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.

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

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**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:

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.

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Trip Name</th>
<th>Cost</th>
<th>Dates</th>
<th>Spaces Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Holy Names Alaskan Adventure</td>
<td>$3,500.00</td>
<td>Jun 15, 2019 - Jun 25, 2019</td>
<td>19</td>
</tr>
<tr>
<td>2019</td>
<td>Naturally Beautiful New Zealand</td>
<td>$6,900.00</td>
<td>May 7, 2019 - May 24, 2019</td>
<td>8</td>
</tr>
<tr>
<td>2019</td>
<td>Richmond OLLI Alaskan Adventure</td>
<td>$3,500.00</td>
<td>Jul 12, 2019 - Jul 23, 2019</td>
<td>20</td>
</tr>
</tbody>
</table>
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](http://www.campdoc.com/protection-plan).

<table>
<thead>
<tr>
<th>Protection Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protect UAF and their upcoming trip with a protection plan through CampDoc.com.</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
</tbody>
</table>

Want to see more? Go to [www.campdoc.com/protection-plan](http://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.

<table>
<thead>
<tr>
<th>SESSION</th>
<th>TUITION</th>
<th>TRANSPORTATION</th>
<th>INSURED AMOUNT</th>
<th>PLAN COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 - Holy Names Alaskan Adventure (11 days)</td>
<td>$3500.00</td>
<td>$0.00</td>
<td>$3,500.00</td>
<td>$126.00</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Holy Names Alaskan Adventure</td>
<td>$3,500.00</td>
</tr>
</tbody>
</table>

Total: $3,506.00
Due now: $500.00

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.

And that’s it! Now you should be able to access your Heath 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