

CampVitals

Participant Health Record Upload Guide

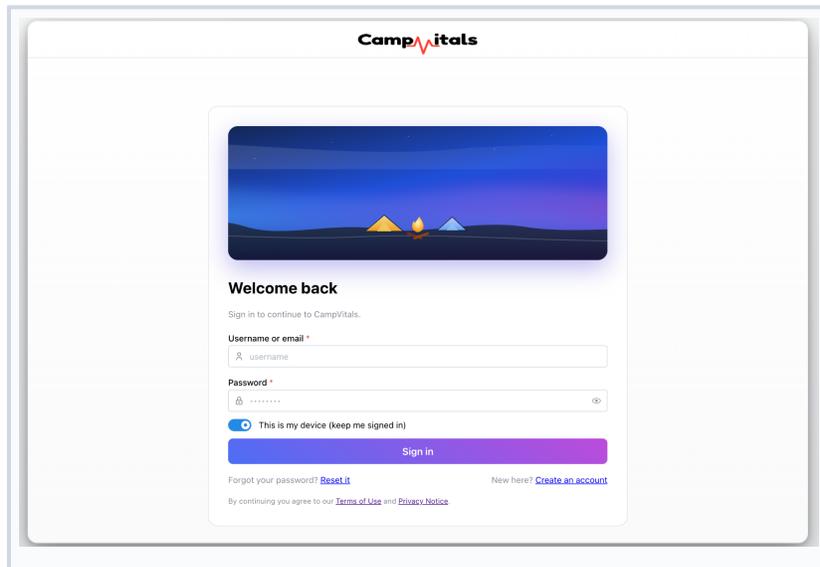
Portal: pac.campvitals.com



Before you begin: Have the participant BSA Health Form and insurance card ready to upload. CampVitals will email you if required information is missing after review.

Step 1 - Create your account

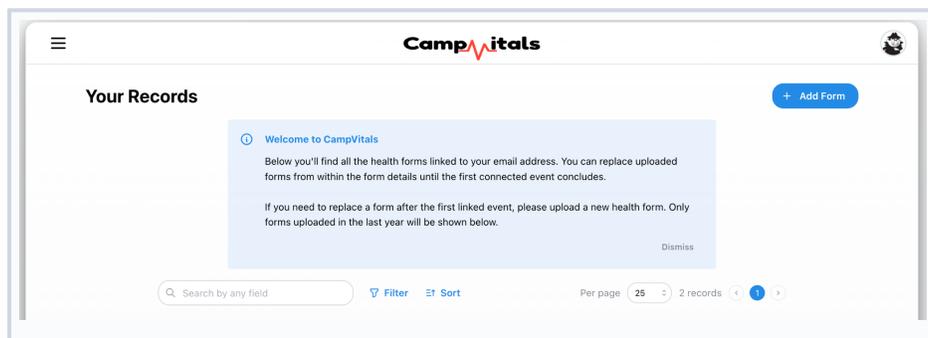
Open a web browser and go to pac.campvitals.com. If you have never logged in before, click Create an account in the lower-right corner of the screen. Enter the required information, then verify your email address using the message sent to you.



CampVitals sign-in page

Step 2 - Sign in and open Your Records

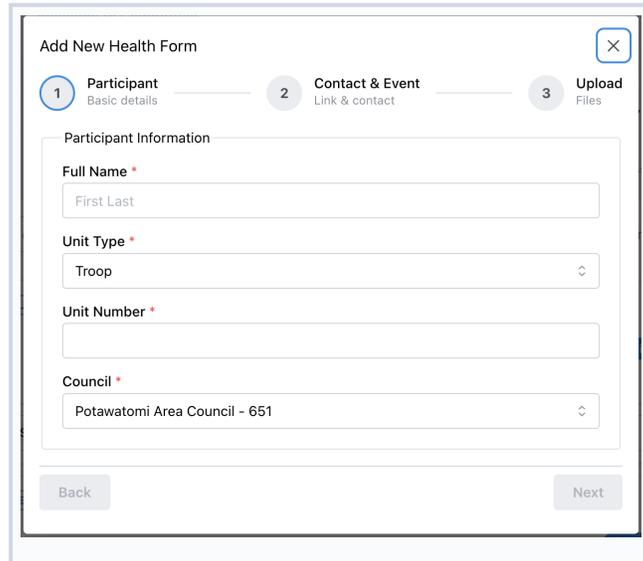
Once your account is verified, sign in with your email address or username and password. After logging in, you will land on the Your Records page. This page shows forms associated with your email address. Forms older than one year will no longer be visible.



