



Summer Camper Mailing Address
Camper's Name, Camp Newman – Session Name, 4088 Porter Creek Rd. Santa Rosa, CA 95404

Year-Round Business Office
711 Grand Avenue, Suite 280, San Rafael, CA 94901

Camper Forms – Summer 2021

UPLOAD INSTRUCTIONS

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

FAXBACK: YOU CAN 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. DO NOT add a cover sheet or note – it will not be read by a human.
- **Our virtual fax only accepts barcoded forms**
- 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

EMAIL: YOU CAN EMAIL YOUR CAMPER-SPECIFIC BARCODED FORMS

- After completing the form, save each form as a .pdf or .tiff file (do not combine into one file) and attach each form to an email. Send to **URJNEWMAN@CAMPMINDERFAX.COM** and it will upload directly to your CampIn Touch account. Do not add a note – it will not be read by a human
- **Our forms email automatic router only accepts bar-coded forms**
- 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

CAMPanion cell phone app ***NEW***

CampMinder (CampInTouch) is offering a new way to upload camper forms. In addition to uploading from your computer to the CampMinder website, it is now possible to complete online forms and scan/upload paper forms via the new Campanion App on your smartphone.

Instructions:



1. Download the Campanion App onto your phone. The icon looks like this.
2. Use the same email address and password that you use in CampInTouch to sign into Campanion.
3. You may be prompted to allow the Campanion app to access the camera on your phone
4. Once signed in, from the menu in the top left corner, choose "Forms." You will then see a list of your campers, as well as the number of forms they need to complete.
5. Click on a camper. Choose the form you want to complete. Follow the instructions to complete the form.

Note: Any form that requires a wet signature must first be printed and completed. You can then scan or upload the completed form via the app using your phone's camera. For forms that can be completed online, you can do so directly in the app on your phone, although those may work better on a computer.

For issues with downloading or using the Campanion cell phone app, please call CampMinder support at (303) 444-2267, option 3. Their customer support is extraordinary.

OR

SCAN AND UPLOAD on your computer

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 to a location on your computer

THEN

- Log into your CampInTouch account, locate and click on the UPLOAD button (UP arrow) of the desired form on your "Forms Dashboard," then choose the saved PDF file on your computer 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 to our regular office address or email (to submit forms, only use special email noted above)

Questions? Call or email Registrar Kim Press at 415-991-0259 | CampNewman@URJ.org