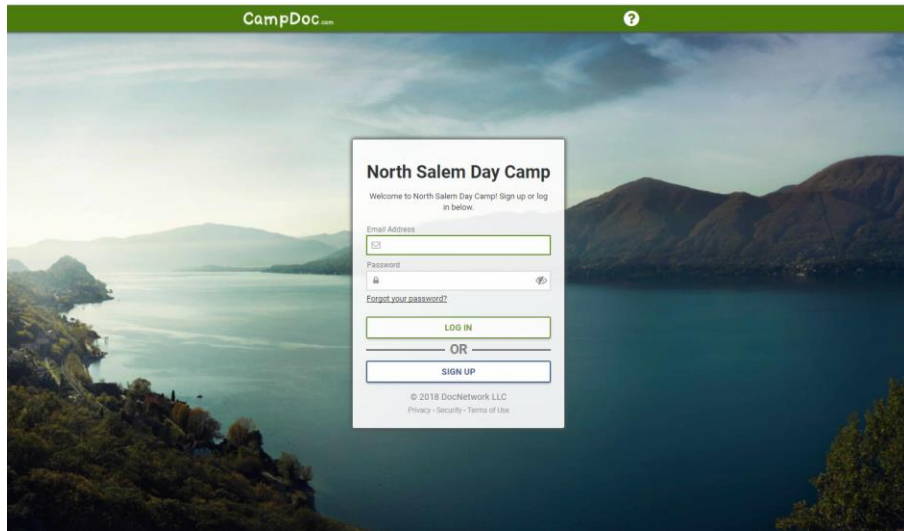


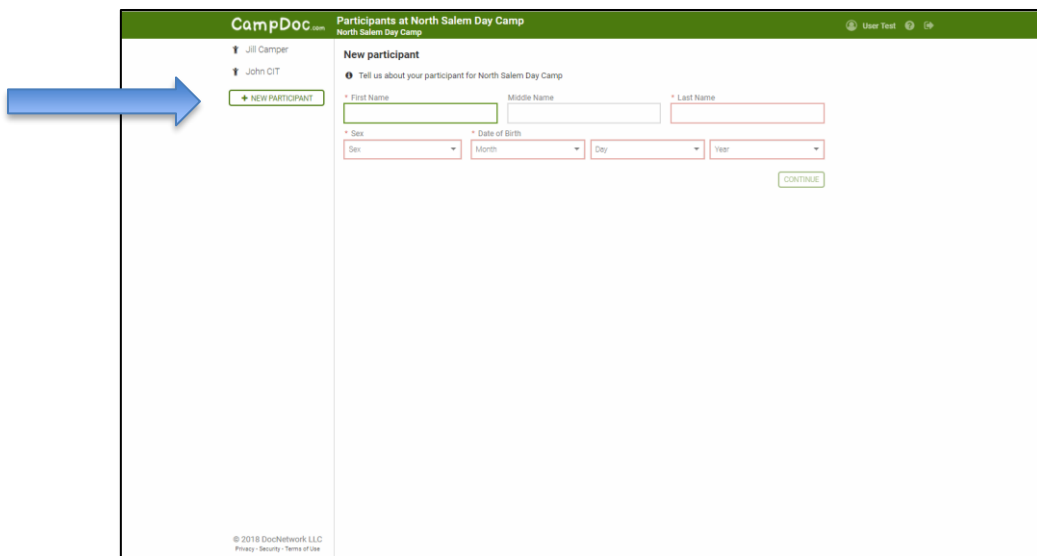
## North Salem Day Camp at Mt. Lakes: How to apply to be a Staff Member

