

Instructions to Apply to Volunteer at Tech Trek Camps or Program



You will enter some information in our online program, CampDoc. The CampDoc site is secure, encrypted, and password protected. Only authorized participants from our organization can access participant records.

- Step 1 **Log in to CampDoc by clicking [HERE](http://app.campdoc.com/register/aauw)** or using this link <http://app.campdoc.com/register/aauw>.
- Step 2 Click **SIGN UP**.
- Step 3 In the **Email** box, type your *email address*.
In the **Confirm Email** box, type your *email address* in order to confirm.
Check your email for the verification link and click to log back in.
- Step 4 In the **Password** box, type *the password* that you want to use.
In the **Confirm Password** box, type *the password* in order to confirm.
Click the **CONTINUE** button.
- Step 5 Add your name, gender, and birth date in the **New Participant** screen. Click **Save**.
Complete the information on the next screen **ABOUT YOU**. Enter your personal information here.
After entering your address, click **CONFIRM**, then **Save**.
- Step 6 Click **REGISTER FOR A SESSION**.
- Select **Tech Trek Volunteer** in the dropdown and **CONTINUE** at the bottom of the screen.
 - Select **2023>>Staff Application** and **CONTINUE** at the bottom of the screen.
 - Click **REGISTER** on the **CONFIRMATION** screen.
 - You will receive a Confirmation of your registration on the screen.
- Step 7 If you are a minor, it is highly recommended that you **add your parent as an additional user** so he or she can log in on their own to complete authorizations that are needed for a minor. If you don't wish to add a parent, they must log in using your email and password instead.
- Click your name in the left menu bar.
 - Click **MANAGE USERS** at the top.
 - Add your parent's personal email address.
 - Click **ADD USER**.
 - Your parent will receive an invitation from CampDoc and be prompted to create his or her own password.
- Step 8 After you have completed the **ABOUT YOU** screen and registered yourself to the **2023>>Staff Application** session, you will see five options on the page.



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- Registration
- Participant Profile
- Account
- Emergency Plan (updated closer to camp)
- Custom Labels (for clothing and other items going to camp)

Step 9 Click **PARTICIPANT PROFILE**.

You will see two new options on the right:

- Staff Authorizations (or Parent Authorizations for Minor Staff)
- Staff Application

Step 10 Click **Staff Application**.

- Enter the Information requested.
- If you previously volunteered ONLY at Virtual camp, select 'More than one camp' and write in Virtual and your role (somehow we missed Virtual in the dropdown choices this year.)
- Select the session or sessions you wish to volunteer for. If multiple sessions, please be specific about the additional sessions and roles you are interested in.
- Complete and electronically sign all Authorization items.
- Click Accept Authorization after entering your name each time.
- Your entries are saved automatically as you proceed through the form.

Step 11 Click **Staff Authorizations** or have your parent click **Parent Authorizations for Minor Staff**.

- Enter the Information requested.
 - Complete and electronically sign all Authorization items.
 - Click Accept Authorization after entering your name each time.
- To go back and correct or change any information you have added, click **PARTICIPANT PROFILE** on left, then the appropriate form on the right.
 - Forms are complete when a green checkmark shows next to the name on the right.
 - For help using CampDoc (logins, passwords, finding forms, etc.), visit support.campdoc.com or email support@campdoc.com or call 734-636-1000.
 - For questions about camp roles, contact the camp director using the directory on the website and [HERE](#). The password is 'aauwca'.
 - For all other questions, contact the AAUW California Program Director at techtrek@aauw-ca.org.

