**Registering for Camps/Clinics via CampDoc**

After finding the youth activity you’d like to sign your child up for, click on the registration link which will bring you to CampDoc, or click on the Universal registration link to get started.

Universal registration link: <https://app.campdoc.com/register/uwsuperior>

A screenshot of a contact form

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1. Returning registrations: sign in with your CampDoc credentials. Instructions can be found beginning on page 8 of this manual.
2. First time registrations: select “Sign Up”. Instructions can be found beginning on this page.

**FIRST TIME REGISTRATIONS:**

A screenshot of a login form

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After hitting “Sign Up”, you’ll be brought to this screen.

Parent/Guardian will need to enter a valid email address and hit Submit.

After hitting submit, another screen will populate indicating a “Sign up email” has been sent. You’ll need to finish registering your account before you can sign your child(ren) up for camps/clinics.

A screenshot of a computer

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The “sign up email” will come from “Notifications” with a subject line of “Account for CampDoc”.

A screenshot of a email

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After opening the email, click on the hyperlink where you’ll be brought to the initial CampDoc page to create your CampDoc password.

A screenshot of a login form

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Create your password and hit Continue. You will then be brought to the “New Participant” screen.

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Enter the required information of your **child** and hit Continue. After hitting continue, you’ll be brought to the “About You” screen.

**Note:** you’re able to add additional children to your account later in the registration process.

A screenshot of a form

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Enter **your** information into the required fields (outlined in red) and hit Save. After hitting save, you’ll be brought to the “Registration” screen.

A screenshot of a computer

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Click on the “Register for a new Session” button to view all camps/clinics that have an active registration.

A screenshot of a sports schedule

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Add-Ons include:

* The yearly registration fee (renews early March).
* T-Shirts, water bottles, etc. that may be available for purchase in addition to the camp/clinic.

After selecting non-registration add-ons, click Continue; you’ll then be brought to the “Coupons” page or “Protection Plan” page, as applicable.

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All camps/clinics that have an active/open registration period will populate; you may need to scroll down to view all camps.

1. You can search for a camp utilizing the Search function by using key words to narrow the search (i.e. setting, defense, etc.).
2. You can see additional information about each camp by clicking “See All”.
3. You can mass enroll into all available camps by clicking the “SELECT ALL” button.
4. You can enroll in selected camps by clicking on the checkbox next to each camp.

As you’re selecting the camps/clinics, each camp will populate at the top of the screen. After selecting all of the camps/clinics to enroll your child in, click on “Continue”. You’ll then be brought to the “Add-Ons” page.

A green and white box with text

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A screenshot of a computer

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- If the camp has a coupon code set up, and you have the coupon code, select “Yes” and enter the code exactly as it’s been given to you and hit Submit.

- If the camp has a coupon code set up, and you do not have the coupon code, select “No” and hit Submit.

- If the camp does not have a coupon code, you’ll be brought to the “Protection Plan” page.

A close-up of a sign

Description automatically generatedA screenshot of a medical insurance policy

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**The Protection Plan is optional and is NOT sponsored by the University of Wisconsin-Superior.**

Select “Decline Protection Plan” if not enrolling in a plan and click “Continue” to be brought to the payment page.

A screenshot of a phone

Description automatically generatedA screenshot of a phone screen

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A close-up of a computer screen

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An overview of all camps and add-ons will populate with the total due as well as what’s “due now”.

A screenshot of a credit card

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Most camps will require full payment at the time of registration. At a minimum the registration payment will need to be paid (one-time annual fee per child). If a camp does not require a full payment, you can still make a full payment by selecting “Other” and entering the amount to pay. Enter the payment method, answer the yes/no question, and enter your billing address. Select the “PAY $X.XX AND REGISTER” button on the bottom/right of the screen.

A screenshot of a questionnaire

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NOTE: some camps/clinics may require full payment to be considered registered, and each payment made may be subject to transaction fees.

After selecting “PAY $X.XX AND REGISTER”, a “Confirm Payment” will populate verifying your payment; select applicable option to register.

If you select to pay anything other than the full amount as indicated from the “total”, you may opt into setting up a payment plan.

A screenshot of a payment

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A screenshot of a cellphone

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Upon submitting payment, another box will populate in CampDoc indicating registration was successful. Additionally, the email account that was used to create the CampDoc account will receive notification from “University of Wisconsin – Superior”. If additional payment is still needed, that amount will be indicated in the email as well as the direct link to log back into CampDoc.

After hitting “Close”, you’ll be brought to the Home page of CampDoc.

A screenshot of a health profile

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4. As you complete the health information (i.e. general information, emergency contacts, etc.), the percentage complete will update.

**Notes:**

- If you have questions, concerns, or an error populates while registering, contact Brittany Hansen at [youthprograms@uwsuper.edu](mailto:youthprograms@uwsuper.edu).

- The Universities of Wisconsin are working with CampDoc to limit the required information as currently presented. If an update is made, the screenshot(s) may look different, and UW-Superior will work on updating materials as quickly as possible to reflect real-time data.

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1. The child’s profile will populate. If there are multiple children registered within an account, you can click on their name(s) to navigate to their profile.

2. To add a new child to your account, select “NEW PARTICIPANT” and complete the same process as described in this manual.

3. All required forms/questions that need to be completed will be found here. Click each section to enter applicable information. You can also see when the health profile needs to be completed by under the “Dates” section.

**RETURNING PARTICIPANTS:**

Follow these instructions to sign up for new camps/clinic or to complete and/or the health profile for your child(ren).

Enter the universal registration link URL of click the link: <https://app.campdoc.com/register/uwsuperior>

A screenshot of a contact form

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Login with your CampDoc credentials.

A screenshot of a computer

Description automatically generated

**Notes**:

- If you’ve already paid the annual registration fee (renewal due early March), it should not populate when you pay for your child’s camp/clinic.

- If you need to create a new payment method, which can be done within the transactions page of CampDoc (refer to page 6 of this manual for payment set-up).

1. Ensure the correct child’s profile is listed. You can change the profile by selecting the name from the left side of the screen.

2. Click on “Registration” and you’ll be brought to that child’s registration page. If the child is already registered for a camp/clinic, that information will populate. Click “REGISTER FOR A NEW SESSION” to search for all available camps/clinics.

3. Follow the registration process as stated on page 4 of this manual.