

Camp Felix 2021

Application Instructions for Returning Campers

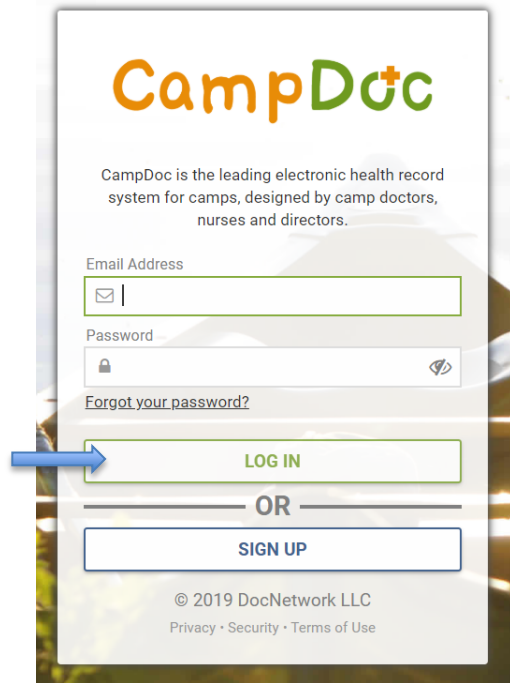
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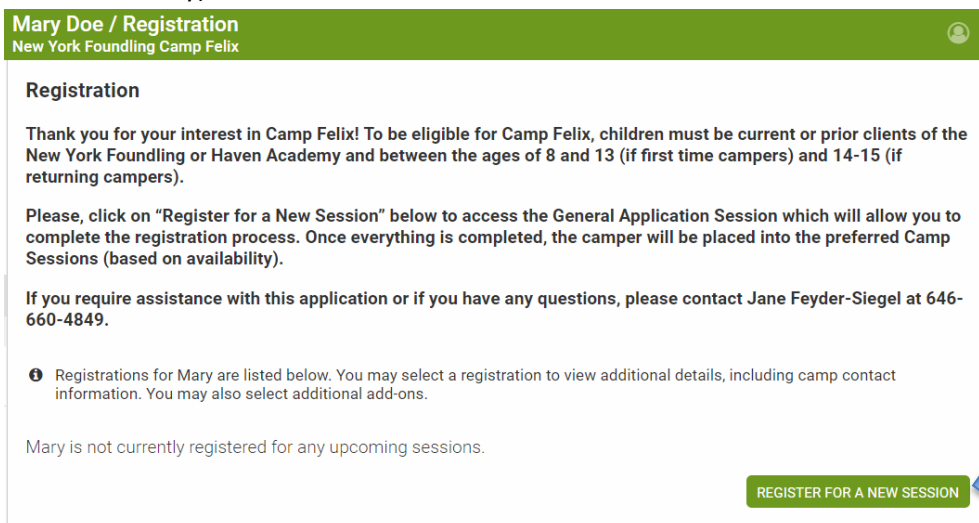
INSTRUCTIONS FOR RETURNING APPLICANTS:

To register a camper for Camp Felix 2021, parent/guardian must have access to a computer, tablet or mobile phone and follow these steps:

- 1) Open internet browser and go to **www.campdoc.com**
- 2) Click the green “Sign In” button on the top right corner. Enter your email and password (from last summer) and click on Log In. If you can’t remember your password, click on Forgot Your Password and follow instructions on how to reset your password.

The image shows the CampDoc login page. At the top is the CampDoc logo. Below it is a description: "CampDoc is the leading electronic health record system for camps, designed by camp doctors, nurses and directors." There are two input fields: "Email Address" with an envelope icon and "Password" with a lock icon and a toggle for visibility. Below the password field is a link "Forgot your password?". There are two buttons: a green "LOG IN" button and a blue "SIGN UP" button, separated by an "OR" divider. A blue arrow points to the "LOG IN" button. At the bottom, it says "© 2019 DocNetwork LLC" and "Privacy · Security · Terms of Use".

- 3) You will then be directed to your child’s main page which contains the Registration and Camper Profile. Click on “Register for a New Session” to register for General Application 2021. This registration will allow you to complete the Camper Profile next. After the Camper Profile is 100% completed, the camper will be placed into the preferred camp sessions (based on availability).

