



Summer Camp Mailing Address
Camper's Name, Camp Newman – Session Name, 1 Morrow Cove, Vallejo, CA 94590
Summer Camp Office
200 Maritime Academy Drive, Vallejo, CA 94590
Year-Round Office
711 Grand Avenue, Suite 280, San Rafael, CA 94901

Camper Forms – Summer 2019

UPLOAD or FAXBACK INSTRUCTIONS

Please make sure your camper's name and session are on each page

FAXBACK: YOU CAN NOW FAX YOUR CAMPER-SPECIFIC BARCODED FORMS

- After completing the form, fax the barcoded form to **(415) 223-3438** and it will upload directly to your CampIn Touch account
- **Our virtual fax only accepts barcoded sheets**
- Each camper has a unique barcode, so be sure to print each form for each camper. Do not download the same form multiple times or makes copies for siblings

OR

SCAN AND UPLOAD

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 a Word document, you will need to 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
- After saving the image as a Word document, you'll need to convert it 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 completed forms to the Copy Center
- Provide the copy center with your 3 forms (Medical Exam Form, Immunization History, Authorization and Insurance Card Form) and have each form scanned and emailed separately to you as 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

PLEASE DO NOT MAIL OR EMAIL FORMS

Questions? Call or email our office at 415-991-0259 | CampNewman@URJ.org