



UW-Stevens Point Upward Bound Program CampDoc.com Instructions

Please use this link to create your CampDoc.com account:

<http://app.campdoc.com/register/uwstevenspoint>

Sign Up Instructions

1. Click the **SIGN-UP** button.
2. In the **Email** box, type your *email address*.
3. In the **Confirm Email** box, type your *email address* in order to confirm.
4. In the **Password** box, type *the password* that you want to use.
5. In the **Confirm Password** box, type *the password* in order to confirm.
6. Click the **CONTINUE** button.
7. Add your participant's name, gender, and birth date.
8. Click the **CONTINUE** button. The About You page will appear.
9. Add your name, phone number, and mailing address.
10. Click the **No** button to signal your preference for receiving text messages (Upward Bound uses a different platform for communication).
11. Add your mailing address. Click the **CONFIRM** button, and then click the **SAVE** button.



Note: If you already have a CampDoc.com account set up (for example you used CampDoc.com last year for another student of yours already in UB), you can skip steps #1 - #11 and proceed to the "To Add Additional Participants" step below:

To Add Additional Participants in your family who also participate in Upward Bound:

1. In the left column, click the + **NEW PARTICIPANT** button.
2. Add the participant's name, gender, and birth date.
3. Click the **CONTINUE** button.

Once you are done completing information for your Upward Bound student(s), you are finished signing up and can now register your Upward Bound student for Upward Bound sessions.

Select Upward Bound Sessions

1. In your student's profile, click **Registration**.
2. Click the **NEW REGISTRATION** button.
3. Make sure the "Upcoming" box is checked. In box that says, "Select from Groups", scroll down to the Upward Bound options (near the bottom)
4. Check the following boxes to register for:

All students:

2023: Upward Bound 2023 – 2024 Academic Year

8th grade students & Peer Coaches Only

2023: Upward Bound Freshman Focus Week and Peer Coaches

9th – 11th graders

2023: Upward Bound 2023 Five-Week Summer Session

(Instructions continue on reverse side)

Select T-shirt Size

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

Creating Your Upward Bound Student's Health Profile

After logging into your CampDoc account:

1. Click the name of your student in the "Search profiles by name."
2. Click **Health Profile**
3. In the right column, click the first step of the Health Profile.
4. Complete any fields in the step that are outlined in red.
5. On the lower-right side of the page, click the **NEXT STEP** button.
6. Repeat Steps 3-5 until all of the steps are complete.

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

The screenshot shows the CampDoc interface for creating a health profile for Monica Baker. On the left is a sidebar with a list of names: James Allen, Juanita Allen, and Monica Baker. Monica Baker is selected, and below her name are links for Registration, Health Profile (which is highlighted), Account, Protection Plan, and CampGrams. At the bottom of the sidebar is a button labeled '+ NEW PARTICIPANT'. The main content area is titled 'Medications' and contains a question: '* Does Monica take medications?'. Below the question are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. On the right side of the main content area is a vertical list of steps in the health profile process: Camper Information, Diet & Activity, Allergies, Medications (which is highlighted), OTC Medications, Immunizations, Health History, Insurance, Healthcare Providers, and Physician Form. Each step has a red dot next to it, indicating it is incomplete.

7. **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!
8. Repeat all steps above for each Upward Bound student in your family.

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 ✓, 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.