The image shows the "Mary Doe / Registration" page for "New York Foundling Camp Felix". The page has a green header with the user's name and a profile icon. Below the header is the "Registration" section. It starts with a thank you message and eligibility requirements: "Thank you for your interest in Camp Felix! To be eligible for Camp Felix, children must be current or prior clients of the New York Foundling or Haven Academy and between the ages of 8 and 13 (if first time campers) and 14-15 (if returning campers)." It then says: "Please, click on “Register for a New Session” below to access the General Application Session which will allow you to complete the registration process. Once everything is completed, the camper will be placed into the preferred Camp Sessions (based on availability)." It also provides contact information: "If you require assistance with this application or if you have any questions, please contact Jane Feyder-Siegel at 646-660-4849." There is an information icon and a note: "Registrations for Mary are listed below. You may select a registration to view additional details, including camp contact information. You may also select additional add-ons." At the bottom, it says: "Mary is not currently registered for any upcoming sessions." A green button labeled "REGISTER FOR A NEW SESSION" is at the bottom right, with a blue arrow pointing to it.

- 4) When you click on “Register for a New Session” the General Application Session will be listed. Please, select this session and click “CONTINUE.”

CampDorc John Doe / Register
New York Foundling Camp Felix

Select Sessions

Search all 1 available sessions

General Application 2021

☐ General Application » General Application 2021 Aug 9, 2021 - Aug 27, 2021

BACK CONTINUE

- 5) The next screen will confirm your registration and ask you to read and check the box next to the authorization statement. Once you have read this statement and checked the box next to it, you can click on the REGISTER button below.

CampDorc Mary Doe / Register
New York Foundling Camp Felix

Confirmation

Please Note: There is no tuition associated with Camp Felix. Please click "Register" below to continue to the "Camper Profile".

Transactions

ITEM	AMOUNT
Tuition General Application » 2019	\$0.00
Total:	\$0.00
Due now:	\$0.00

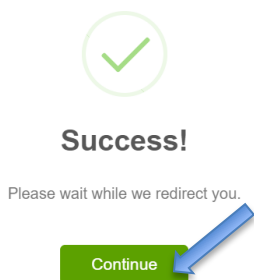
Authorization

☐ Your next step will be to complete the Camper Profile. Please, be reminded that to register your child for Camp Felix, you must complete the entire Camper Profile including all camper information, medical forms, immunization records, copies of insurance card and authorizations. Once everything is 100% completed, it will be reviewed and approved by Camp Felix staff and your child will be assigned to the preferred Camp Sessions (based on availability).


By clicking this box, I confirm that I have read and fully understand this statement.

BACK REGISTER

- 6) Once you click REGISTER, a message will say “Success!” Click on Continue button and it will automatically bring you to the “Camper Profile” page.



- 7) The **Camper Profile** page is where all questions about the camper must be answered. On the right, you will see the various sections with red dots next to them. The **RED** dot means that it's not completed. A **GREEN** checkmark will appear once it's complete.

If you see this icon  it means that the section has **saved your information** from last summer and you will just need to review it and confirm that it's accurate (and make changes if necessary to reflect the most accurate information).

For example, the contact information section will save everything from last year and will have this message at the top of the page:

Please Review

New York Foundling Camp Felix requests that you review the information on this page and make any necessary updates. You may confirm that the information is up-to-date at the bottom of the page.

If you see the Please Review message at the top, please scroll down and make sure all the information is correct. Once you have reviewed everything and made any necessary changes, please click on Confirm Information button at the bottom to continue onto the next section.

I have reviewed the above information, made any necessary changes, and confirm that it is up-to-date to the best of my knowledge.

CONFIRM INFORMATION

Each section must be completed in order to complete registration for the camper. The only section you won't be able to complete is the Medication Information section which will be completed by the Camp Felix staff after your doctor forms are received. Please, note that the deadline for completing this profile is **June 18th**.