*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.*

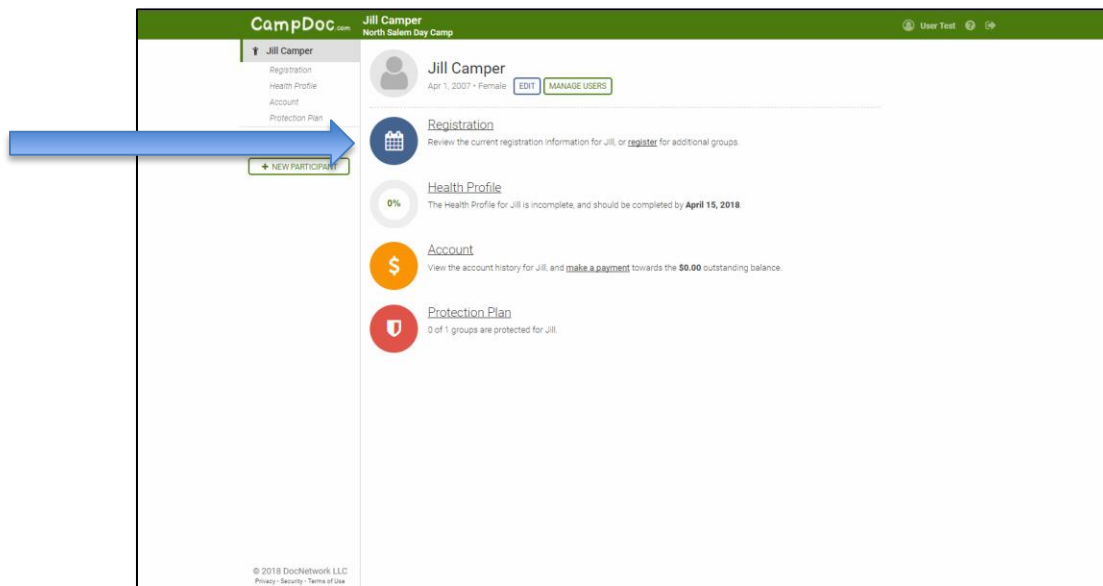
1. Go to: [app.campdoc.com/register/northsalem](http://app.campdoc.com/register/northsalem)
2. **Returning Staff:** Please login. Click “Continue.” Skip to step 4.  
**New Staff:** Click “Sign Up” and follow the prompts.

The screenshot shows the CampDoc.com login/register interface. The header is green with the CampDoc.com logo and a help icon. The background is a scenic image of a lake and mountains. A central white box contains the title "North Salem Day Camp" and a welcome message. Below this are input fields for "Email Address" and "Password", a "Forgot your password?" link, and buttons for "LOG IN" and "SIGN UP". An "OR" separator is between the login and sign-up buttons. At the bottom of the box are copyright and policy links.

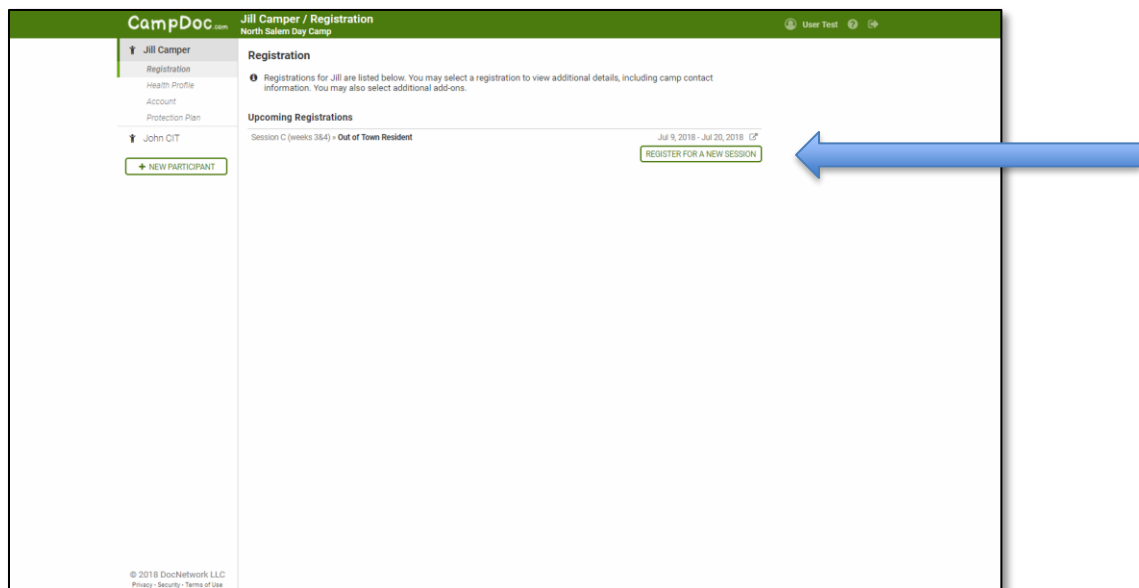
3. Click “New Participant” and enter your information. This is the name of the applicant. Click “Continue.”

The screenshot shows the "New participant" form in the CampDoc.com system. A blue arrow points to the "NEW PARTICIPANT" button in the left sidebar. The main form area has a title "New participant" and a sub-header "Tell us about your participant for North Salem Day Camp". It contains input fields for "First Name", "Middle Name", and "Last Name", a "Sex" dropdown menu, and a "Date of Birth" section with "Month", "Day", and "Year" dropdowns. A "CONTINUE" button is at the bottom right. The footer includes copyright and policy information.

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."

