

BEFORE YOU BEGIN:

- CREATE A CAMPDOC ACCOUNT! You can create a CampDoc account at any time! It is best to do it BEFORE registration opens to expedite your registration experience! To create an account, go to app.campdoc.com/register/campbluehawk, and click . Enter camper demographic information and parent/guardian contact information to create your profile.
- To complete the Camp Blue Hawk application, you will need to pay a \$50 application fee. This fee is non-refundable, unless your child is not approved to attend camp by our medical team. PLEASE DO NOT let the application fee deter you from sending your child to Camp Blue Hawk. If you are unable to pay the \$50 application fee due to a financial hardship, please email campbluehawk@ouhsc.edu for a coupon code that will allow you to bypass the application fee for now, and complete the application. **It is best to do this BEFORE registration opens so that you don't have any delays when you go to register!** ***NOTE: The coupon code WILL NOT waive the application fee. The code will simply allow you bypass paying the fee right now. Once your child is fully registered for camp, the \$50 application fee will still show up on your account.***

**SCROLL DOWN TO NEXT PAGE
FOR STEP BY STEP INSTRUCTIONS.**

Follow the detailed instructions below to complete the application portion of your camper's registration for Camp Blue Hawk 2020: Summer Camp.

The application will open at 12:00 AM (Midnight) on January 15, 2020.

- Go to app.campdoc.com/register/campbluehawk. Log in to your account.
- Click **Registration** in the upper left-hand corner of the screen.
- Click **REGISTER FOR A NEW SESSION**.
- Select "2020>>Summer Camp – Application". Click **CONTINUE** at the bottom of the page.
- Answer whether or not you have a coupon. If you have a coupon enter it and click **SUBMIT**. Click **CONTINUE**.
 - Coupons are used for families who cannot afford to pay the \$50 application fee at the time of registration. If you are unable to pay the \$50 application fee due to a financial hardship, please email campbluehawk@ouhsc.edu for a coupon code that will allow you to bypass the application fee and complete the application. ***NOTE: The coupon code WILL NOT waive the application fee. The code will simply allow you bypass paying the fee right now. Once your child is fully registered for camp, the \$50 application fee will still show up on your account.***
- **DECLINE THE PROTECTION PLAN.** Click **CONTINUE**.

Add Protection PlanDecline Protection Plan

 - This is only the application for the summer Camp and no protection plan is needed.
- **IF YOU DID NOT HAVE A COUPON CODE:** Enter your credit/debit card information to pay the \$50 fee. Click **PAY \$50.00 AND REGISTER** at the bottom of the screen.
 - This fee is non-refundable, unless your child is not approved to attend camp by our medical team.
- **IF YOU DID HAVE A COUPON CODE:** Select "NONE" under payment options. Click **REGISTER** at the bottom of the screen.

After you have paid the application fee you will get a pop-up box that tells you that your registration is complete, but **THERE IS STILL MORE TO DO!** Simply click **Close** on the pop-up window and continue on with the steps below.

- Click **Participant Profile** in the upper left-hand corner of the screen (right under Registration).
- Read the Participant Profile information and click **CONTINUE →** at the bottom right-hand corner of the screen.
- Complete the requested information on each page and click **NEXT STEP** at the bottom of each page once you are done.
 - If your child has previously attended a Camp Blue Hawk session, some of the requested information may be pre-populated. In this case, remember to double check that the information presented is correct and **CONFIRM INFORMATION** at the bottom of each page before moving on.
 - Once you have fully completed a page, a green check mark ✓ should appear next to the title of each page on the right-hand side of the screen. **YOUR CAMPER'S APPLICATION IS NOT COMPLETE UNTIL ALL PAGES HAVE A GREEN CHECK MARK!!!**
- Once you have completed all of the required pages, you will see a pop-up box that tells you that your participant profile is complete. Simply click **OK** and you are done!

The application will be reviewed, and if approved, your camper will be registered for the camp session automatically, and the parent/guardian will be notified via email. If a camper is not approved to attend the session, the parent/guardian will be notified and the \$50 application fee will be refunded.