- 8) Make sure you select your preferred camp sessions (Monday through Friday only). Campers can sign up for a maximum of two sessions, but the second session will only be assigned if there is room. We have 3 one-week sessions available for your child: Sessions 1 – Aug 9-13, Session 2 - August 16-20, and Session 3 – August 23-27. Your preferred session will be assigned after the camper profile is 100% completed (based on availability).

Select your session preferences here. Two sessions maximum.

Session Preference

❶ Campers may register for a maximum of two (2) one-week sessions. Each session is *Monday through Friday only*.

* Please select the first session you want your child to attend.

Session 1 (8/9-8/13)

* If applicable, please select the second session you want your child to attend.

If applicable, please select the second session you want your child to attend.

Session 1 (8/9-8/13)

Session 2 (8/16-8/20)

Session 3 (8/23-8/27)

- 9) The next section is the **Caseworker and Supervisor** section. First, you must check the YES where it asks if your child is a current or prior NYF or Haven Academy client. Once you click YES, you will need to indicate the borough, program, case planner/Haven staff member and supervisor contact information. Once all information is filled in, click NEXT STEP.

The screenshot shows the 'Case Planner/Supervisor Contact Information' section of the CampDoc interface. A blue arrow points to the 'Yes' button for the question 'Is the camper a current or prior client of the New York Foundling or Haven Academy?'. Below this, there are dropdown menus for 'Borough' and 'Program Name', and a question 'Will the case be closed before the start of camp?' with 'Yes' and 'No' buttons. At the bottom, there is a question 'Are you currently working with an NYF Case Planner or a Haven staff member?' with 'Yes' and 'No' buttons. The right sidebar shows a list of sections with 'Case Planner/Supervisor Contact Information' highlighted.

If the case is already closed, then select Case Closed/NA from Borough and Program drop down menu, indicate month/year that case was closed, click on NO under Caseworker Information, and then click NEXT STEP.

- 10) The next section asks about important information regarding the camper – his/her grade/age, interests, personality traits, etc. Some information will be saved from last year, but some questions are new so they will need to be answered. Please complete fully. Once complete, click NEXT STEP.

The screenshot shows the 'Camper Information' section of the CampDoc interface. The left sidebar has 'Camper Profile' selected. The main form area is titled 'General Camper Information' and includes questions about first-time attendance, grade, age, foster care, and home responsibilities. The right sidebar shows a list of sections with 'Camper Information' highlighted. At the bottom, there is a progress bar showing '20% Complete / Last saved a few seconds ago' and buttons for 'PREVIOUS STEP' and 'NEXT STEP'.

- 11) The next section is the **Camper Health Information** which asks for important information about the camper's physical and mental health. Again, some questions from last year will have information saved, but some are new and will need to be answered again. Please complete fully.

Please, be as detailed as possible when answering questions about your child's physical and mental health. It is vital that you provide as much information as possible so that we can be well prepared to work with this child at camp and ensure that they have the best possible experience.

- 12) The next section asks about **Diet and Activity limitations**. Information from last year will be saved here. If you need to update it, please make the necessary changes. If everything is still the same, you can just review and confirm and continue to next section.
- 13) The next section asks about the **camper's allergies**. Information from last year will be saved here. If you need to update it, please make the necessary changes. If everything is still the same, you can just review and confirm and continue to next section.

If your child does have new allergies that need to be added, you will need to fill in information about what he/she is allergic to, what the allergic reaction is, and if there's a risk of anaphylaxis (if yes, is camper bringing epi-pen to camp). Each line has a drop down menu, but if you don't see your option there you can type it in. You can make as many selections in the REACTION field as needed (i.e. if camper has many reactions such as cough and swelling and rash). Once you type in all the allergy information, you will click SAVE ALLERGY. You can add as many allergies as needed.