CampDoc.com Jill Camper / Register North Salem Day Camp

ⓘ User Test ⌵

Jill Camper

- Registration
- Health Profile
- Account
- Protection Plan

John CIT

+ NEW PARTICIPANT

Please select your area of residence

Select Please select your area of residence

North Salem Resident

Select Please select your area of residence

- Staff/CIT
- Lewisboro Resident
- North Salem Resident
- North Salem School District
- Out of Town Resident

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BACK 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 27<sup>th</sup> 2018 or older.

CampDoc.com John CIT / Register North Salem Day Camp

ⓘ User Test ⌵

John CIT

- Registration
- Health Profile
- Account

+ NEW PARTICIPANT

Select Sessions

**Full Session Registration**  
North Salem Residents and North Salem School District Residents – opens February 22  
Non-Residents – opens March 1  
After May 1st, a late fee of \$75 is added to all accounts with incomplete health profiles and/or a remaining balance.

**Partial Session Registration**  
If space allows, Partial Session Registration opens April 1<sup>st</sup>. Please select only one option. Selecting more than one will result in all registrations being canceled. Space is very limited and will be awarded on a first-come, first serve basis. ALL REGISTRANTS WILL BE PUT ON A WAITLIST SO AVAILABILITY CAN BE ASSESSED. You will be notified promptly as to your camper's registration status.

**Counselor**

2018 Day Camp > Staff Jun 23, 2018 - Jul 27, 2018

**CIT** SELECT ALL

2018 Day Camp > Counselor-in-Training Certification Program (1st Year) Jun 23, 2018 - Jul 27, 2018 30 spaces left

2018 Day Camp > Counselor-in-Training (Certified) \$300.00 Jun 23, 2018 - Jul 27, 2018 30 spaces left

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BACK CONTINUE

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

The screenshot shows the 'Protection Plan' page on the CampDoc website. The left sidebar contains navigation links: 'Jill Camper', 'Registration', 'Health Profile', 'Account', 'Protection Plan', and 'John CIT'. The main content area is titled 'Protection Plan' and includes a description of the plan, a table of costs, and two buttons: 'Add Protection Plan' and 'Decline Protection Plan'. A large blue arrow points to the 'Decline Protection Plan' button. At the bottom right, another blue arrow points to the 'CONTINUE' button.

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

\*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”

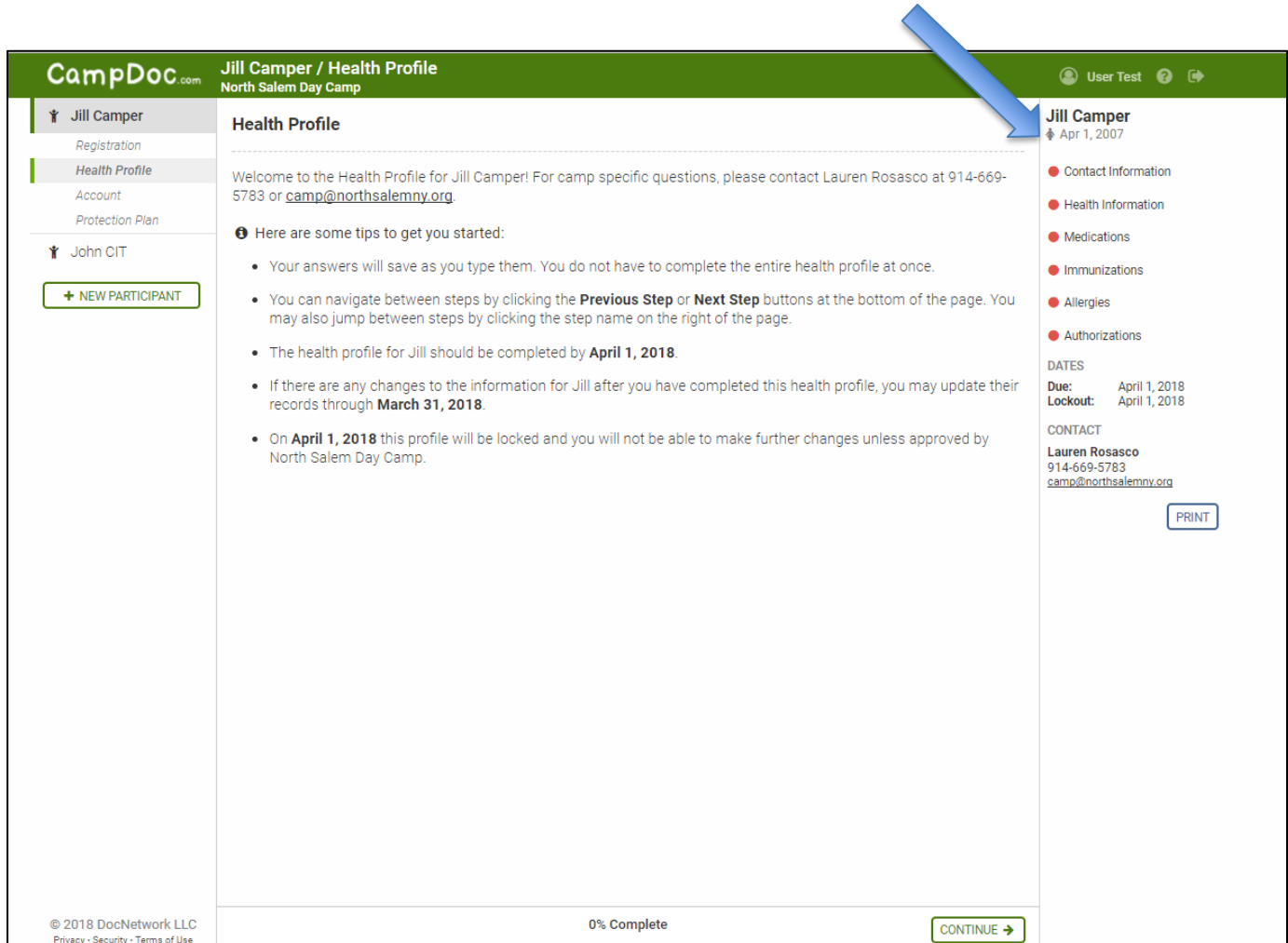
The screenshot shows the 'Confirmation' page on the CampDoc website. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Confirmation' and includes a warning about a late fee, a \$35 non-refundable fee, and a table of transactions. Below the table, there are 'Payment' options: 'Full', 'None', and 'Other'. A large blue arrow points to the 'None' option. Below the payment options, there is a 'BANK ACCOUNT' section with a dropdown menu for 'Account Type' set to 'Personal Checking'. At the bottom right, there is a button labeled 'PAY \$877.00 AND REGISTER'.

