



## **Camper Registration**

Wonderland Camp is an accredited camp by the American Camp Association, ACA. For this reason, Wonderland Camp requires certain forms to provide the best camping experience. Please have the following information ready to improve the time needed online filling out the application.

- Camper and caregiver information
  - Name, phone, email, address, etc.
- Week(s) they are interested in attending Wonderland Camp
- Medical, behavioral needs, and personal care needs
  - Detailed prescription, and OTC medication information
  - Behavioral issues, ex: biting, wandering, etc.
  - Adaptive needs ex: Wheelchair, communication board, etc.
  - Need of assistance, bathing, eating, etc.
  - Allergies
- Health History
  - Seizures
  - Immunizations
- Care Information
  - Emergency contacts
  - Physicians information
  - Insurance information
- Other
  - Camper T-shirt size
  - Nighttime routines, etc.

### **Step-By-Step Guide to Completing the Camper Application**

- The “Camper Application” link on Wonderland Camp’s website will bring you to a website called ‘CampDoc’ to continue our application process.
- As a new user you will enter your email address and follow the prompts to create a new account (if returning just enter your email and password).
- It will ask you for some initial camper information including name, sex, and date of birth.
- If you are adding multiple campers click the “New Participant” button on the top left of the page for each camper.
- After filling out the initial information, hit continue to automatically save and move forward on the application.
- Continue by clicking the green “Register For A New Session” button on the right.

- Scroll down to whatever session your camper is interested in (please take note of the dates and camper : staff ratios).
- After selecting your session(s) please click the green “continue” box at the bottom right of the page.
- On the next page (Coupons) it will ask if you have a scholarship and if you are applying before April 15<sup>th</sup> it should have a \$30 off coupon indicated, so you can just hit “continue”.
- This will take you to CampDoc’s travel insurance page, this is **NOT REQUIRED** or a part of Wonderland Camp. However, if you choose to get this added insurance, should your camper have a medical emergency and is unable to attend, this travel protection will refund their camper fees. If unwanted, just click the “No thanks” tab and continue.
- On the next page (Confirmation) **follow the directions at the top of the page.** Once complete, click the green “REGISTER” button.
- Now you should be at the actual camper application! **You will notice all the different parts of the application listed on the right with red dots next to them. Once completed those dots will turn into green checkmarks.** Also note camp’s contact information below as well as the easy print option for your records. The site also has the percent of application completed in the bottom center of the page.
- After reading the tips, click “continue”.
- On the next several pages anything RED will need to be filled in and will turn GREEN once it is! In some cases a new drop down box will appear so that you can fill out more information about your camper.
- This information helps us better prepare for and serve each camper. We understand it can be time consuming but we greatly appreciate the detail and effort you put in!
- Once you have filled out a page click “NEXT STEP” at the bottom. **Pages will automatically save.**
- The “Behavior Questions” page is very important. Please answer honestly as these help us keep your camper safe and having fun!
- A 1:1 camper can be due to behaviors or extensive personal care needs. Wonderland Camp does not charge extra for one on one campers.
- When asked to upload a picture or scan of your insurance card, you can either click in the box to pull up a saved file on your computer, or drag the file directly into the box.
- Once you reach the medication page, please see instructions at the top, and call camp’s office (573-392-1000) with any questions.
- The third question down “Does [camper name] take medications?” By clicking “Yes” more options will drop down. You can type in the medication name or scroll down to find it.
- Once you have completed each individual medication entry, click the green “SAVE NEW MEDICATION” button. You should see a new box showing what you entered. If camper is on more than one medication, click green “ADD MEDICATION” button on the right. Repeat as many times as is necessary.
- To edit medication information click the pencil symbol on the top right corner of the med box, the garbage can will remove the med.
- On the next page “Health History” you will have the opportunity to input any, food, medication, or environmental allergies.
- Once you have completed all steps (and all the sections listed on the right have green checkmarks) you will get a pop-up saying you have successfully completed the application!

- **The completed application is automatically saved and sent to us at Wonderland Camp.** If parts are missing you will receive email reminders to finish the application.
- **If you need to stop and come back to the application later you can exit at any time and return to where you left off at a later date.** You can also jump to different sections with the menu on the right.
- If you would like a PDF to print out for your own records, simply click the blue “PRINT” tab at the bottom right of the page.

Please call our office or email [info@wonderlandcamp.org](mailto:info@wonderlandcamp.org) if you have questions. We want to make sure your camper comes FIRST and has “the time of their life!”

**THANK YOU!!!**