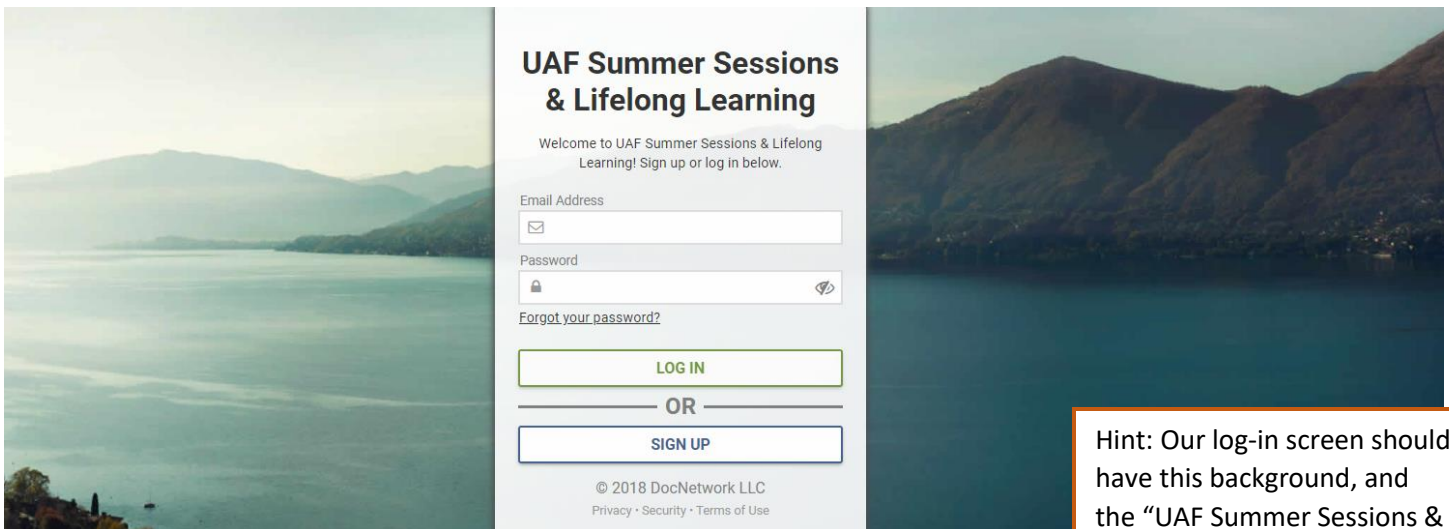


CampDoc Registration How-To

1. Sign in to CampDoc.

If you are new to CampDoc (we implemented it starting with our 2018-2019 educational tours), navigate to our organization's CampDoc site. This can be found at <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.



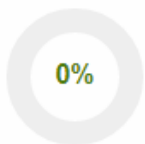
Hint: Our log-in screen should have this background, and the "UAF Summer Sessions & Lifelong Learning" title.

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. Register for your tour

CampDoc was developed for organizing various children’s camps, so many of the features you see will have that in mind. We are also using our CampDoc for summer camps here at UAF, so you will see a few options when searching for registrations.

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

CampDoc.com UAF Summer / Registration
UAF Summer Sessions & Lifelong Learning

UAF Summer

Registration

Health Profile

Account

+ NEW PARTICIPANT

Registration

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.

UAF is not currently registered for any upcoming sessions.

REGISTER FOR A NEW SESSION

Click “Register for a new session” to browse the available tours. For our educational travel, you will need to select “Adult” in the Grade Level drop-down.

CampDoc.com UAF Summer / Register
UAF Summer Sessions & Lifelong Learning

UAF Summer

Registration

Health Profile

Account

+ NEW PARTICIPANT

Grade Level (Travel Programs select "Adult")

Select Grade Level (Travel Programs select "Adult")

Adult

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

BACK

CONTINUE

Select the trip from the available options. Only trips with space available will show up in this list.

You can sign up for more than one tour, but beware! Your Account will reflect the payment due for ALL trips, regardless of the due-date for payment.

CampDoc.com UAF Summer / Register
UAF Summer Sessions & Lifelong Learning

- UAF Summer
- Registration
- Health Profile
- Account

+ NEW PARTICIPANT

Select Sessions

Currently Selected

2019 » Holy Names Alaskan Adventure

Search all 3 available sessions

2019 SELECT ALL

<input checked="" type="checkbox"/> 2019 » Holy Names Alaskan Adventure	\$3,500.00
An Alaskan adventure created especially for alumni of Holy Names Academy. Enjoy traveling throughout Interior and Southcentral Alaska and...	Jun 15, 2019 - Jun 25, 2019 19 spaces left
See All	
<input type="checkbox"/> 2019 » Naturally Beautiful New Zealand	\$6,900.00
Welcome to Aotearoa, a.k.a. New Zealand, with a mix of landscapes – rolling green hills, sublime forests, mountains, lakes, beaches,...	May 7, 2019 - May 24, 2019 5 spaces left
See All	
<input type="checkbox"/> 2019 » Richmond OLLI Alaskan Adventure	\$3,500.00
An Alaskan adventure created especially for University of Richmond OLLI members. Enjoy traveling throughout Interior and Southcentral...	Jul 12, 2019 - Jul 23, 2019 20 spaces left
See All	

© 2018 DocNetwork LLC
Privacy • Security • Terms of Use

BACK CONTINUE

You will be asked whether or not you would like a “Protection Plan” added to your trip. This is completely optional. Although this plan is less expensive than others, it has its limitations. We strongly suggest that you get travel insurance, but recommend that you check with your travel agent to consider all available options.

