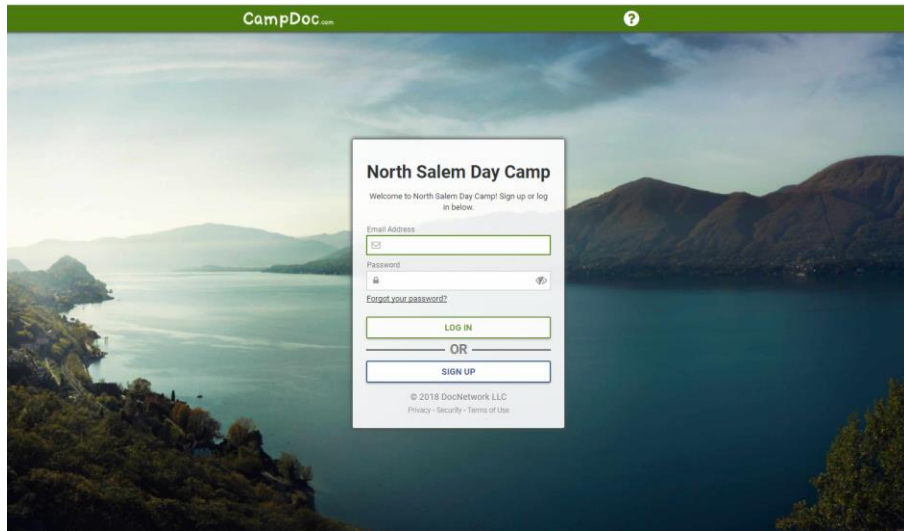


North Salem Day Camp at Mt. Lakes: How to apply to be a Staff Member

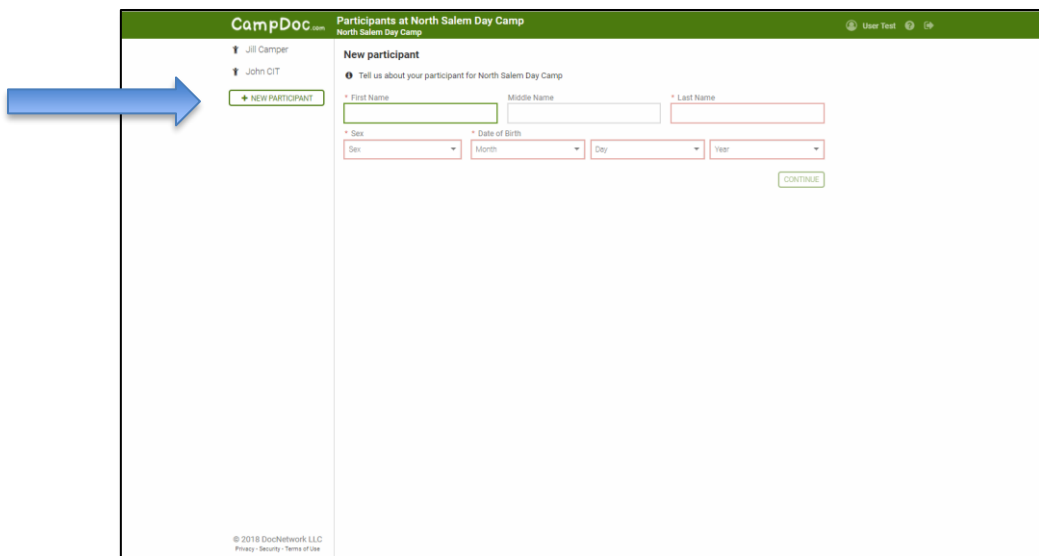
Please note: This program works best from a computer using Google Chrome, FireFox, Safari, or Microsoft Edge. This process is difficult on a mobile device.

1. Go to: app.campdoc.com/register/northsaalem
2. **Returning Staff:** Please login. Click “Continue.” Skip to step 4.
New Staff: Click “Sign Up” and follow the prompts.