CampDoc.com Jane Doe / Camper Profile
New York Foundling Camp Felix

Allergies

* Does Jane have food allergies?
☒ Yes ☐ No

New Food Allergy

* Allergic to...
Nuts, Peanuts

* Reactions
Swelling Cough Rash (Mild)

* Risk for Anaphylaxis?
☒ Yes ☐ No

* Will Jane be bringing an Epi-Pen to New York Foundling Camp Felix?
☒ Yes ☐ No

* Does Jane have drug allergies?
☐ Yes ☒ No

* Does Jane have environmental allergies?
☐ Yes ☒ No

Jane Doe
Feb 3, 2007

- ✓ Contact Information
- ✓ NYF Caseworker/Supervisor
- ✓ Contact Information
- ✓ Camper Information
- ✓ Camper Medical Information
- ✓ Additional Health Information
- ✓ Diet & Activity
- Allergies**
- Medications - Camper
- Medications - Staff
- Immunizations
- Insurance
- Healthcare Provider
- Medical Evaluation
- Income Eligibility Form
- Authorizations

DATES
Due: June 1, 2018
Lockout: July 23, 2018

CONTACT
Jane Feyder-Siegel
(212) 660-1321
jane.feyder@nyfoundling.org

Click on Save Allergy when done. You will then have an option to add another food allergy if needed.

- 14) The next section **DOES NOT NEED TO BE FILLED OUT!** Camp staff will fill this out upon receipt for Doctor Forms. Just lick NEXT STEP and move onto next section.

John Doe / Camper Profile
New York Foundling Camp Felix

This step is locked!

This step is currently locked and cannot be edited. You should submit an extension request to New York Foundling Camp Felix if you need to edit the information in this step.

Medication Information

Parent/guardian does not need to complete the remainder of this section, it will be completed by Camp staff upon receipt of doctor forms.

* Does John take medications?
☐ Yes ☐ No

- 15) The next section is where you will need to upload a copy of the child's **Immunization Records**. If no new immunizations have been received, you can leave last year's immunization records here. But if additional vaccines have been given to your child since last summer, you will need to upload updated immunization records here.

John Doe / Camper Profile
New York Foundling Camp Felix

Immunizations

Upload Copy/Photo of Immunization Records

* Upload Scanned Immunization Records

Drag Files Here or Click to Upload

Permitted file types: PDF, JPG, GIF, PNG

Maximum file size: 5MB

PREVIOUS STEP

7% Complete / Last saved 2 minutes ago

NEXT STEP

16) The next section is where you will need to upload a copy or photo of the child's **Health Insurance Card** (both front and back please). Last year's copy will be saved here, so if there are no changes with the child's health insurance you can just confirm and move onto the next section.

John Doe / Camper Profile
New York Foundling Camp Felix

Insurance

* Does the participant have health insurance or Medicaid?

Yes

No

* Insurance Card Upload

Please upload the front and back of your health insurance/Medicaid card.

If you are unable to scan, please take a photo of the front and back of your card via a mobile device and upload.

Drag Files Here or Click to Upload

Permitted file types: PDF, JPG, GIF, PNG

Maximum file size: 5MB

I have reviewed the above information, made any necessary changes, and confirm that it is up-to-date to the best of my knowledge.

CONFIRM INFORMATION

PREVIOUS STEP

7% Complete / Last saved 4 minutes ago

NEXT STEP

8

- 17) The next section asks for contact information for the **child's doctors**. The dentist information is optional. The physician information is mandatory. Again, information from last year will be saved here, so if everything is still the same, just confirm information and click on next step.

John Doe / Camper Profile
New York Foundling Camp Felix

Primary Care Provider

* Name
Dr Ally Smith

* Phone Number
8887747474

Dentist

Name
Dr. Dentist

Phone Number
8887778787

I have reviewed the above information, made any necessary changes, and confirm that it is up-to-date to the best of my knowledge.

CONFIRM INFORMATION

PREVIOUS STEP 7% Complete / Last saved 5 minutes ago NEXT STEP

- 18) The next section is where you will need to download the **Medical Evaluation Form**, which will need to be completed by the child's doctor (**last year's forms are not valid and any other outside forms are not valid**). Please, take this 2021 Medical Form to the child's doctor so that he/she can fill it out and sign it (2 pages total). Once those two pages are completed by the doctor, you will need to upload them in this section of the camper profile. ***These forms can also be obtained from Jane.Feyder@nyfoundling.org.