You can add CampDoc’s protection later if you choose to do so. Please note: this insurance is not offered by us at Summer Sessions so we cannot help you with any account-related questions.

You can find out more information about it by following the link

www.campdoc.com/protection-plan.

The screenshot shows the CampDoc website interface. The header includes the CampDoc logo and navigation links for UAF Summer, Registration, Health Profile, and Account. A sidebar on the left contains a 'NEW PARTICIPANT' button. The main content area is titled 'Protection Plan' and provides information about the plan, including cancellation and emergency medical expenses. It includes a table with columns for Session, Tuition, Transportation, Insured Amount, and Plan Cost. The table shows a session for '2019 » Holy Names Alaskan Adventure (11 days)' with a tuition of \$3,500.00 and a plan cost of \$126.00. A 'Totals' row shows a total insured amount of \$3,500.00 and a total plan cost of \$126.00. Below the table, there is a question about purchasing the plan and two buttons: 'Add Protection Plan' and 'Decline Protection Plan'.

CampDoc .com UAF Summer / Register
UAF Summer Sessions & Lifelong Learning

UAF Summer

Registration

Health Profile

Account

+ NEW PARTICIPANT

Protection Plan

Protect **UAF** and their upcoming trip with a protection plan through CampDoc.com.

- **Cancellation and Interruption.** Prepaid deposits and non-refundable travel arrangements can be covered in case of cancellation or interruption, sickness or injury, or in the event a parent loses their job.
- **Emergency Medical Expenses.** Participants will also be eligible for **first payer coverage** with no **deductibles** for emergency medical expenses during international and domestic trips, in case of sickness, accidents, evacuation, and transportation home.

Want to see more? Go to www.campdoc.com/protection-plan for additional information and a summary of the plan details.

If you are flying and want to protect your airfare, just enter the amount of your airline ticket below.

Maximum insurable trip cost up to \$10,000. If you wish to include add-ons, adjust your tuition below to reflect the correct dollar amount. Please note that coupons are not covered through the protection plan.

SESSION ⓘ	TUITION ⓘ	TRANSPORTATION ⓘ	INSURED AMOUNT	PLAN COST
2019 » Holy Names Alaskan Adventure (11 days) ✎	\$ 3500.00	\$ 0.00	\$3,500.00	\$126.00
Totals			\$3,500.00	\$126.00

A Protection Plan will insure \$3,500.00 for the sessions listed above. Would you like to purchase a Protection Plan today for only \$126.00?

Add Protection Plan Decline Protection Plan

UAF Summer Sessions is not responsible for any changes to travel to and from the locations of the tour. UAF does not offer travel insurance.

Travel insurance is always recommended for any travel out of the United States. There are several ways to purchase coverage. Some credit card companies insure trips that are purchased with their card. Another option is to check with a local travel agency.

3. Payment

In order to save your place on the trip, you will need to put down a \$500.00 deposit. CampDoc allows you to pay with your credit card like you would at other online storefronts. Carefully navigate the Payment Options tab to the amount you wish to pay.

The screenshot shows the CampDoc.com interface for UAF Summer registration. The header includes the logo and navigation links for Registration, Health Profile, and Account. A sidebar contains a 'NEW PARTICIPANT' button. The main content area is titled 'Confirmation' and 'Transactions', showing a table with one item: 'TUITION 2019 » Holy Names Alaskan Adventure (\$500.00 Due Now)' for \$3,500.00. Below this, a 'Payment' section indicates a \$500.00 payment is due now. Under 'Payment Options', the 'Full' option is selected. A dropdown menu shows 'New Method' with options for 'CREDIT CARD' and 'BANK ACCOUNT'. The credit card form includes fields for Card Number, Month, Year, CVC, First Name, and Last Name. A 'BACK' button and a 'PAY \$3500.00 AND REGISTER' button are at the bottom.

CampDoc.com UAF Summer / Register
UAF Summer Sessions & Lifelong Learning

UAF Summer
Registration
Health Profile
Account

+ NEW PARTICIPANT

Confirmation

Transactions

ITEM	AMOUNT
TUITION 2019 » Holy Names Alaskan Adventure (\$500.00 Due Now)	\$3,500.00
Total: \$3,500.00	
Due now: \$500.00	

Payment

i A **\$500.00** payment is due now.

Payment Options

Full Minimum Other

New Method

CREDIT CARD BANK ACCOUNT

* Card Number:
.....

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

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

Charges will appear on your bank statement from

© 2018 DocNetwork LLC
Privacy • Security • Terms of Use

BACK PAY \$3500.00 AND REGISTER

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 sometimes asks for you to ‘Confirm’ the information before you are able to hit the “Pay” Button.

The form contains the following elements:

- A red dashed line at the top.
- A red asterisk followed by the text "Street Address".
- A text input field with the placeholder text "Enter a location".
- The text "Address Line 2 (Optional)".
- A text input field.
- The text "Apartment, suite, unit, building, etc." below the second input field.
- The text "City" above a text input field.
- The text "State/Province" above a text input field.
- The text "Postal Code" above a text input field.
- The text "Country" above a text input field.
- A "CANCEL" button with a black border.
- A "CONFIRM" button with a green border.

And that’s it! Now you should be able to access your Health Profile and start filling in the important information we will need for you on your trip.

Required fields:

At least one Emergency Contact

Medical Insurance policy number and Phone number

Passport Info

Allergies and Medications

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