Your Records page

Step 3 - Add a new participant record

Click Add Form in the upper-right corner. Enter the participant full name, unit type, unit number, and council. When all required fields are complete, click Next.



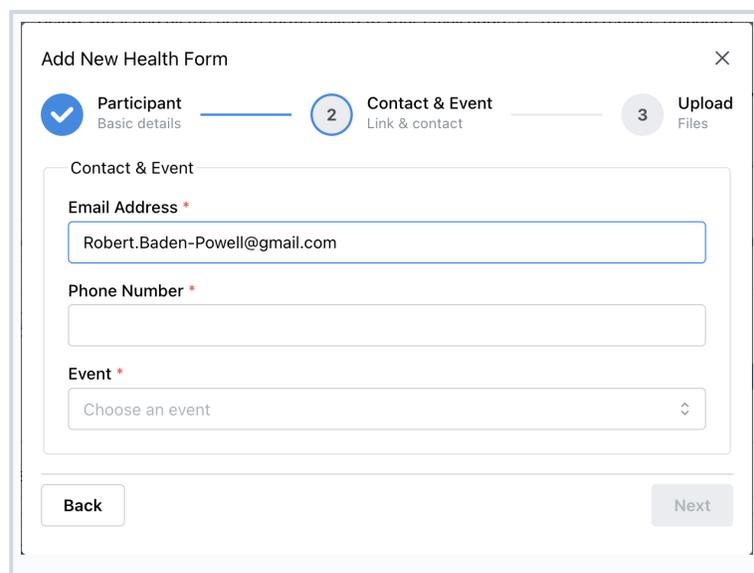
The screenshot shows a modal window titled "Add New Health Form" with a close button in the top right. It features a progress indicator with three steps: 1. Participant (Basic details), 2. Contact & Event (Link & contact), and 3. Upload (Files). Step 1 is active. The form fields include: "Full Name" (text input with "First Last" placeholder), "Unit Type" (dropdown menu with "Troop" selected), "Unit Number" (text input), and "Council" (dropdown menu with "Potawatomini Area Council - 651" selected). "Back" and "Next" buttons are at the bottom.

Add New Health Form - participant details

Step 4 - Enter contact and event information

Enter the contact information for the person who should receive questions during review. By default, your email address will appear in the email field. If you change the email address, you will not have access to the form after it is submitted. Click Next to continue.

Important: If you change the email address on this step, you will not be able to access the submitted form from your current account.

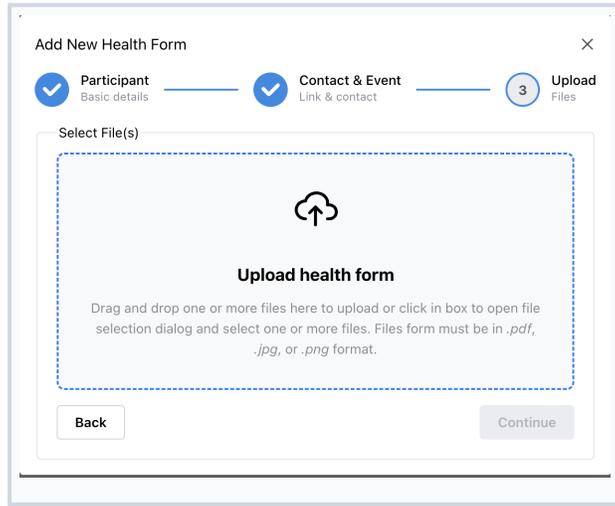


The screenshot shows the same modal window, now on Step 2: Contact & Event. Step 1 is marked as complete with a checkmark. The form fields include: "Email Address" (text input with "Robert.Baden-Powell@gmail.com" entered), "Phone Number" (text input), and "Event" (dropdown menu with "Choose an event" selected). "Back" and "Next" buttons are at the bottom.

