

Participant Account Setup Guide

Before your organization's registration opens for the season, there are a few things that you can do to set up your CampDoc/SchoolDoc account. Completing these steps in advance will make registering for a session even easier.

1 SIGN UP OR LOG IN

- Using the registration link provided to you by your organization, you will be able to **Sign Up** for a new account *or* **Log In** to your existing one.

Note: Returning participants may skip ahead to step 4 after logging in.



Welcome to Camp Arbor! We're excited to see you next summer on the shores of Lake Wappapello!

[Forgot Password?](#)

LOG IN

[Don't have an account yet?](#)

SIGN UP

- New users will receive a verification email upon signing up that contains a secure link. After clicking on the link, you will be redirected back to the application to set up your password.

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2 CREATE YOUR CHILD'S PROFILE ("NEW PARTICIPANT")

Once you've created your password and are logged into your account, you will be asked to provide your child's information.

New participant

1 Tell us about your participant for Camp Arbor

* First Name	Middle Name	* Last Name
<input type="text" value="I"/>	<input type="text"/>	<input type="text"/>
* Date of Birth		
Month	Day	Year

[CONTINUE](#)

3 SET UP YOUR USER ACCOUNT ("ABOUT YOU")

After their profile is created, you will be taken to a page that asks for *your* name and contact information.

Note: If you need to add additional children, you may do so after steps 3 and 4 are completed.

- [About You](#)
- [Participants](#)
- [Security](#)
- [Billing](#)
- [Notifications](#)

About You

1 If you want to change the name, email, phone or address associated with your CampDoc account, you may do so below. If you are using CampDoc for someone other than yourself (e.g. your child), please do not enter their information here.

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email Address	
<input type="text"/>	
* Phone Number	
<input type="text"/>	
I would like to receive text message alerts. ?	
<input type="button" value="No"/> <input type="button" value="Yes"/>	
* Mailing Address	
<input type="text" value="Enter a location"/>	

[SAVE](#)

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4 ADD OR UPDATE YOUR PAYMENT METHOD (“BILLING”)

Note: This step is not required but is recommended. If you are registering for a free camp, it can be skipped altogether.

*Navigate to your account settings by clicking on your name located in the top right corner of the screen. Then, select **Billing** from the menu as shown below.*

- **New Participants:** Click on the Billing tab to add your payment method as shown below.
- **Returning Participants:** Confirm that your saved payment method is up-to-date and has not expired.

The screenshot shows a sidebar with the following menu items: About You, Participants, Security, **Billing** (which is highlighted with a green background), and Notifications. The main content area is titled "Your Saved Payment Methods" and contains the following text: "Please find a list of saved payment methods in your CampDoc account below. Payment methods must be saved to set up payment plans, and for your camp to process refunds. If you remove a payment method and have set up a payment plan, automatic payments will stop. In addition, if you remove a payment method and your camp needs to provide you a refund, you will need to provide your payment information again. If adding a payment method for a refund, you must add the original payment method. Refunds can only be made to the original form of payment." Below this text, it says "No saved payment methods found. You may add one below." At the bottom right, there is a green button labeled "ADD A PAYMENT METHOD" with a yellow arrow pointing to it.

5 ADD ADDITIONAL PARTICIPANTS

If you need to create additional participant profiles, click on the “New Participant” button on the left panel menu.

The screenshot shows a menu titled "Registration Test" with the following options: Registration, Health Profile, Account, and Custom Labels. At the bottom of the menu is a green button labeled "+ NEW PARTICIPANT".

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6 REGISTER YOUR CHILD (“REGISTER FOR A NEW SESSION”)

On the day that registration opens, you can log back into your CampDoc account using your email and password to register your child by clicking into the Registration tab then on the “Register For A New Session” button.

