

# SIGN UP & REGISTRATION

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## 1. SIGN UP

- First you will need to provide an email and password
- Next, you will fill out a basic form—Name, sex, and date of birth
- Finally, another basic form—First and Last name, email address (will already be pre-filled out), phone number, and mailing address.
- Once these steps are completed, you are now able to register for a camp!

## 2. REGISTRATION

- After logging in, or signing up you will see Your name up top and below you will see Registration, Health Profile & Account.
- Click on registration and on the next screen click on register for a new session.
- The next screen will ask you to select a grade, because you are a leader you will select adult.
- Next you will select the session you are wanting to help in.
- Next, the coupon page—If you have been given a coupon or discount code this is the place to put it
- Next, CampDoc offers a protection plan—This is not Camp Cedar Crest and you do not have to have it if you don't need it.
- Next, is the donation screen—You are not required to donate but you can if you feel led to.
- Finally, you will see your transaction screen—What is due, the coupons you have used and what session you are registering.
- Once you click registered you will get an email confirming you are registered and if there are any outstanding balances and/or forms needing attention.

## 3. HEALTH PROFILE

- Your answers will save as you type them. You do not have to complete the entire health profile at once. You can navigate between steps by clicking the **Previous Step** or **Next Step** buttons at the bottom of the page. You may also jump between steps by clicking the step name on the right of the page.

## 4. ACCOUNT

- You can see the balance, make payments, make donations, and see a detailed ledger from this page.

## **5. PROTECTION PLAN**

- If you didn't want to buy a protection plan during registration, you still have time to register for it at a later time any time prior to the camp date.

## **6. QUESTIONS? NEED HELP**

**If you have any questions, feel free to contact us and we will assist you in the best way we can. If you are feeling overwhelmed, no problem... We can call or meet with you to make this transition go as smooth as possible for you as the parent and your child.**

**Camp Cedar Crest Committee contact info:**

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