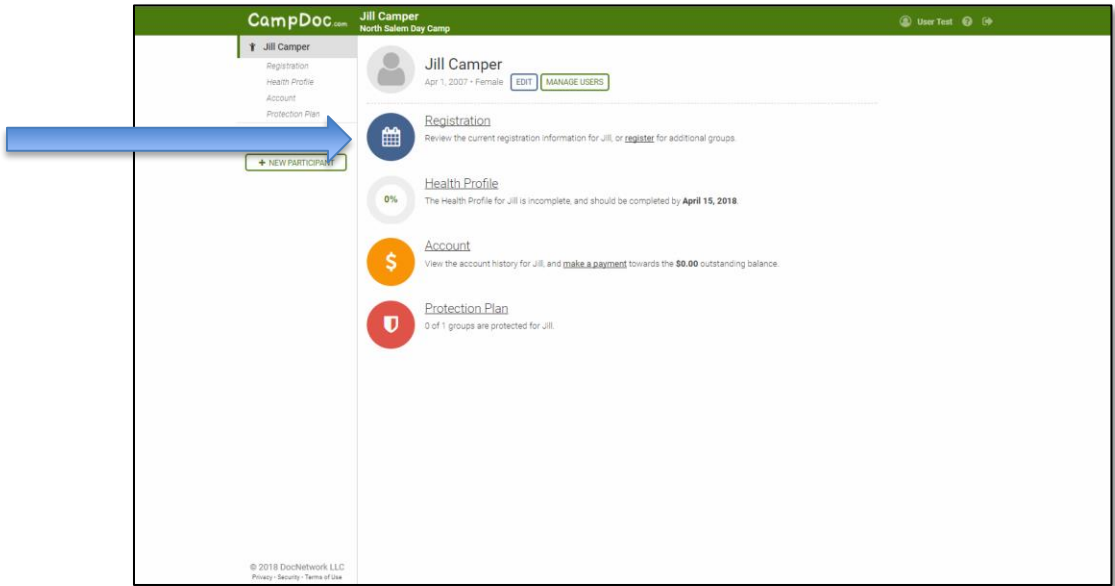
The screenshot shows the registration page for North Salem Day Camp. The page has a green header with the text 'CampDoc.com' and a question mark icon. The main content area features a white box with the title 'North Salem Day Camp' and the text 'Welcome to North Salem Day Camp! Sign up or log in below.' Below this are two input fields: 'Email Address' and 'Password'. There is a link for 'Forgot your password?' and two buttons: 'LOG IN' and 'SIGN UP'. The background is a scenic view of a lake and mountains.

