



# CampDoc.com

## **REQUIRED** CAMPER INFORMATION FORMS

**EVERY CAMPER REGISTERED FOR SUMMER CAMP MUST HAVE CAMPER INFORMATION FORMS FILLED OUT COMPLETELY.**

Beginning this summer, as part of our continuous efforts to provide the best possible care for our campers, the Wheeling Park District is partnering with CampDoc.com, an electronic health record system for camps, to help us consolidate and integrate camper health information into a centralized and secure location. The system will give camp supervisors instant access to required emergency forms and information regarding allergies, medications, authorized pick-up persons, etc.

The security, confidentiality, and privacy of your camper's personal information will always be protected. Only select Wheeling Park District supervisors will have access to camper information; the CampDoc.com website is secure, encrypted and password protected.

### HOW IT WORKS

- Prior to the start of camp, you will receive a "Welcome email" from CampDoc.com with information about how to complete your camper's health and emergency information.
- Click the link in the email to login. Here you will be prompted to create an authorized user and set a password for your CampDoc.com account.
- Follow the instructions and complete all information for your camper. Alerts will appear for any missing required information.
- Upload any required documents to your CampDoc.com account, if necessary.
- Return to CampDoc.com at any time to make changes or updates to your camper's information before camp begins.
- If changes are made after camp starts, contact the Wheeling Park District so camp supervisors know to look for this updated information.
- Set register@CampDoc.com as a "safe sender" to avoid accidental delivery to junk and spam folders.

### HOW IT WORKS

PLEASE CONTACT THE CAMPDOC HELP DESK WITH ANY CAMPDOC RELATED QUESTIONS.

CALL: **734-636-1000** • EMAIL: **HELP@CAMPDOC.COM**

*WE ARE EXCITED TO CONTINUALLY EVOLVE, BUILDING SAFER, MORE PRODUCTIVE AND MORE EFFICIENT SYSTEMS TO CREATE THE BEST EXPERIENCE FOR YOU AND YOUR FAMILY!*