 0.00	\$250.00	\$127.00	\$151.00	<input checked="" type="radio"/> Basic <input type="radio"/> Deluxe

Below the table, it states: "You will insure \$0.00 for the program selected above. Click Continue below to purchase the protection plan for only \$0.00." At the bottom, there is a field for "Participant's Primary Address" with the placeholder text "Enter a location".

## 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.

**UAF Summer**

- Registration
- Health Profile
- Account

[+ NEW PARTICIPANT](#)

### Confirmation

#### Transactions

ITEM	AMOUNT
<b>TUITION</b> Week 1 » F2F AM Automata Camp (\$25.00 Due Now)	\$195.00
<b>Total: \$195.00</b>	
<b>Due now: \$25.00</b>	

#### Payment

**i** A \$25.00 payment is due now.

Payment Options

**Full** Minimum Other

New Method

**CREDIT CARD** BANK ACCOUNT

\* Card Number:  
.....

**i** UAF Summer Sessions & Lifelong Learning accepts Visa, MasterCard, Amex, and Discover.

\* Month: \* Year: \* CVC:  
... ..

\* First Name: \* Last Name:  
.....

Charges will appear on your bank statement from **DocNetwork, Inc. (Ann Arbor, MI)**

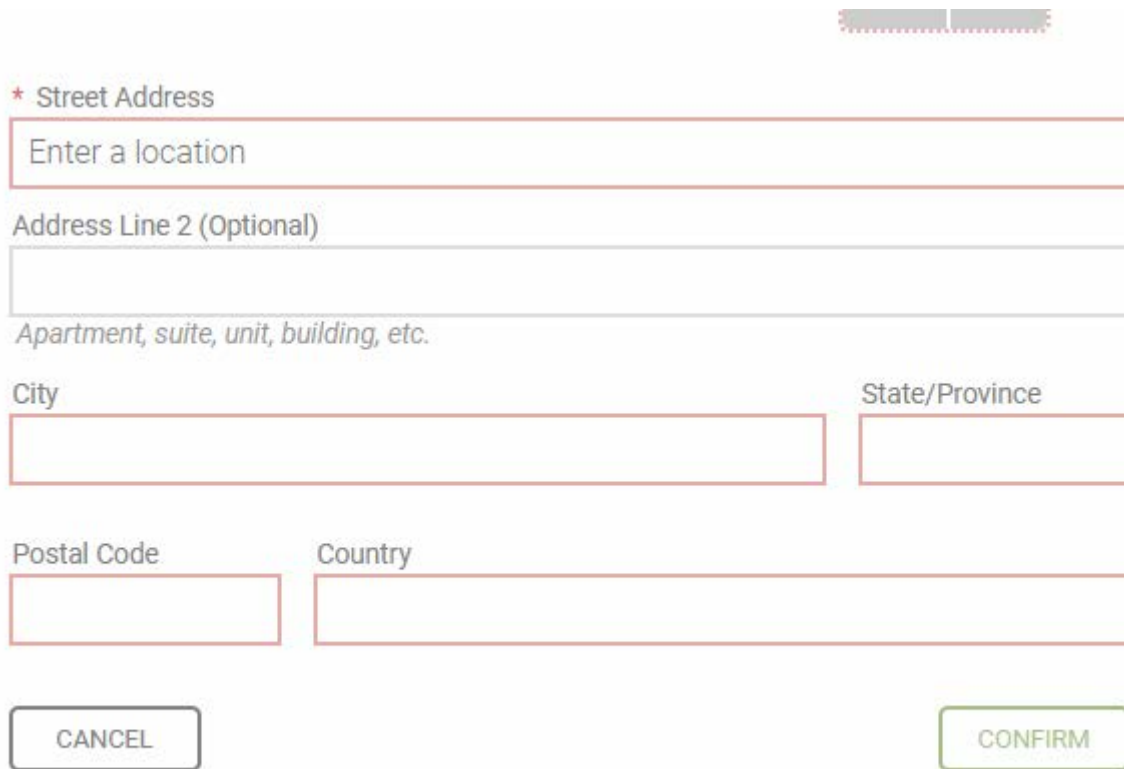
**i** Allow UAF Summer Sessions & Lifelong Learning to use this payment method?

Yes No

CampDoc will encrypt and save your credit card information so you can use the same card for multiple payments, or easily get refunds to the cards on file.

When you enter your credit card info, the window will expand to allow you to put in your address. Be sure to scroll down and fill in ALL of the required information.

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



A screenshot of an address confirmation form. At the top, there is a redacted area. Below it, the form contains several input fields: a required 'Street Address' field with a red border and placeholder text 'Enter a location'; an optional 'Address Line 2' field with a grey border and placeholder text 'Apartment, suite, unit, building, etc.'; two side-by-side fields for 'City' and 'State/Province' with red borders; and two side-by-side fields for 'Postal Code' and 'Country' with red borders. At the bottom, there are two buttons: a 'CANCEL' button with a black border and a 'CONFIRM' button with a green border.

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](mailto:summer@alaska.edu).