3. Click “New Participant” and enter your information. This is the name of the applicant. Click “Continue.”

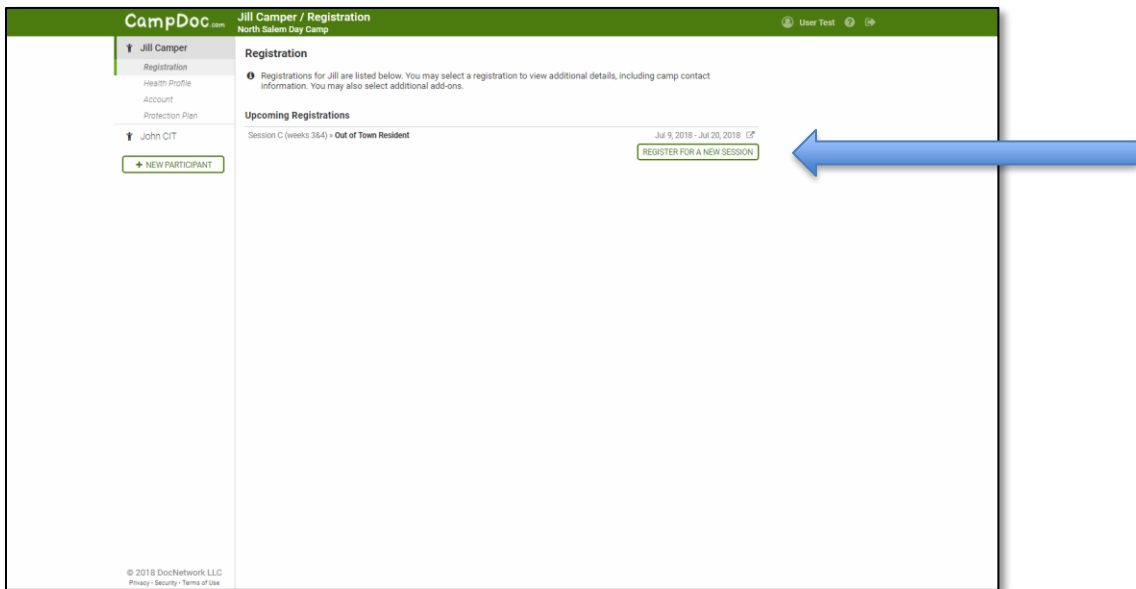


The screenshot shows the 'New participant' form in the CampDoc system. The page has a green header with the text 'CampDoc.com' and 'Participants at North Salem Day Camp'. The main content area features a white box with the title 'New participant' and the text 'Tell us about your participant for North Salem Day Camp'. Below this are three input fields: 'First Name', 'Middle Name', and 'Last Name'. There are also dropdown menus for 'Sex' and 'Date of Birth' (Month, Day, Year). A 'CONTINUE' button is located at the bottom right of the form. A blue arrow points to the 'NEW PARTICIPANT' button. The page also shows a sidebar with user information for Jill Clamper and John OIT.

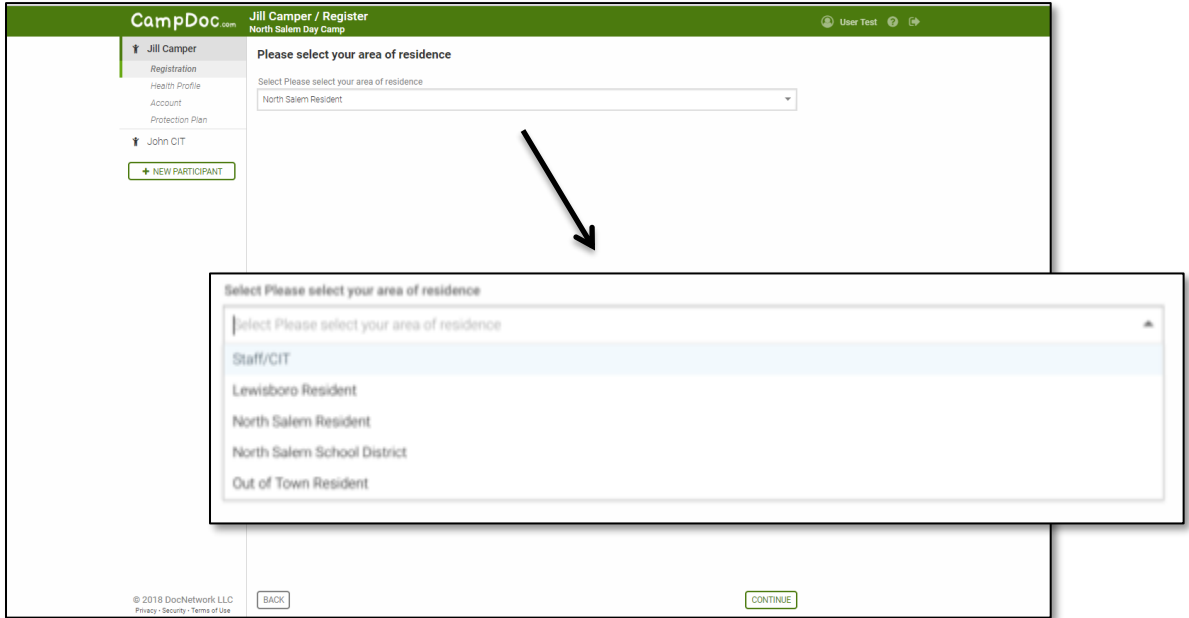
4. Click on a “Participant” from the left side, then click “Registration.”



