

Instructions to Allow Your Child to Apply to Tech Trek



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](#) or using this link (xxxxxxxxxxxxxx).**
- 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.
- 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 Complete the information on the next screen **ABOUT YOU**. Enter your personal information here, not your child's.
- Step 6 Add your child's name, gender, and birth date. Click **CONTINUE**.
- Click **REGISTER FOR A SESSION**.
 - Select **Camper** in the dropdown and **CONTINUE** at the bottom of the screen.
 - Select **2023>>Camper Application** and **CONTINUE** at the bottom of the screen.
 - Click **REGISTER** on the **CONFIRMATION** screen.
 - You will receive a Confirmation of your child's registration on the screen.
- Step 7 It is highly recommended that you **add your child as an additional user** so she can log in on her own to see her records, complete the appropriate forms, and receive camp notifications. If you don't wish to add her, she must log in using your email and password instead.
- Click your child's name in the left menu bar.
 - Click **MANAGE USERS** at the top.
 - Add her personal email address.
 - *It is STRONGLY recommended that you do not use a school email without first confirming that system-generated emails from Tech Trek ending with @campdoc.com or @aauw-ca.org will be allowed through the school firewall.*
 - Click **ADD USER**.
 - She will receive an invitation from CampDoc and be prompted to create her own password.



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Step 8 After you have completed the **ABOUT YOU** screen and registered your child to the **2023>>Camper Application** session, you will see five options on the page.

- 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:

- Parent Authorizations
- Camper Application

Step 10 Click **PARENT AUTHORIZATIONS**.

- Enter the Camper Information requested.
 - Complete and electronically sign all Authorization items.
 - Click Accept Authorization after entering your name each time.
 - Under Camp Preference, if you do not have a preference, select Virtual and let the listed branch coordinator know either is OK.
 - Enter the information under Nomination Details. The answers have been provided by your AAUW Tech Trek Branch Coordinator in the email this link was in.
 - Enter Parent/Guardian name and contact information.
- Your entries are saved automatically as you proceed through the form.
 - 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.