CampDoc Mary Doe / Camper Profile
New York Foundling Camp Felix

Jane Doe
Jean Doe
John Doe
John Doe
Mary Doe
Registration
Camper Profile
Labels
+ NEW PARTICIPANT

Medical Evaluation Form

Please download the doctor forms by clicking "Download Template" below. Pages 1 and 2 must be completed and signed by the child's primary doctor.

Once completed, please scan and upload the two pages here.

Camp Felix DOES NOT accept any outside medical forms, please make sure to submit ONLY the designated Camp Felix Medical Forms

* Medical Evaluation Form

Please click "DOWNLOAD TEMPLATE" to download the three required documents. Once the three documents have been completed by the physician, please upload those here.

Drag Files Here or Click to Upload
Permitted file types: PDF, JPG, GIF, PNG
Maximum file size: 5MB

DOWNLOAD TEMPLATE

Once completed, upload the forms here.

Download forms here.

- 19) The next section is ONLY for campers who are NOT in foster. If your camper is in foster, you will simply answer YES and move onto the next section. If your camper is NOT in foster care, then you will need to download the **Income Application form**, complete the 2nd page (first page is instructional only), and then upload it into this section. ***This form can also be obtained from Jane.Feyder@nyfoundling.org.

The screenshot shows the CampDoc.com interface for Jane Doe's camper profile. The left sidebar lists 'Jane Doe' with sub-links for 'Registration', 'Camper Profile' (selected), and 'Protection Plan'. Below this is a link for 'John Doe' and a '+ NEW PARTICIPANT' button. The main content area is titled 'Income Eligibility Form'. It contains a question: '* Is the camper in foster care?' with 'Yes' and 'No' buttons. Below this is a section for the 'Income Eligibility Form' with instructions: 'Please download, print, and complete the following Income Eligibility Form. This will need to be scanned and uploaded back to this section once signed and completed. Please click "DOWNLOAD TEMPLATE" below for the Income Eligibility Form.' A 'DOWNLOAD TEMPLATE' button is on the right. At the bottom is a large upload area with the text: 'Drag Files Here or Click to Upload', 'Permitted file types: PDF, JPG, GIF, PNG', and 'Maximum file size: 5MB'.

- 20) The next section is the **Authorizations** section, will need to be completed again (last year's authorization will not be saved). VERY IMPORTANT! This is where the BIOLOGICAL PARENT (or NYF Director/AVP/VP if child is freed for adoption) must accept several consents and complete electronic signatures.

If the person completing this Camper Profile is NOT the biological parent or designated NYF representative, then a paper Authorization Form can be **downloaded, signed on paper, and uploaded back into the profile.**

The screenshot shows the 'Authorizations' section for Mary Doe's camper profile. The header is green with 'Mary Doe / Camper Profile' and 'New York Foundling Camp Felix'. The section title is 'Authorizations'. Below it is a yellow information box: 'This section must be signed (electronically or on paper) by the camper's BIOLOGICAL PARENT. If the camper is freed for adoption, an NYF Representative can sign.' Below this is a question: '* Are you the camper's BIOLOGICAL PARENT or NYF Representative (if child is freed for adoption)?' with 'Yes' and 'No' buttons. Below that is another instruction: '* Please, print out the authorization form (2 pages) and have a biological parent or NYF representative sign by hand. Once signed, please upload both pages below.' A 'DOWNLOAD TEMPLATE' button is on the right. At the bottom is a large upload area with the text: 'Drag Files Here or Click to Upload', 'Permitted file types: PDF, JPG, GIF, PNG', and 'Maximum file size: 5MB'. There are two blue callout boxes with arrows: one on the left pointing to the upload area saying 'Once signed, please upload the authorization form here.', and one on the right pointing to the 'DOWNLOAD TEMPLATE' button saying 'Click here to download the paper authorization form.'

If the person completing the Camper Profile IS the biological parent or NYF representative who can legally sign/consent for the child, the entire consent can be done electronically.

Electronic Authorization:

The first is the **Photo Consent** – if the parent does not want photos/videos taken of their child, they will click **DECLINE SECTION**. If they agree to photos/videos taken of their child, they will click **ACCEPT SECTION**. Then, they will type in their name and click **SIGN AUTHORIZATION**.