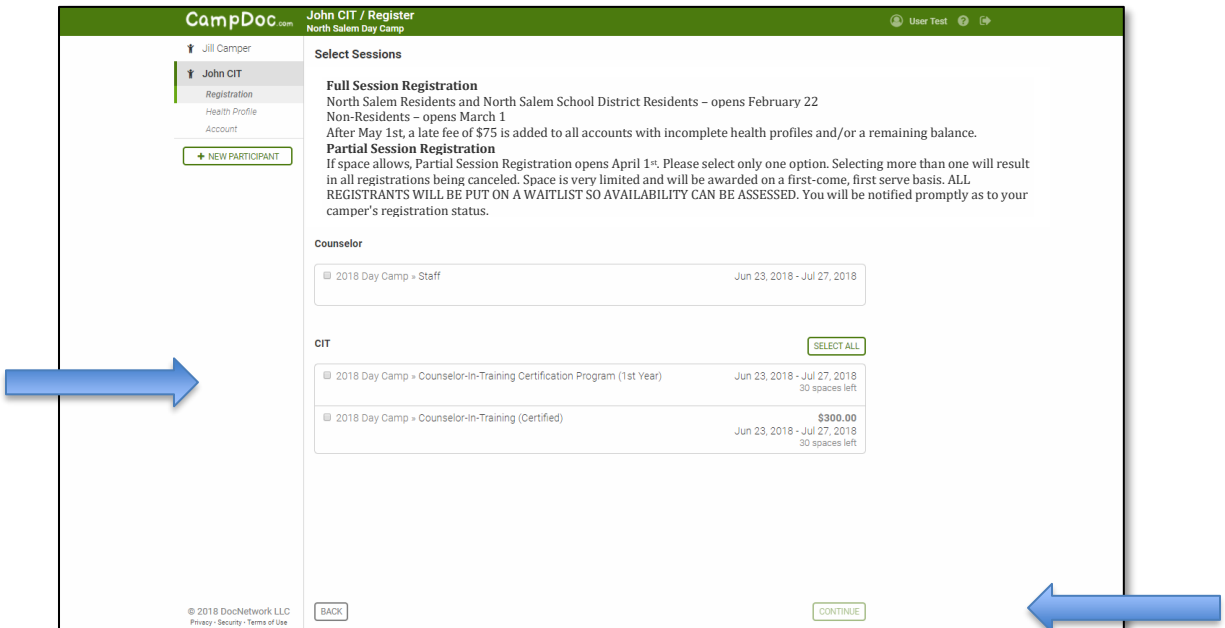
5. Click “Register for a New Session.”



6. Select “Staff/CIT.” Click “Continue.”



7. Select the appropriate program by clicking the box on the left, then click “Continue.” Staff must be 15 years of age by July 27th 2018 or older.



8. Travel Protection- Please click “Decline Protection Plan” and then “continue.”

CampDoc.com Jill Camper / Register
North Salem Day Camp

Protection Plan

Protect Jill and their upcoming trip with a protection plan through CampDoc.com.

- **Cancellation and Interruption.** Prepaid deposits and non-refundable travel arrangements can be covered in case of cancellation or interruption, sickness or injury, or in the event a parent loses their job.
- **Emergency Medical Expenses.** Participants will also be eligible for **first payer coverage** with no **deductibles** for emergency medical expenses during international and domestic trips, in case of sickness, accidents, evacuation, and transportation home.

Want to see more? Go to www.campdoc.com/protection-plan for additional information and a summary of the plan details.

If you are flying to and want to protect your airfare, just enter the amount of your airline ticket below.

Maximum insurable trip cost up to \$10,000. Please note that add-ons and coupons are not covered through the protection plan.

SESSION	TUITION	TRANSPORTATION	INSURED AMOUNT	PLAN COST
Full 5-week + North Salem Resident (32 days)	\$ 710.00	\$ 0.00	\$710.00	\$36.00
Totals			\$710.00	\$36.00

A Protection Plan will insure \$710.00 for the sessions listed above. Would you like to purchase a Protection Plan today for only \$36.00?

