



CampDoc and Tech Trek

CampDoc is set up for registering campers and staff, called Participants. They have Profiles that contain forms they need to complete to participate, depending on the session they are registered to.

For Providers such as branch coordinators and camp directors to facilitate the collecting of needed information from campers during the application, selection, and registration process, they are assigned different levels of records access.

Branch coordinators and branch Tech Trek committee members have permission in CampDoc to View, Report, Download/Export, View Tags, and View and Edit Reviews/Notes related to ANY Profiles, which is why everyone with access must make sure they complete the volunteer conduct agreement annually [HERE](#). Branch coordinators can check your branch selection team's conduct agreement status [HERE](#), password 'aauwca'.

Camp directors have Profile editing capability and can register participants to session.

Everyone can send emails to the applicants and (ultimately) campers registered to the same session(s) that they are as Providers, facilitating communication.

Finding Your Applicants or Alumnae

As Providers, you should have been sent a registration notification and follow-on Intro to CampDoc from techtrek@aauw-ca.org via CampDoc which gave some ideas for getting started. For those who have used CampDoc for Tech Trek in the past, consider this a refresher.

When you first log in, the default view for every Provider is **Registration Type** is *Participant* and **Profile Status** isn't *Past* as below, with the number of profiles that an individual can see depending on what sessions you have been registered to as a Provider.

Initially, all branch coordinators will be registered to the Camper Application session. In March or whenever their first camper is registered, they will be registered to the sessions their girls will be going to.

CampDoc Profiles & Reports
AAUW Tech Trek

Mary Bonk Isaac

Search profiles by name

Select All | Select None

Accepted Camper - Davis, Feb 28, 2011 6%

Lucy, Lucky Jul 12, 2007 6%

Minor staff, Test Apr 4, 2009 0%

Registration, Test Jan 19, 1955 100%

Test, Camper ACCEPTED Jan 1, 2007 81%

Test, Camper ACCEPTED Jan 1, 2007 80%

Test, Camper Application Jan 1, 2009 0%

Test, Staff ACCEPTED (Adult -38%

Default List: Providers (past)

Default Display: Registrations

LIST BUILDER REPORTS DOWNLOADS SEND MESSAGE POWER TOOLS

Create a custom list of profiles by adding conditions to the list builder below. You may filter by demographic data, users, registrations, notes, review status, completion status, as well as allergies, medications and participant profile questions. Visit our [support site](#) if you can't find profiles you're looking for, or if you'd like to learn more about filtering in the list builder.

Registration Type is Participant

AND Profile Status isn't Past

16 Profiles

ADD CONDITION SAVE LIST RESTORE DEFAULTS

Filtering is as easy as clicking the ADD CONDITION button, entering Branch Name in the Condition box and selecting your branch, which filters it down to all applicants in the sessions the Provider is also registered to. If you were registered to both camper and staff sessions and you wish to just see campers, you can add a condition **Participant Status** is *Camper Application* or **Group Select** is the *Camper Application* session for the year (or *Camper Accepted* for the camp(s) your girls are attending after you have selected them).

Profiles & Reports
AAUW Tech Trek

Mary Bonk Isaac

Search profiles by name

Select All | Select None

Registration, Test Jan 19, 1955 100%

Default List: Providers (past)

Default Display: Registrations

LIST BUILDER REPORTS DOWNLOADS SEND MESSAGE POWER TOOLS

Create a custom list of profiles by adding conditions to the list builder below. You may filter by demographic data, users, registrations, notes, review status, completion status, as well as allergies, medications and participant profile questions. Visit our [support site](#) if you can't find profiles you're looking for, or if you'd like to learn more about filtering in the list builder.

Registration Type is Participant

AND Profile Status isn't Past

AND Branch Name is California Online

AND Group Select is Camper Application » 2024

Show Past Groups

1 Profiles

ADD CONDITION SAVE LIST RESTORE DEFAULTS



Once you have found any applicants you have, as new ones join, they will show up in your list if you Save it with an incredibly original name like ***Camper Applicants – Branch name***.

Note the checkbox if you wish to Share with other Providers, such as your TT committee members, but please be cautious with this as it adds to the list for EVERY Provider, not just your branch and can make it challenging to find if the dropdown is too long.

The screenshot shows the 'Profiles & Reports' interface for AAUW Tech Trek. On the left, there is a search bar and a list of profiles, including one for 'Registration, Test' with a date of 'Jan 19, 1955'. The main area is the 'LIST BUILDER', which allows users to create custom lists by adding conditions. The current list has four conditions: 'Registration Type is Participant', 'Profile Status isn't Past', 'Branch Name is California Online', and 'Group Select is Camper Application » 2024'. Below the filters, there is a '1 Profiles' section with a 'New List' dropdown menu. A red arrow points to the dropdown menu, and a red circle highlights a checkbox labeled 'Share this list with other providers in AAUW Tech Trek'. The 'SAVE' button is highlighted in yellow.

