

# OPERATION SHINE

## REGISTRATION INSTRUCTIONS

### SECTION 1 – THE REGISTRATION SECTION

\*\*Please read through instructions prior to registering so you do not miss any important steps.

- **Click the REGISTER NOW button** to be taken to our CampDoc site.
- **Create an account and log in.** Once logged in, you will have the following steps to complete:
- **Photo Upload:** Please upload a **current** photo of your child's face. This is used for pre-camp work and, most importantly, identifying campers for medication during camp.
- **Register for a new session:** Select CAMPER, then CONTINUE and select the date your child will attend. Campers may only attend one session; **however, if your preferred date has a wait list**, you can register for the waitlist plus an open date. If a spot opens up on the wait list (based on the number of volunteers), we will contact you about switching dates.
- **Payment Page:** \$25 is required upon registration. The remaining balance can be paid at your convenience and are due by the date of camp. Payment plans and scholarships are available in CampDoc. Let me know if you prefer to pay by check.
- **OPTIONAL Steps/Pages:**
  - **Donation Page:** On occasion, we have families who help pay for their child's big campers costs, this is where you can do that in any amount.
  - **"Add-on" T-Shirts:** **Your child will get a shirt at camp.** If you would like to purchase **additional** t-shirts for family members, they can be purchased on this page.
  - **Protection Plan:** **DECLINE** this coverage. (This is something provided by CampDoc included in our use of their software geared for larger organizations.) In the event your child cannot attend camp, Operation Shine will refund you. \*You can disregard any automated notices about this once declined. Unfortunately, we are not able to remove those.

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### SECTION 2 – THE PARTICIPANT PROFILE SECTION:

- **Please give permission for text alerts.** We have discovered not everyone receives our email notices, so this allows for double communication on important camp announcements.
- **BEHAVIOR INFORMATION section** – this information is the most helpful to us so we can adequately prepare for your child. Please be honest. Providing the most qualified volunteers and support for your child's safety and fun at camp is our top priority. There will be additional questions for overnight campers.
- **SAFETY POLICY Section** - As stated above, this is to ensure everyone has a safe experience at camp. Please answer honestly. Failure to disclose may prevent your child from attending future camps. If there are concerns, we will contact you based on the information you provide.
- **Completion Status must be 100%** complete/green checks by all steps in order to be fully registered.
- **Behavior/Medication Updates:** **You can return to your account at any time to make updates.** We understand behaviors, medications, sleep patterns, etc. can change and we want the most current information leading up to camp. *The cut off for changes will be **one week** before your child's camp date.*