

### CCK Application and Registration Instructions

Thank you for your interest in applying to CCK! We are excited to welcome you to camp!

If you have any questions throughout the application process or would like to speak to the CCK Admissions team about camp or what camp sessions may be the best fit for your camper or family, please call 270-618-2900 and ask for a Camper Recruiter. You can also email Lori Aldridge, Camper Recruiter, at [laldridge@courageouskids.org](mailto:laldridge@courageouskids.org).

CCK is partnered with CampDoc, an electronic health record system for camps, for camp applications. This allows families to complete all registration and health information safely and securely online.

The security and privacy of your camper and family's health information is important to us. The CampDoc site is secure, encrypted, and password protected. You can find additional information about CampDoc privacy and security information [here](#).

To get started on creating your account and completing your camper and family's applications, follow the steps below:

#### 1. Creating Your Account

- Click the **"Apply Now"** button on CCK's website or copy and paste the link you received in an email from CCK.
- Do one of the following, depending on whether you are registering for a new account or you already have an account:
  - i. If you already have an account, in the **Email Address** and **Password** boxes, type your login and password, and then click the **LOG IN** button.
  - ii. If you are registering for a new account, click the **SIGN UP** button.
- In the **Email** box, type your email address.
- Click the **SUBMIT** button.
- In the new window, click the **BACK TO LOGIN** button



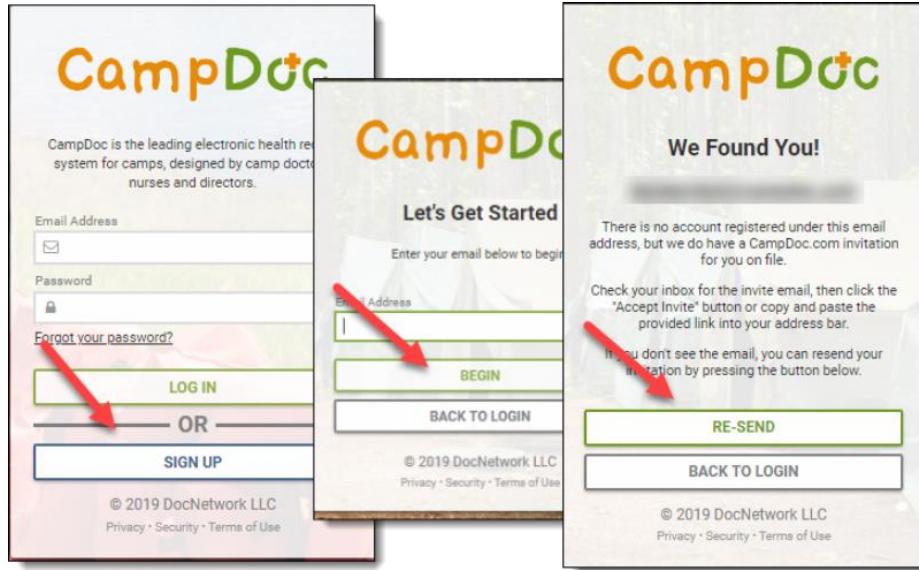
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Scottsville, KY 42164



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info@courageouskids.org



- Go to your email inbox and open the CampDocAccount email sent to you.
- Click the link in the email to verify your email address.
- In the **Password** box of the window that appears, type the password that you choose.
  - Important: The password must contain at least 8 characters, both uppercase and lowercase letters, and at least one number or symbol.
- In the **Confirm Password** box, type the password again.
- Click the **CONTINUE** button. A new page will open prompting you to add your camper's demographic information. **Please note, your camper is your child with a diagnosis that qualifies for camp.**
- Click the **CONTINUE** button. A new page will open prompting you to add the user's information. **Please note, this should be your information, not your camper's information.**

## 2. Setting Up Your User Profile

- After you log in, you will be prompted to complete an "About You" page, where you will fill in your name and contact information. **Please note, this should be your information, not your camper's information.**



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**CampDoc** User Settings / About You

**About You**

If you want to change the name, email, phone or address associated with your CampDoc account, you may do so below. If you are using CampDoc for someone other than yourself (e.g. your child), please do not enter their information here.

\* First Name:

\* Last Name:

\* Email Address:

\* Phone Number:

I would like to receive text message alerts.  No  Yes

\* Mailing Address:

**SAVE**

- Upon completion of the “About You” page, you will be able to select your camper’s name and fill in your camper’s application.

### 3. Filling in Your Camper’s Application

- Select the **Profile** button on your camper’s application.

**Monica Baker**  
May 22, 2006 - Female [EDIT](#) [MANAGE USERS](#)

Welcome to Camp Arbor, we're excited to see you this summer on the shores of Lake Wappapello!

**Registration**  
Review the current registration information for Monica, or [register](#) for additional groups.

**Health Profile**   
The Health Profile for Monica is incomplete, and should be completed by **November 22, 2017**.

**Account**  
View the account history for Monica, and [make a payment](#) towards the **\$1,000.00** outstanding balance.

**Protection Plan**  
0 of 2 groups are protected for Monica.

**CampGrams**  
Send messages to Monica while they are away!

- As you complete sections, click **CONTINUE** at the bottom of the page.