If you see a \$0.00 tuition fee listed here, you have not yet been accepted into the program. Fees will be added after all applications have been reviewed.

9. Payment Confirmation- select “none”

CampDoc.com Jill Camper / Register
North Salem Day Camp

Confirmation

After May 1st, a late fee of \$75 is added to all accounts with incomplete health profiles and/or a remaining balance.

Please note: We are accepting (and prefer) payment mailed or dropped off at our office as it frees us up from fees and allows us to invest more into improvements and programming for the children. We do, however, accept payment by e-check as a convenience to those who cannot pay by another method.

\$35 non-refundable fee: Please be sure that you enter your bank account information correctly. Incorrect info will lead to a \$35 fee per account, per transaction by the financial company. **THIS CANNOT BE REFUNDED.**

Transactions

ITEM	AMOUNT
TUITION Full 5-week + North Salem Resident	\$710.00
ADD-ON Bus Option / Joe Bohrdrum Park	\$167.00
Total:	\$877.00
Due now:	\$0.00

Payment

Payment Options: Full None Other

New Method

BANK ACCOUNT

* Account Type: Personal Checking

10. Continue the Staff application by completing the Health Profile. Applications will not be reviewed until the Health Profile is 100% completed.

- Located in the right-hand column are the different pages that need to be completed.
- Click on the name of one to begin, and answer all questions until that section is complete. Be sure you have scrolled all the way to the bottom of the page. When it is completed, the red circle will change to a green checkmark.
- Continue to the next section by selecting a section that has not been completed (a section with a red circle).
- You have finished the health profile once all sections are labeled with a green checkmark.

Before inputting “Immunizations” please continue to step 11

CampDoc.com Jill Camper / Health Profile
North Salem Day Camp

User Test ? →

Jill Camper
Apr 1, 2007

- Contact Information
- Health Information
- Medications
- Immunizations
- Allergies
- Authorizations

DATES
Due: April 1, 2018
Lockout: April 1, 2018

CONTACT
Lauren Rosasco
914-669-5783
camp@northsalemny.org

PRINT

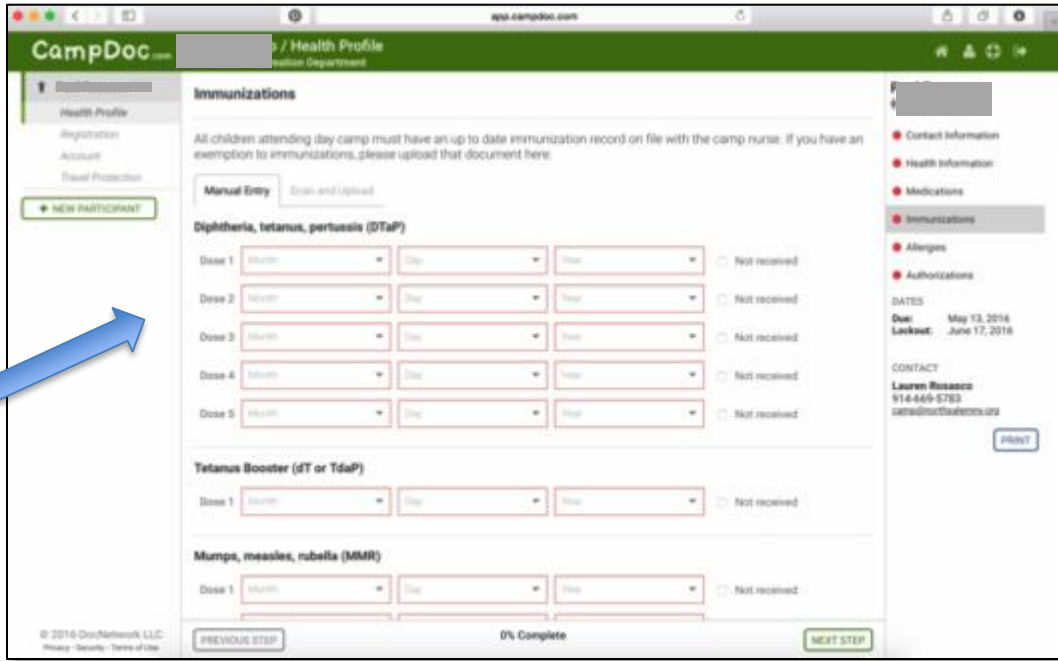
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0% Complete

