



Business Office:

711 Grand Ave, Suite 280, San Rafael CA 94901

2018 Summer Camp Location

200 Maritime Academy Dr., Vallejo, CA 94590

How to Upload Forms to your CampInTouch Account

If you have a scanner:

- After completing a form, scan and save it as a PDF document on your computer (NOTE – Do not save the file as a JPEG document – you cannot upload a JPEG file)

OR

- After completing a form, scan and save it as a Word document on your computer
- After saving it as Word, convert the file to a PDF by clicking file→export→create PDF
- Save as a PDF

THEN

- Log into your CampInTouch account, locate and click on the UPLOAD button of the desired form on your "Forms Dashboard," then choose the saved PDF file to upload to your account

If you have a phone with a camera:

- Install a free **scanner app** on your phone
- Take a photo of a completed form with your phone – app will save it as a PDF
- Email yourself the file
- Save the PDF to your computer

OR

- Take a photo of a completed form with your phone. Hold the camera over the document so the document fills up the screen. This photo will be a JPEG file.
- Email the photo to yourself from your phone
- Save the JPEG to your computer
- Open a Word document and paste the JPEG image and save your Word document
- Convert the Word doc to a PDF by clicking file→export→create PDF
- Save as a PDF

THEN

- Log into your CampInTouch account, locate and click on the UPLOAD button of the desired form on your "Forms Dashboard," then choose the saved PDF file to upload to your account

If you're using a Copy Center (Staples/FedEx Kinkos/Office Depot or similar):

- Bring your 3 completed forms (Physician, Immunization History, Authorization Forms) plus your Insurance Card.
- Ask Copy Center to scan and email each form separately to you as 4 individual PDF documents, or have them saved to a thumb drive. *DO NOT have the forms combined into one single file.*
- Save the emailed forms to your computer
- Log into your CampInTouch account, locate and click on the "UPLOAD" button of the desired form on your "Forms Dashboard," then choose the saved PDF file to upload to your account

If you need to mail your forms (we kindly request you mail forms ONLY if absolutely necessary):

Please mail completed forms to Camp Newman 711 Grand Ave, Suite 280; San Rafael CA 94901

WE CANNOT ACCEPT FORMS BY EMAIL OR FAX

Questions? Contact us any time at 415-991-0259 or CampNewman@URJ.org