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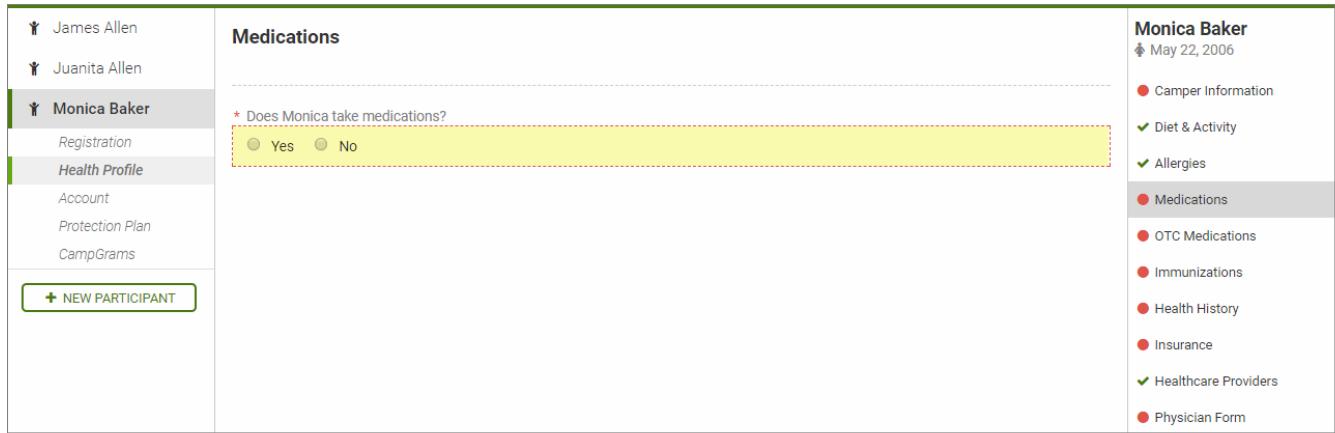


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- You can track your progress through the application on the sidebar on the right. As you complete each section, the red dot next to the section will turn to a green checkmark.



- Required questions will be marked with an \* and **outlined in red**.
- Upload any required documents to your CampDoc account. If you're on a phone/tablet, you can take a picture to upload the document.
- 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.
- Please note, completing your profile does not guarantee that your camper or family member has a reserved spot. **A confirmed spot at camp is only secured once you receive an invitation email from the CCK Admissions Team.**
- Keep in mind that our application saves your information as you complete it, therefore you can return to [app.campdoc.com](http://app.campdoc.com) to make updates and/or continue filling out your camper's health information. You can log in using the email address and password you previously created.
- We're excited to let you know that your camper's health information will save from year-to-year, so once you complete it in CampDoc this year, you won't have to start from scratch next year!

#### 4. Adding Additional Campers or Family Members



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- To add additional campers or family members, you will click the green **+ NEW PARTICIPANT** button on the left column.

The screenshot shows a software interface for managing camp participants. On the left, a sidebar lists various options: Registration, Morning Check-in, Health Profile, Account, Protection Plan, CampGrams, Custom Labels, and Trusted Contacts. A prominent green button at the bottom of this sidebar is labeled '+ NEW PARTICIPANT'. The main content area displays a participant's profile for 'Angela Adams' from 'Camp Arbor'. It includes a placeholder profile picture, the name 'Angela Adams', the birth date 'Jan 1, 2010 • Fem', and a welcome message: 'Welcome to Camp Arbor! We'. Below this, there are two main buttons: 'Registration' (with a calendar icon) and 'Morning Che' (with a red circle and a white cross icon). The 'Registration' button has a sub-instruction: 'Review the current'.

- Add the participant's name, gender, and birth date.
- Click the **CONTINUE** button.
- Select **NEW REGISTRATION** and choose the appropriate camp session.

## 5. Registering for Camp Sessions

- In the participant's profile, click **Registration**.
- Click the **REGISTER FOR A NEW SESSION** button.
- Check the box(es) to select the session(s) for which you want to register.
- Click the **CONTINUE** button, and then follow any other prompts to complete the registration.
- How to choose the appropriate camp session:**
  - Select **Courageous Camper** sessions when registering campers.
  - Select **Family Member** sessions when registering parents/guardians or siblings.

Please note:

  - If you are registering for a Family Retreat, you must include at least one parent/guardian.
  - If a sibling is attending an Independent Summer Camp, they must be registered as a Courageous Camper.



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- Applications for a camp will not be considered complete until all attendees reach 100%.
- Please note, registering for a camp session does not guarantee that your camper or family member has a reserved spot. **A confirmed spot at camp is only secured once you receive an invitation email from the CCK Admissions Team.**
- Please note, all camps at CCK are at **no cost to families and campers**. You will not be required to make any payments.

CampDoc sends out periodic reminder emails for incomplete health information, and CCK will also use the messaging feature to send out emails via CampDoc. These notifications will come from [noreply@campdoc.com](mailto:noreply@campdoc.com), so please add this to your safe sender list to avoid accidental delivery to junk and spam folders. We don't want you to miss important notices!

Please note that CampDoc supports the current and previous major releases of Chrome, Firefox, Microsoft Edge, and Safari which provide improved security and performance for health information.

For additional assistance, you can navigate to the [support](#) page or contact CampDoc's Support Team at [support@campdoc.com](mailto:support@campdoc.com) or 734-636-1000. We also encourage you to visit CampDoc's Sign Up Support [page](#) for additional resources.

Thank you and we look forward to welcoming your family to camp!



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