One powerful feature of CampDoc is that Providers also have access to past camper data to enable them to better keep in touch with alumnae for (minimally) the five years that both campers and branches commit to.

To view alumnae, change **Profile Status** isn't *Past* to *IS Past* and change **Group Select** to a past session that your selected campers and you were registered to, them as Participants, you as a Provider. If you do not see past sessions in your own Registration tab, send a request for the specific session (staff or camper and year) to techtrek-campdoc@aauw-ca.org to be registered.



Once you have a List created and Save it, you can create many different reports including Applications that you can download or share with others on your team. There are several templates already created for you to start with, but you can also create your own.

Additionally there are several shared Default Lists, including 2024 Campers and 2024 Staff Applications, which narrows the participant list to one or the other.

Selecting Your Campers in CampDoc

Presumably, at this point you have already interviewed and decided who your candidates are going to be. You have completed applications and Parent Authorizations. You also have likely filtered your branch applicants to download completed applications from CampDoc, so may have some familiarity with it.

After logging in to CampDoc [HERE](#),

- Select **Completed Camper Applications by Branch** in the Default list,
- Backspace in the *Branch name* field to get rid of the name there and select your branch.

Profiles & Reports
AAUW Tech Trek

Search profiles by name

Select All | Select None

Registration, Test 100%
Jan 19, 1955

Default List ? Completed Camper Applications By Branch

Default Display ? Registrations

LIST BUILDER REPORTS DOWNLOADS SEND MESSAGE POWER TOOLS

i Create a custom list of profiles by adding conditions to the list builder below. You may filter by demographic data, users, registrations, notes, review status, completion status, as well as allergies, medications and participant profile questions. Visit our [support site](#) if you can't find profiles you're looking for, or if you'd like to learn more about filtering in the list builder.

Registration Type is Participant

AND Profile Status isn't Past

AND Completion Status is Complete

AND Group Select is Camper Application » 2024

AND Branch Name is California Online

AND Participant Status is Camper Application

Show Past Groups

1 Profiles

ADD CONDITION SAVE LIST RESTORE DEFAULTS

At the bottom of each Profile page is a set of two up-arrows for **Review/Notes**. For each applicant who is ready for selection Selected camper, click arrows, then in Review tab, click the Yes radio button for **Camper Placement** review.

Registrations
AAUW Tech Trek

Search profiles by name

Select All | Select None

Registration, Test 100%
Jan 19, 1955

Test Registration

100% Complete

Registrations Tags Account Users Notifications Participant Profile Medications Health Log

REGISTRATIONS PROTECTION PLANS

Select an existing registration to view additional details, adjust add-ons and coupons, and deactivate a registration. You may also manually add a new registration for Test by clicking the **New Registration** button below.

Print Export

DEACTIVATE REGISTRATIONS NEW REGISTRATION

UPCOMING

2024 » Camper Application 06/09/2024 - 07/27/2024

Reviews Notes

REVIEW TYPE	STATUS	REVIEWED BY	TIMESTAMP
Alternate Camper Selection (Waitlisted)	<input checked="" type="radio"/> No <input type="radio"/> Pending <input type="radio"/> Yes		
Alternate Staff Placement	<input checked="" type="radio"/> No <input type="radio"/> Pending <input type="radio"/> Yes		
Camper Placement	<input type="radio"/> No <input type="radio"/> Pending <input checked="" type="radio"/> Yes		
Camper Withdrawal Before Camp	<input checked="" type="radio"/> No <input type="radio"/> Pending <input type="radio"/> Yes		
Camper Withdrawal during camp	<input checked="" type="radio"/> No <input type="radio"/> Pending <input type="radio"/> Yes		

In **Notes**, add a note “Place in Camp XXXX”, select **Category Camper Placement**, and **Priority High**. This places a visible red tag on the Profile.

- For Alternate selections, change **Camper Placement Review** status to *Pending*, and add a **Note** indicating which session they are an Alternate for. Set **Priority Normal**.
- For Not Selected, leave as is and add a Note saying they were not selected.

