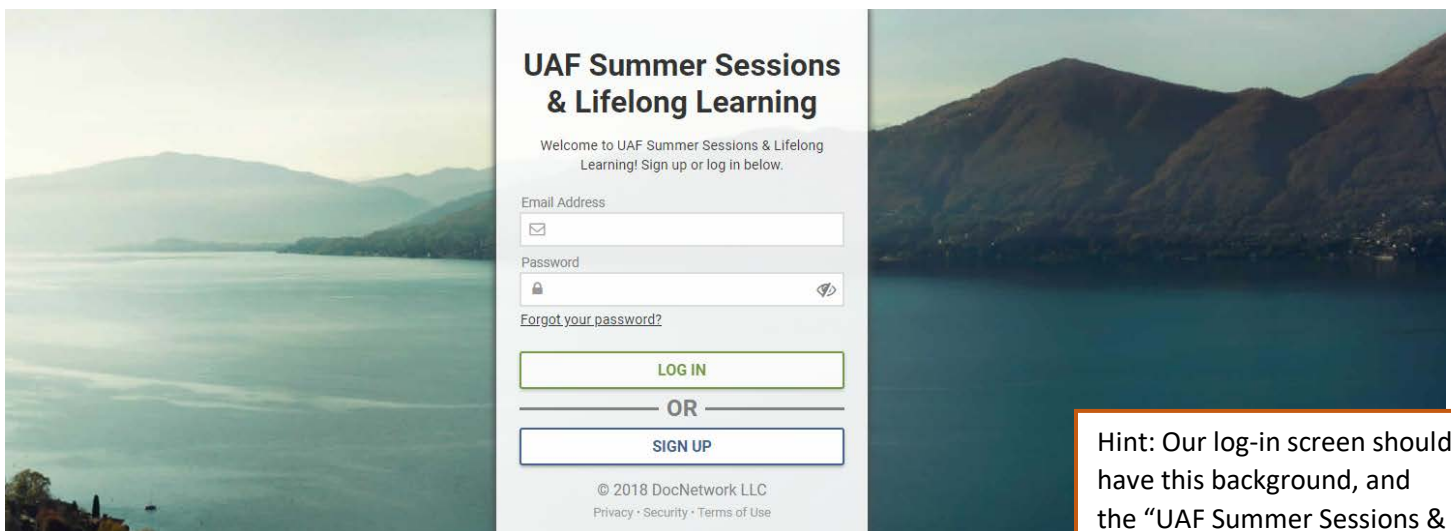


CampDoc Registration How-To

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.

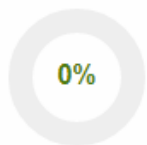


Your CampDoc account is broken down into 3 main categories. Start with Registration.



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:

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 camps based on grade level child will be entering in fall 2021.

UAF Summer
Registration
Health Profile
Account

+ NEW PARTICIPANT

Grade Level (Travel Programs select "Adult")

Select Grade Level (Travel Programs select "Adult")

4th Grade

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BACK CONTINUE

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

Select the desired camp(s) from the available options.

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

UAF Summer

Registration
Health Profile
Account

+ NEW PARTICIPANT

Select Sessions

Search all 43 available sessions

Face-to-Face **SELECT ALL**

- Week 1 » [F2F] AM Automata Camp **\$195.00**
Jun 7, 2021 - Jun 11, 2021
4 spaces left
Explore simple machines and mechanical engineering to create cardboard automata. These machines use cams, levers, and linkages to create...
See All
- Week 1 » [F2F] PM Rock Climbing Camp **(Waitlist) \$195.00**
Jun 7, 2021 - Jun 11, 2021
Join us for an exciting week of rock climbing! Campers will be introduced to basic rock climbing skills and technique through top rope...
See All
- Week 2 » [F2F] AM Baking Blitz Camp **\$230.00**
Jun 14, 2021 - Jun 18, 2021
10 spaces left
Learn how to make a variety of baked goods, measure ingredients and knead dough. Plan on getting elbow deep into the dough and having fun!
See All
- Week 2 » [F2F] AM Golf Camp **\$195.00**
Jun 14, 2021 - Jun 18, 2021
6 spaces left
Beginning golf instruction to learn the basics of this popular sport including putting, driving, and golf etiquette. Golf clubs will be...
See All

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. Select the “Decline Protection Plan” option to continue past this. This is for programs that require travel or other insurance and our day camps do not require this.

4. Payment

In order to save your place in camp, you will have to pay a minimum \$25 deposit. The full price of the camp is not due until that camp's due date.

UAF Summer

- Registration
- Health Profile
- Account

[+ NEW PARTICIPANT](#)

Confirmation

Transactions

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

Payment

A \$25.00 payment is due now.

Payment Options

Full Minimum Other

New Method

CREDIT CARD BANK ACCOUNT

* Card Number:
.....

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)

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.

* Street Address

Enter a location

Address Line 2 (Optional)

Apartment, suite, unit, building, etc.

City

State/Province

Postal Code

Country

CANCEL

CONFIRM

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