

CampDoc Registration Instructions



Registration Section - Part One

Returning Participants

- You can log in to update your participant's information and register for this year's programs.
- Visit app.campdoc.com/register/ and enter your login information from last year.
- In the Email box, type your email address.
- In the Password box, type the password previously created.
- Click the CONTINUE button.
- If you forget your password, type your email address and click the "Forgot Your Password" button.

New Participants

- Visit app.campdoc.com/register/ and click on "Sign Up."
- After signing up for your program, you will receive an "Invitation" email from CampDoc.
- Click on the green "Accept Invite" link within the email.
- In the Confirm Email box, type your email address in order to confirm.
- In the Password box, type the password that you want to use.
- Click the CONTINUE button.

Registration Section - Part Two

- Navigate to the CampDoc website. (we support the current and previous major releases of Google Chrome, Firefox, Microsoft Edge and Safari)
- Select "Sign Up" to start creating your online profile with CampDoc and start your registration process for UCI Campus Recreation Summer Camp.
- Once you've created your profile with CampDoc, it will take you to the "Registration Page." Here you'll select "Register for a New Session."
- Please select the **grade** the participant will be entering in Fall 2020 and this will show the sessions available.
- Once you have selected the chosen sessions, please click "Continue."
- This will then take you to the coupon section. If you are an ARC member, hold a promo code, you may be eligible for a discount. Please read the section of the enrollment process for more information. If none of the coupon codes apply to your participant, you can simply select "No" to move to the next page.
- CampDoc does offer travel and emergency medical protection plan. Please note, this is an optional purchase. If you are not interested, please select "Decline". This is available for optional purchase at a later time if you decide at a later date to purchase.
- This will then take you to the payment section. You will see your total price, any discounts that may have been applied, and then the total that is due today.
- Once you have submitted your payment, you'll select "Register" at the bottom right of the screen.
- Should you need to cancel a registration, log into CampDoc and click on "Registration" This will take you to the list of camp/s you have registered fo. Click on the camp under "Upcoming Registrations" and then click on the camp you need to cancel.

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Health Forms - Part Three

- The next step into being fully registered for UCI Campus Recreation Summer Camps is to complete the required health forms for the participant. CampDoc will guide you from page to page, but you can always select “Health Profile” to get back to the main Health Forms page.
- Your information will save automatically and you are able to return back to your Health Profile to complete at a later time. You will receive automatic emailed reminders to complete the participant's health profile until it is **100%** completed.
- To the right of the screen will show the information needed. If you see a red dot that means information has yet to be completed. If you see a green check then that means you’ve completed that section of the health profile.