PHOTO/VIDEO CONSENT

I, hereby give permission to Camp Felix of NY Foundling and Felix Organization to interview and/or photograph and/or video my child, for publication and/or use in the New York Foundling and Felix Organization initiative which will begin on 7/29/19 and end on 8/23/19.

The interviews/photos/videos, if any, will be conducted on or about 7/29/19-8/24/19 or a date to be agreed upon by all parties involved. The article and/or photograph(s)/video(s) may be used multiple times, however, their use shall be limited to the time frame established for this particular campaign. Additionally, their use shall be limited to the following forms of media: Area newspapers, magazines, television, subways, buses, bulletin boards, electronic media, social media, websites, and billboards.

The reporter/photographer/videographer may only use my child's first name.

DECLINE SECTION **ACCEPT SECTION**

* Signature of Biological Parent (or NYF Representative if child is freed for adoption)

* Relationship

SIGN AUTHORIZATION

Click Accept or Decline section, then type in name and relationship below and click on SIGN AUTHORIZATION

Next is the **HIPPA Privacy Statement** where the parent must type in the name of the child's healthcare provider, click **ACCEPT SECTION**, type in name and relationship to child and click **SIGN AUTHORIZATION**.

HIPPA Privacy Statement

* Name of Medical Practice

HIPPA PRIVACY STATEMENT: PERMISSION TO RELEASE CONFIDENTIAL HEALTH INFORMATION

I give the named medical practice above permission to release confidential health information to **CAMP FELIX** regarding this camper.

ACCEPT SECTION

* Parent/Guardian Signature

* Relationship

SIGN AUTHORIZATION

Next is a long list of bullets that the parent must read and consent to by clicking **ACCEPT SECTION**, then typing in their name and relationship to child and then click **SIGN AUTHORIZATION**.

CONSENT

- I hereby apply for admission of my child to Camp Felix of the NY Foundling. In signing this application, I certify that he/she is healthy and free of problems that could adversely affect his or her stay or that of other campers at Camp Felix.
- I have been informed of all camp requirements for Camp Felix of the NY Foundling including the rights of campers and parents. I grant permission for the applicant to participate in all planned camp activities.
- I understand that my child must comply with the camp's rules and standards of conduct and that the organization may terminate my child's participation in the camp program if he or she does not follow these rules and standards or if the camp director deems such action necessary.
- I hereby grant Camp Felix of the NY Foundling and its agents full authority to take whatever actions they deem necessary regarding my child's health and safety.
- In the event of serious illness, accident or other emergency, I authorize any duly licensed physician, nurse, or qualified medical personnel of any hospital or clinic to render such medical care and treatment as may be deemed necessary for the health and safety of my child.
- I freely give permission to my child's health care providers (including without limitation physicians, physician's assistants, clinical nurse practitioners, RNs, RDs, therapists, psychologists, etc.) to release information pertaining to my child to Camp Felix of the NY Foundling.
- My child has my permission to leave the campsite on occasional trips to nearby points of interest as part of the camp program under the supervision of the Camp Staff.
- I agree to pay all charges for hospital, nursing, medical, and surgical services incurred by or on behalf of my child in excess of any amounts covered by insurance.
- I authorize the appropriate representative of Camp Felix of the NY Foundling, to release the information concerning my health insurance to any provider of medical services to my child.
- In consideration of the acceptance of this application for the attendance of my child in the Camp Felix of the NY Foundling camp program, I agree not to assert any claims on behalf of myself or my child against the NY Foundling or the Catholic Youth Organization or the Archdiocese of New York, their officers, agents or employees/volunteers arising out of any injury, illness or other damage which my child may sustain while traveling to or from camp or while at camp nor resulting from the negligence of the NY Foundling or the Catholic Youth Organization or the Archdiocese of New York, their officers, agents or employees/volunteers. I agree to release, indemnify and hold harmless from such claims the above-mentioned organizations and individuals.
- I understand that visiting campers during the camp period is not permitted and that telephone calls will be made only in case of emergency to the camp director, not to my child.
- Further, I have read, understand, and agree to the terms of this Consent Form.
- I give my child(ren) permission to carry and use sunscreen at Camp Felix. If unable to physically apply sunscreen themselves, the child(ren) may ask their counselors for assistance and the counselors will apply the sunscreen.

