

HOW TO REGISTER FOR CAMP

1. Use a computer & Google Chrome browser for best results. Mobile devices take longer.
2. Type **app.campdoc.com/register/mt-lebanon** in the address bar.
3. **Log in** If you already have a CampDoc account. Click **Sign Up** if you do not have a CampDoc account. Enter an email address and create a password.
4. Verify or type in your information (everything with an asterisk) and click **Update**.
5. Click **+ New Participant** to register another camper or adult or go on to the next step.
6. Click **Register for a New Session**.
7. Click the drop down menu and select **Preteen Camp #3 (Jun 29-Jul 3)**. Click **Continue**.
8. Scroll down, select **FBC Quitman** and click **Continue**.
9. Choose whether you want to purchase the Protection Plan from CampDoc. Click **Continue** after choosing "yes" or "no."
10. Please ignore the term "tuition". You will not pay anything through CampDoc unless you sign up for the Protection Plan. Click **Register**.
11. A small pop-up window will confirm that you've successfully registered for Mt. Lebanon. **However**, you won't be fully registered until you complete the Health Profile. Click **Close**, and read the information about filling out the **Health Profile** before clicking **Continue**.
12. Fill out your contact information and emergency contact information. Make sure every field that has an asterisk (*) has been filled out. Click **Next Step**.
13. The **Insurance & Physician Information** section is *optional*.
14. Answer **General Health Information** questions. If you select "Yes" for the Health Center staff to give your child/student over-the-counter medications (OTC) if needed, select "Yes" or "No" for each medication listed. If you have allergies, list what you are allergic to, the reaction, and if you are at risk for anaphylaxis. **Make sure you click SAVE ALLERGY otherwise that information will not be saved!** You can add as many allergies as needed. Click **Next Step**.
15. Answer "yes" or "no" if you or your child/student take medications. If yes, then list what medication, the strength of the medication, the dosage, etc. Choose the frequency the medication is to be given, what times, if the medicine is to be given every day or as needed, why you take this medication, and if you will be bringing it to camp. You can also list any special instructions if needed. **Make sure you click SAVE NEW MEDICATION or that information will not be saved!** You can add as many medications as needed. Click **Next Step**.
16. If you are an adult or are registering an adult, please read through and answer the questions listed under **Confidential Information**.
17. If you are a camper or registering a camper, read through the **Authorizations** page and electronically sign (by typing your name) at the bottom. Click **Accept Authorization**.
18. If you are an adult or are registering an adult, please read through the **Adult Statement of Participation, Assumption of Risk, and Release of Liability** under the **Authorizations** page and electronically sign (by typing your name) at the bottom. Click **Accept Authorization**.
19. A small pop-up window will confirm your health profile is complete. If it doesn't pop up, check the far right side of the window and make sure every category has a green check-mark. If not, click on the category that is incomplete. After completing all the unfinished categories. Click **Ok**. **You are now fully registered**.
20. If you have another child or another adult attending camp, fill out a separate registration for each child and/or adult by clicking **+ New Participant**.
21. Please ignore any automated notices you receive regarding CampGrams, Travel Insurance, and Tuition.