CONTINUE →

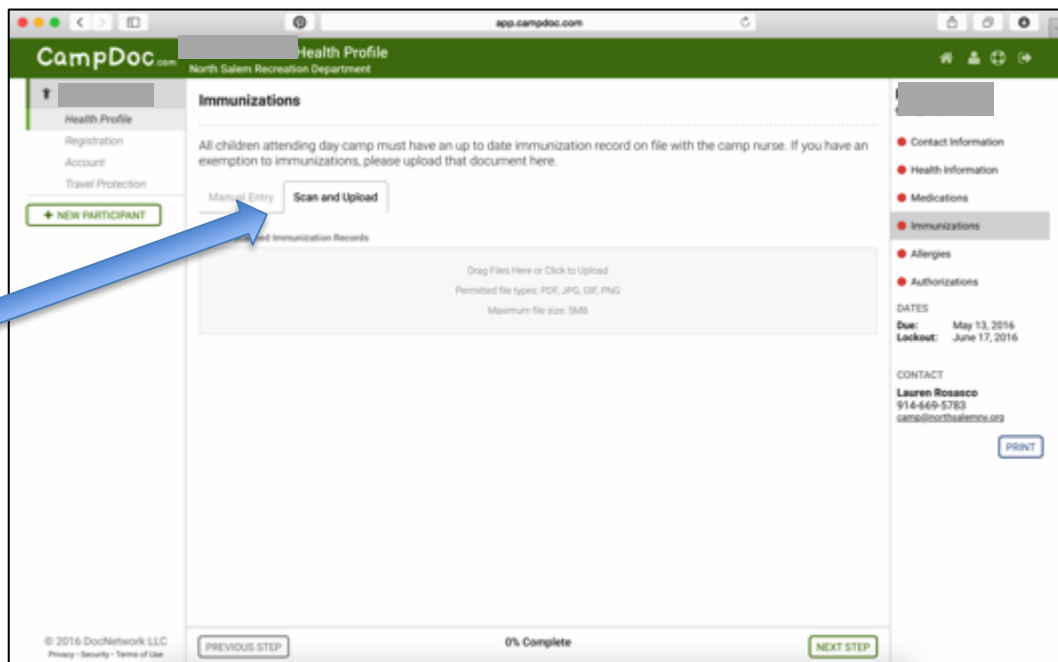
11. Immunizations- You have two options to input the participant's immunization records:

A. Enter each date manually from the drop-down menus for each type of immunization.



The screenshot shows the 'Immunizations' section of the CampDoc interface. It features a 'Manual Entry' tab and a 'Scan and Upload' tab. Under 'Manual Entry', there are three sections: 'Diphtheria, tetanus, pertussis (DTaP)' with five rows (Dose 1-5), 'Tetanus Booster (dT or TdaP)' with one row (Dose 1), and 'Mumps, measles, rubella (MMR)' with one row (Dose 1). Each row contains three dropdown menus for Month, Day, and Year, followed by a 'Not received' checkbox. A blue arrow points to the 'Manual Entry' tab. The right sidebar shows contact information for Lauren Rosasco and dates for the camp.

B. You may scan or take a photo of the participant's records with a smartphone, then upload the file. Select "Scan and Upload" to access this page.



The screenshot shows the 'Immunizations' section of the CampDoc interface, focusing on the 'Scan and Upload' tab. A blue arrow points to the 'Scan and Upload' button. Below the button is a file upload area with the text: 'Drag Files Here or Click to Upload', 'Permitted file types: PDF, JPG, GIF, PNG', and 'Maximum file size: 5MB'. The rest of the interface, including the sidebar and navigation buttons, is identical to the previous screenshot.