

CAMPDOC.com Registration Instructions

To register for a Mission South Youth Event being held at Disciple Oaks Camp & Retreat each participant youth or adult must register using our online registration and health record system CampDoc.com. To register you can use the following link app.campdoc.com/register/oaks or go to Disciple Oaks website at www.discipleoaksretreat.net and use the link under Summer Camp.

Log-in Process:

- To start the process in CampDoc follow one of the selections above to gain access to the online system at CampDoc.
- **If you are a new participant** here is where you will enter your email address and create your own password. Please keep this information as you will need it each time you log-in at CampDoc. You will enter your camper's personal information following the form. After you select your event and finish answering the payment questions (see below if you are a new participant). You will then follow the instructions and complete the Health History for your camper. Alerts will appear for any missing required information. All missing steps are marked with a red dot, and missing questions are outlined in red.
- **If you are a returning participant**, please use the email address and password you created the first time you registered with CampDoc. You will not have to reenter your information as CampDoc has stored it for you. If any of the information has changed please update your profile when you confirm each section.

Registration Process:

After you are logged into the CampDoc system from above you will do the following to register for an Event.

- Select the current grade your camper is in or staff if an adult and then click continue.
- You will see a list of Sessions (Events) that are available for your grade level. Select the Event you want to register for. The system will then show you the selected Event if correct then click continue.
- Next screen is titled Add-Ons. If you wish to make payment with a credit card or checking account (e-check) select that fee. If you are mailing in your payment or working with your church on payment, then do NOT select any Add-Ons just click continue.
- Next screen is titled Coupons. If you wish to mail in your payment or your church is making payment on your behalf, please scroll down to the question "Do you have any coupons or scholarship codes?" Click YES then type in the code MAILINPAYMENT (which is in the statement above the question) click Submit. Then click continue.
- Next screen is titled Protection Plan. You do not have to purchase this plan. Click Decline Protection Plan and then click continue.
- Next Screen is titled Payment. If you are making payment now with a credit card, click Full and follow the credit card screen. If you are mailing in your payment or working with your church, then click None. Then click register.
- Next Screen is titled Health Profile. If you have not filled out all these questions, please make sure you do. You will need to scroll to the end of each page after the page has been completed you will then click continue to advance to the next section. Please make sure you fill out all questions and sign all authorizations and the covenant of conduct.
- Please make sure that all questions are answered to 100% complete or you will not be able to stay at camp for the event you just registered for. If you have any questions or problems with the CampDoc process please call Scott Miller, Camp Director at Disciple Oaks (GONZO) at (830) 437-2900 or e-mail him at discipleoaks@gmail.com
- You will receive a confirmation email shortly after registering. If you do not receive a confirmation there is a good chance your registration was not complete. Please be sure to double check!
- Return to www.app.campdoc.com at any time to make changes/updates to your camper's health information before the event begins. You can log in using the email address and password you created at the time of registration!