



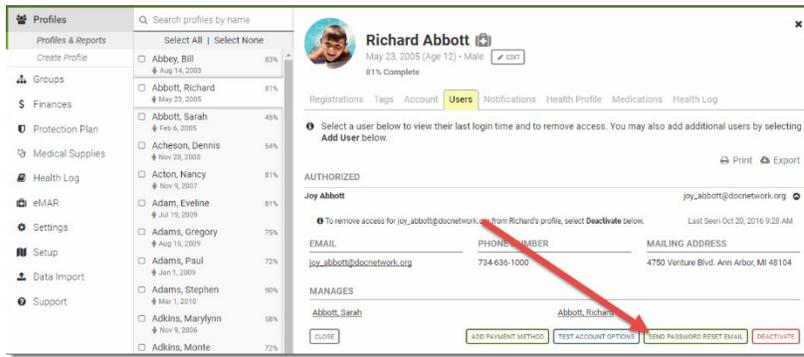
UW-Stevens Point Upward Bound Program CampDoc.com Instructions

All Upward Bound students who participated in the UW-Stevens Point Upward Bound Program during the 2022 summer session and current school year currently have a Health Profile created in CampDoc.com. Please follow the instructions below to register your currently enrolled Upward Bound student(s) for the 2023 summer session and 2023-2024 academic year as well as make any changes to their Health Profile.

Parent/guardians with an existing CampDoc.com login and password:

1. Sign in to CampDoc.com (make sure to use the same email and password used in 2022). If needed, please see “Reset Password” information here:

Click on the *Forgot your password?* link from the main login screen.



2. Click on “Participant”
3. In the “Search profiles by name” box, type in the name of your Upward Bound student.
4. Select “New Registration”
5. Proceed to the **Select Upward Bound Sessions** section below.

Select Upward Bound Sessions

1. In your student’s profile, click Registration tab.
2. Click the **NEW REGISTRATION** button. In the NEW REGISTRATION section, make sure “Upcoming” is checked.
3. In box that says, “Select from Groups”, scroll down to the Upward Bound options (near the bottom)
4. Check the following boxes that pertain to your student:

All students: 2023: Upward Bound 2023 – 2024 Academic Year

8th grade students & Peer Coaches Only 2023: Upward Bound Freshman Focus Week and Peer Coach Training

**9th – 11th graders
5-week Summer Session** 2023: Upward Bound 2023 Five-Week Summer Session

Select T-shirt Size

1. In the Upcoming Registrations section, click on the up-arrow icon. ↗
2. Choose Edit Registration

(Instructions continue on reverse side)

3. After a brief pause, a screen will appear with options for selecting a T-shirt size
4. Select T-shirt size
5. Select Review Change and then Confirm Change

Updating Your Upward Bound Student's Health Profile

After logging into your CampDoc account:

1. Click the name of your student in the profile search.
2. Click **Health Profile tab**.
3. Complete any steps that have a **red dot** next to them first.

Note: At the end of the “Emergency Contact” screen, you will find a **Personal Vehicle Permission slip**. Please click on “Download”, save to your desktop, complete the information, save to desktop again and then upload completed document where directed in the Emergency Contacts section.

4. Please review all sections in the Health Profile and click on the “Edit” icon if any information needs to be updated (for example, change in medication, emergency contacts, etc.)
5. Please resign on the Authorization step

Note: An incomplete step is represented by a red dot, and a complete step is represented by a green check mark.

6. **Electronic Signature:** We use electronic signatures, so there is nothing for you to physically sign. Just enter your name and relationship and click the *Accept Authorization* button. This will electronically sign and timestamp the authorization for you!

If you have more than one student enrolled in Upward Bound, make sure you follow the “Select Upward Bound Sessions”, “Select T-shirt Size” and the “Updating Your Upward Bound Student’s Health Profile” steps for each student you have enrolled in Upward Bound.

There is no submit button, and the information you enter saves as you type it. Once your account is 100% complete and all steps are marked with a **green check**, you are all done. A pop-up window also appears indicating that the profile is complete.

Immunization records for your students can be found through the Wisconsin Immunization Registry at <https://www.dhfs.wisconsin.gov/PR/clientSearch.do?language=en>.

Have questions? Please See CampDoc.com Support link or contact Upward Bound at UpwardBound@uwsp.edu.