Participant Profile
AAUW Tech Trek

Mary Bonk Isaac 10 ? ↔

Search profiles by name

Select All | Select None

- [Profile Name] 100%
- [Profile Name] 100%

Camper APPLICATION Test
100% Complete

Registrations Tags Account Users Notifications **Participant Profile** Medications Health Log

Participant Profile Unlocked (Next Lockout 04/15/2023) Blank Form Print Export

● = Incomplete ● = Expired ● = Complete

» ✓ **Parent Authorizations** Print Edit

» ✓ **Camper Application** Print Edit

Reviews **Notes**

Note Body:

Category: SAVE NOTE

Priority: CANCEL

Choose File No file chosen UPLOAD CLEAR

Note that this does not send anything to the applicant. You must send them an acceptance letter and the camp director or admin will register the camper in the appropriate session. It would not hurt to let the camp director know that you have notified the applicant of their status before the registration email gets sent out, which is rather brief (below).

SUBJECT

New Registration for Madelynn Watts at AAUW Tech Trek

BODY

Madelynn Watts has been registered to a new session at AAUW Tech Trek:

Camper Accepted » In-Person » Santa Barbara Blackwell Camp » Camper Accepted - Santa Barbara Blackwell Camp (Jul 16th, 2023 - Jul 22nd, 2023)

You may [log in](#) to CampDoc with your account to review Madelynn's profile at any time.

Notifying Applicants and Families of Decisions

Three camper email templates are provided in **Send Message**:

- For Selected Campers: *Selected Camper Letter*
- For Alternate Campers: *Alternate Camper Letter*
- For Not Selected Campers: *Thank You Letter to Applicant*

To send a message, select the girl to whom the letter will be sent in the branch Profile list, then click **Notifications** and *Send Message*.

Notifications
AAUW Tech Trek

Search profiles by name

Select All | Select None

Camper APPLICATION Test
Jan 1, 2009 (Age 14) • Female
100% Complete

Registrations Tags Account Users **Notifications** Participant Profile Medications Health Log

📧 Email notifications from the last 18 months for Camper APPLICATION are shown below. Select a specific notification to view the subject/text, and to resend it. You may also send a custom message to all users for Camper APPLICATION by selecting **Send Message**.

🖨️ Print 📄 Export

Filter by Type
All Notifications

DATE	TYPE	SUBJECT	RECIPIENT
Feb 24, 2023	<input type="radio"/> New Registration	New Registration for ...	drnimibonkisaac@gmail.com
Feb 24, 2023	<input type="radio"/> New Registration	New Registration for ...	test@aauwtechtrek.forms
Feb 24, 2023	<input type="radio"/> New Registration	New Registration for ...	sandi.gabe@hotmail.com
Feb 24, 2023	<input checked="" type="radio"/> New Registration	New Registration for ...	dawnandjay.johnson@gmail.com

In Selected and Alternate Camper letters, besides customizing the applicant’s name and your signature, you must include the assigned camp and dates. If you are allowing an alternate to attend the first available session or some other arrangement, edit the template to suit before sending.

Note the following editing conventions:

- A single asterisk before and after a set of words or characters *italicizes* the content.
- Double asterisks before and after for **BOLD**.
- Triple asterisks for ***both***.

- You must add two returns to have lines placed below each other with a space between.
- If adding links, insert the visible text in square brackets [text] followed immediately by the URL in parentheses (link).
- Emails go to everyone who is a User in the Profile.
- You cannot save an email and you cannot create a template from a template.
 - Copy content from one email before Sending to capture any text editing commands.
 - Initiate second email and Paste content then edit name, etc.
 - You can do the same with a template.

Test Camper
 Dec 1, 2009 (Age 14) · Female EDIT

Registrations Tags Account Users **Notifications** Participant Profile Medications Health Log

1 Email notifications from the last 18 months for Test are shown below. Select a specific notification to view the subject/text, and to resend it. You may also send a custom message to all users for Test by selecting **Send Message**.

1 This message will be sent to all users for Test with a reply-to of mbonkisaac@gmail.com.

Load A Template
Selected Camper Letter

Subject
Welcome to Tech Trek

Message
Dear *[Applicant Name]* and Parent,
Edit text here
CONGRATULATIONS!

MARKDOWN PREVIEW
Dear (Applicant Name) and Parent,
View what you entered here
CONGRATULATIONS!
You have been selected as one of the girls to be sponsored by AAUW-branchname Branch to attend the 2024 Tech Trek STEM Camp.
You have been selected to attend the [Camp Name] camp from [Date to Date].
You will receive a notification when you are registered for the session in the near future. **Please complete the Parent Authorizations by May 3, 2024.**
1. Complete all forms marked with a red dot no later than two weeks before the scheduled camp date. Medical forms, including any required vaccination documentation, will be due two weeks before your camp start

You may alternatively send emails using the **Send Message** feature, particularly when you wish to send to several different people or when you wish to include an attachment.