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

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



The screenshot shows the CampDoc.com interface for a user named Jill Camper. The page is titled "Jill Camper / Health Profile" and "North Salem Day Camp". On the left, there is a sidebar with links for "Jill Camper", "Registration", "Health Profile", "Account", "Protection Plan", and "John CIT". A green button labeled "+ NEW PARTICIPANT" is also visible. The main content area is titled "Health Profile" and contains a welcome message, tips, and a progress indicator showing "0% Complete". On the right, there is a list of sections to be completed, each with a red circle icon: "Contact Information", "Health Information", "Medications", "Immunizations", "Allergies", and "Authorizations". Below this list, there are "DATES" (Due: April 1, 2018; Lockout: April 1, 2018) and "CONTACT" information for Lauren Rosasco. A "PRINT" button is located at the bottom right of the contact information. A blue arrow points to the "Immunizations" link in the right-hand column.

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

User Test ?

**Jill Camper**  
Apr 1, 2007

Registration  
Health Profile  
Account  
Protection Plan

John CIT

+ NEW PARTICIPANT

**Health Profile**

Welcome to the Health Profile for Jill Camper! For camp specific questions, please contact Lauren Rosasco at 914-669-5783 or [camp@northsalemny.org](mailto:camp@northsalemny.org).

Here are some tips to get you started:

- 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.
- The health profile for Jill should be completed by **April 1, 2018**.
- If there are any changes to the information for Jill after you have completed this health profile, you may update their records through **March 31, 2018**.
- On **April 1, 2018** this profile will be locked and you will not be able to make further changes unless approved by North Salem Day Camp.