ACCEPT SECTION

* Signature of Biological Parent (or NYF Representative if child is freed for adoption)

* Relationship

SIGN AUTHORIZATION

21) **Now you should be all done!** You will see all green checkmarks on the right hand side, except the Medication Information section which you don't need to complete. You can click on PRINT in order to print a copy of the entire Camper Profile for your records.

This section will remain incomplete until a Camp Felix staff member completes it.

Camp Felix staff will complete this section once your Medical Evaluation forms are uploaded with all the medication information.

Mary Doe
Feb 4, 2007

- ✓ Contact Information
- ✓ Case Planner/Supervisor
Contact Information
- ✓ Camper Information
- ✓ Camper Health Information
- ✓ Diet & Activity
- ✓ Allergies
- Medication Information
- ✓ Immunizations
- ✓ Insurance
- ✓ Healthcare Providers
- ✓ Medical Evaluation Form
- ✓ Income Eligibility Form
- ✓ Authorizations

DATES
Due: June 7, 2019
Lockout: August 23, 2019

CONTACT
Jane Feyder-Siegel
(212) 660-1321
jane.feyder@nyfoundling.org

PRINT

22) To **add other users** to this account, such as a birth parent or case planner, click on the camper's name on the left hand side and you will be directed to the home screen. Click on **MANAGE USERS** to add users.

CampDoc Jane Doe
New York Foundling Camp Felix

Jane Doe
Registration
Camper Profile
Protection Plan

John Doe

+ NEW PARTICIPANT

Jane Doe
Feb 3, 2007

EDIT MANAGE USERS

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

Camper Profile
The Camper Profile for Jane is incomplete, and should be completed by **June 1, 2018**.

Protection Plan
0 of 2 groups are protected for Jane.

On the next screen, you will be able to enter the email address of any user you would like to add, then click ADD USER. They will get an email with an invitation and instructions on how to log in.

The screenshot shows the CampDoc user management interface for Jane Doe, who is associated with New York Foundling Camp Felix. The interface includes a sidebar with navigation links for Jane Doe (Registration, Camper Profile, Protection Plan) and John Doe, along with a '+ NEW PARTICIPANT' button. The main content area displays Jane Doe's profile, including her date of birth (Feb 3, 2007) and buttons for 'EDIT' and 'MANAGE USERS'. A message prompts the user to find a list of authorized and invited users. Below this is an 'Email Address' input field and 'BACK' and 'ADD USER' buttons. A table lists authorized users (Jane Feyder-Siegel) and invited users (None). Three sections are visible: 'Registration' (calendar icon), 'Camper Profile' (93% completion), and 'Protection Plan' (shield icon). Blue arrows point to the 'ADD USER' button and the 'Protection Plan' section.

CampDoc.com Jane Doe
New York Foundling Camp Felix

Jane Doe
Feb 3, 2007 EDIT MANAGE USERS

Please find a list of authorized and invited users for Jane's account below. You may invite others to access Jane's account, but please note that once added, you will not be able to remove their access.

Email Address

BACK ADD USER

AUTHORIZED	INVITED
Jane Feyder-Siegel janefsiegel@gmail.com	None

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

Camper Profile
93%
The Camper Profile for Jane is incomplete, and should be completed by **June 1, 2018**.

Protection Plan
0 of 2 groups are protected for Jane.

23) **Protection Plan** is something that's offered to other camps and it **does not apply to Camp Felix**. If you click on Protection Plan section you will see this message. You can ignore this section completely.

Protection Plan

CampDoc offers travel and emergency medical protection, helping parents and guardians to have comfort knowing their campers are protected. Please note that this protection plan **DOES NOT APPLY** for Camp Felix campers because they are already protected under the New York Foundling insurance policy.

24) To **add a sibling**, you will need to click on **+NEW PARTICIPANT** on the home page and then complete information for that sibling. A separate registration and camper profile will need to be completed for each sibling.

This screenshot is identical to the one above, showing the CampDoc user management interface for Jane Doe. A blue arrow points to the '+ NEW PARTICIPANT' button in the sidebar.