Add New Health Form - contact and event

Step 5 - Upload the health form and insurance card

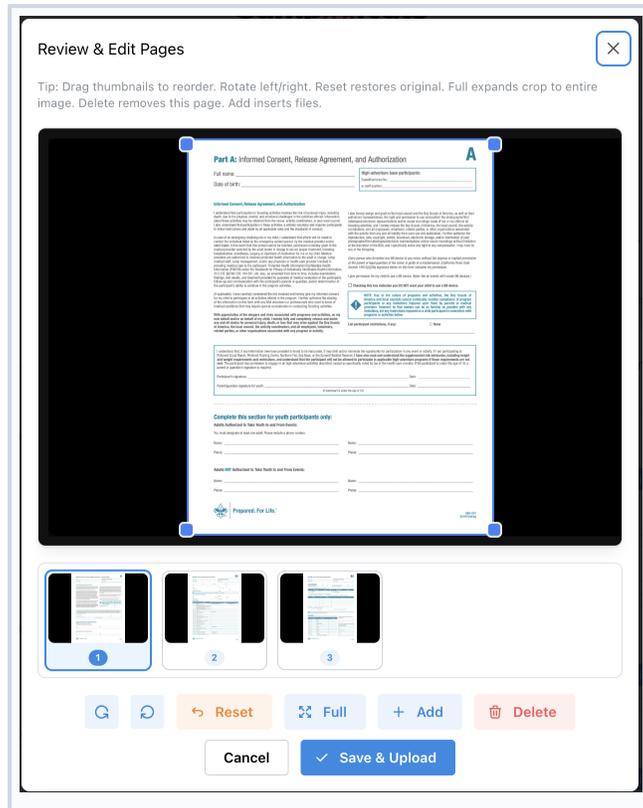
Upload the participant BSA Health Form and insurance card. You can drag and drop files or click in the upload area to select files from your device. Select all required files before you click Continue.



Upload files step

Step 6 - Review uploaded pages

After clicking Continue, you will see a preview of everything that will be uploaded. Confirm that all pages are present and readable. You can rotate images, crop images, or add missing pages before submission. When everything looks correct, click Save & Upload.



Review uploaded pages

Step 7 - Accept the submission terms

To complete the upload, check the acknowledgment box at the bottom of the screen and click I Acknowledge. This confirms the submission terms and finishes the upload process.



Participant Data Submission & Consent Acknowledgment
Effective Date: January 1, 2026

These Participant Data Submission & Consent Terms ("Submission Terms") apply to the submission of information by a parent, legal guardian, participant, or authorized individual ("You") to Potawatomi Area Council, BSA ("Organization").

By submitting information, you acknowledge and agree as follows:

- 1. Voluntary Submission and Purpose**
You are voluntarily submitting information, which may include personal, medical, emergency, or other sensitive information, for the purpose of participation in programs, events, or activities administered by the Organization.
Submission of this information is a condition of participation in Organization activities.
- 2. Accuracy of Information**
You represent and warrant that:
 - All information submitted is true, accurate, and complete
 - You are authorized to submit information on behalf of the participant
 - You will update the information if circumstances changeThe Organization relies on the accuracy of this information and is not responsible for consequences arising from inaccurate or incomplete submissions.
- 3. Medical and Emergency Acknowledgment**
You acknowledge that:
 - The Organization does not provide medical diagnosis or treatment
 - Information submitted is used to assist with administrative and emergency decision-making
 - Medical decisions remain the responsibility of licensed medical professionals and/or emergency responders
- 4. Electronic Storage and Assumption of Risk**