Registering Campers in Camp Sessions

Once branch coordinators complete their selections, camp directors can register campers for their sessions, which sends the new registration notification to all users' emails on record. The Selected Camper letter states that new campers will be registered soon. Check **Notifications** for notification date, which is the same date the camper was sent the automatic registration invitation.

There will be a new set of forms in addition to the original application and Parent Authorization. In-person camps have between 11 and 13 new forms that will need to be completed, including uploading covid vaccination card (MMR vaccination record not required). Some camps have an additional set of releases depending on class assignment. Virtual camps have five new forms.

Participant Profile
AAUW Tech Trek

Search profiles by name

Select All | Select None

14% Complete

Registrations Tags Account Users Notifications Participant Profile Medications Health Log

Participant Profile Unlocked (Next Lockout 04/15/2023) Blank Form Print Export

● = Incomplete ⌚ = Expired ✓ = Complete

- ✓ Parent Authorizations Print Edit
- ✓ Camper Application Print Edit
- Accepted Camper Parent Authorizations Print Edit
- Transportation Plan (Parent Forms) Print Edit
- Camper Bio Print Edit
- Emergency Contact Print Edit
- Diet & Activity Print Edit
- Allergies Print Edit
- Medications Print Edit
- Over the Counter Medications Print Edit
- Health History Print Edit
- Immunizations Print Edit
- Insurance Print Edit

REVIEW / NOTES

Completed Camper Applications and the initial Parent Authorizations are transferred to the new session. Completion Status percentage starts over with the new forms. New lists will be created to track progress, and the overall responsibility for ensuring forms are complete is shared between branch coordinator and the camp director(s).

Following their camper selection process, branch coordinators may request permissions to edit accepted camper profiles to assist campers in submitting needed paperwork for camp in a timely fashion. Send request to techtrek-campdoc@aauw-ca.org with your name and branch.

Participant Profile
AAUW Tech Trek

Mary Bonk Isaac

Search: Test

Select All | Select None

Virtual Camper Accepted Test (100% Complete)

Registrations Tags Account Users Notifications **Participant Profile** Medications Health Log

Participant Profile Unlocked

Blank Form Print Export

Legend: ● = Incomplete ⌚ = Expired ✓ = Complete

- » ✓ **Parent Authorizations** Print Edit
- » ✓ **Camper Application** Print Edit
- » ✓ **Accepted Camper Parent Authorizations** Print Edit
- » ✓ **Camper Bio** Print Edit
- » ✓ **Technology and Tools - Virtual Camp** Print Edit
- » ✓ **Chromebook Access - Virtual Camp** Print Edit
- » ✓ **Optional Evening Workshops - Virtual Camp** Print Edit
- » ✓ **Emergency Contact** Print Edit
- » ✓ **Health History** Print Edit

NEW

Registering Staff

Camp directors can find staff applicants in much the same way that branch coordinators find campers, starting with the 2024 Staff Applications default list, then selecting **Program Session 1** is *your camp name*. Since some staff are volunteering at more than one camp, check **Program Session 2** also. There is no OR condition. 😊

The CampDoc administrator will initially tag new staff applicants with Branch, original camp they attended, year they attended, and where they would like to volunteer if they have gotten that far yet.



Additionally, for any applicant whose application is complete, the administrator will complete a **Review** (at bottom of profile view) indicating **Staff Placement** is *Pending* and create a **Note** indicating that the applicant is ready to be interviewed and placed or thanked.

The camp director should complete the **Review** by moving the **Staff Placement** to *Yes* (or *No* if not selected) and add a normal priority **Note** indicating the status.

Selected and not selected staff letter templates are also available in CampDoc. You may also waitlist staff members, and they will not complete additional paperwork until selected. Every completed application needs to receive a proper response engaging them, waitlisting them, or thanking them for applying.

After issuing the notification letter, camp directors should register each selected staff member in their session. Note that you may Waitlist in CampDoc.

Need More Help?

- For help using CampDoc (logins, passwords, finding forms, etc.), visit <https://support.docnetwork.org/hc/en-us> or email support@campdoc.com or call 734-636-1000.
- Tech Trek Office Hours:
<https://us02web.zoom.us/j/84461212693>
 - Feb 9, 2024 03:00 PM
 - Feb 23, 2024 03:00 PM
 - Mar 8, 2024 03:00 PM
 - Mar 22, 2024 03:00 PM
 - Apr 5, 2024 03:00 PM
 - Apr 19, 2024 03:00 PM
 - May 3, 2024 03:00 PM
 - May 17, 2024 03:00 PM
 - May 31, 2024 03:00 PM
- Techtrek-campdoc@aauw-ca.org