0% Complete

**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](mailto:camp@northsalemny.org)

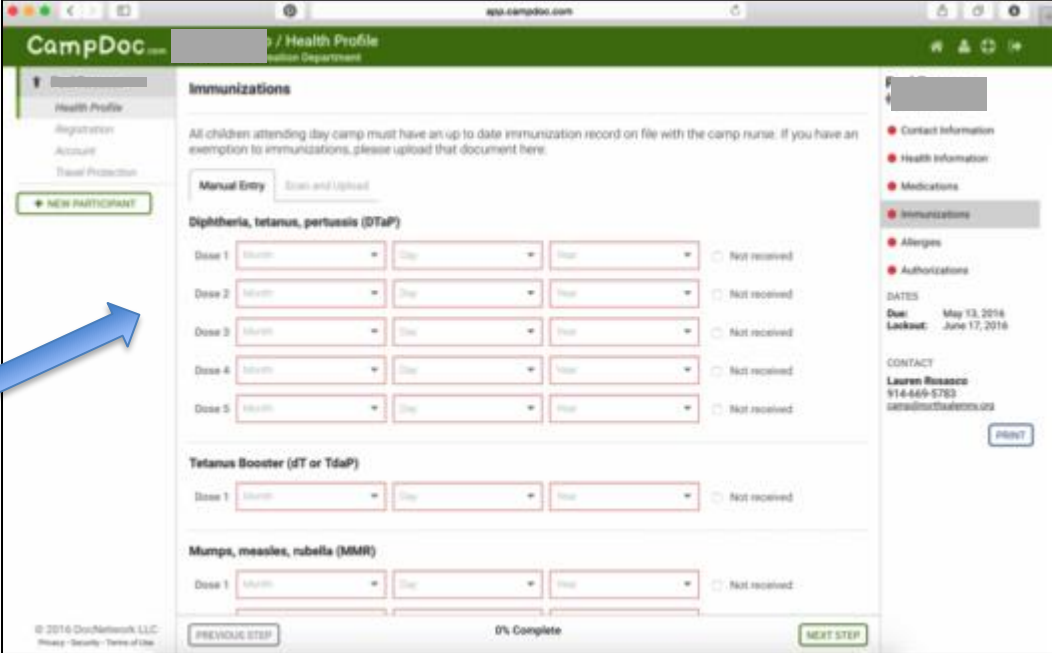
PRINT

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CONTINUE →

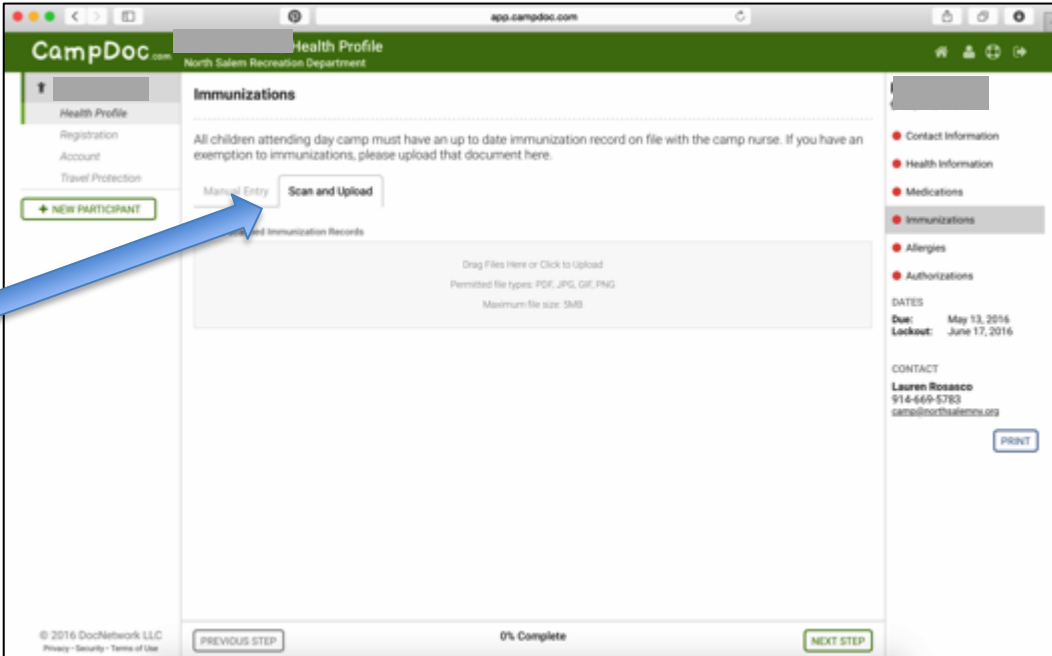
11. Immunizations- You have two options to input the participant's immunization records:

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



The screenshot shows the 'Immunizations' section of the CampDoc Health Profile. The 'Manual Entry' tab is selected, and the 'Scan and Upload' tab is also visible. The form contains sections for 'Diphtheria, tetanus, pertussis (DTaP)' with five doses, 'Tetanus Booster (dT or TdaP)' with one dose, and 'Mumps, measles, rubella (MMR)' with one dose. Each dose has three dropdown menus for Month, Day, and Year, and 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 Health Profile. The 'Scan and Upload' tab is selected, and the 'Manual Entry' tab is also visible. The form contains a large text area for uploading files, with instructions: 'Drag Files Here or Click to Upload', 'Permitted file types: PDF, JPG, GIF, PNG', and 'Maximum file size: 5MB'. A blue arrow points to the 'Scan and Upload' tab. The right sidebar shows contact information for Lauren Rosasco and dates for the camp.