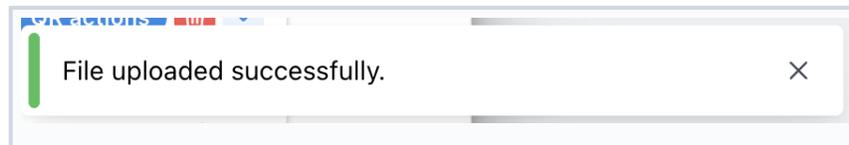
I acknowledge the Submission Terms above.

[Cancel](#) [I Acknowledge](#)

Submission terms acknowledgment

Step 8 - Confirm the upload completed successfully

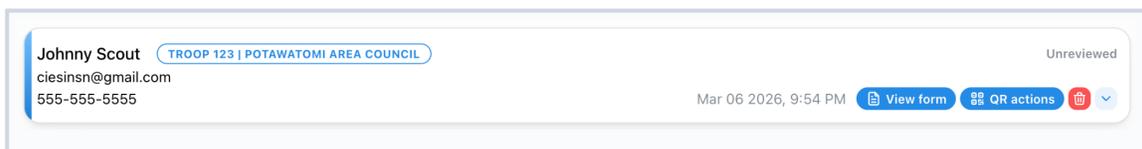
During upload, a progress indicator will appear in the lower-right corner. When the upload is complete, you will see a success message confirming that the files were uploaded successfully.



Upload successful message

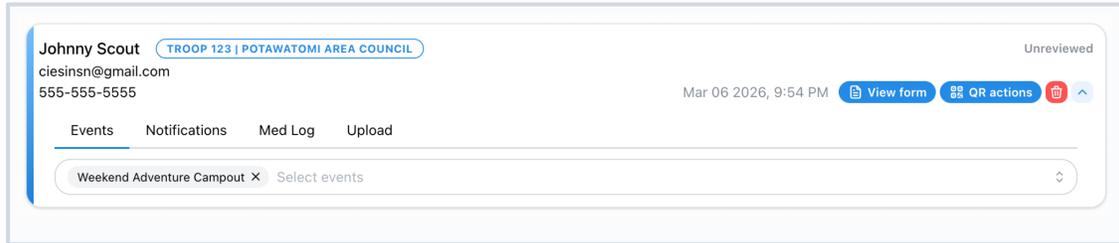
Step 9 - Manage the record from Your Records

After submission, the form will appear in the Your Records list. Click the record to expand it. From the expanded view, you can associate the health form with other events, read and respond to notifications, and upload additional pages if needed. If your event uses CampVitals Medication Logging, you may also see a Med Log section.



Record listed in Your Records

Expanded records let you view notifications, link the record to additional events, and upload additional pages when needed.



The screenshot shows a participant record for Johnny Scout, Troop 123, Potawatomi Area Council. The record is currently "Unreviewed". The participant's contact information is listed as cjesinsn@gmail.com and 555-555-5555. The record was created on Mar 06 2026, 9:54 PM. There are buttons for "View form", "QR actions", and a trash icon. Below the participant information, there are tabs for "Events", "Notifications", "Med Log", and "Upload". The "Events" tab is active, showing a dropdown menu with "Weekend Adventure Campout" selected and a "Select events" button.

Expanded participant record

Step 10 - Watch for review updates, notifications, and QR check-in

Once the event health officer reviews the form, the status in the upper-right corner changes from Unreviewed to Reviewed. Any missing items or questions found during review will be emailed to you through CampVitals and will also appear in the Notifications area of the record. If your event uses QR code check-in, CampVitals will email your check-in QR code a few days before the event.

- Status changes from Unreviewed to Reviewed after the health officer completes review.
- Questions or missing items are emailed to you and also appear in the record Notifications area.
- Events with QR check-in enabled send a check-in QR code by email a few days before the event.