

How to Register on Camp Doc

When registering for an event that includes CampDoc data collection, begin the registration process for the event in 247Scouting.com.

1. The Registration Contact Information should be completed before moving on the registrants. Click on **Update Information** for the Registration Contact.

Change Information for Doe, John ✕

| | |
|--|--|
| First Name John | Last Name Doe |
| Primary Contact Email test@test.com | Unit Information Select Unit Troop 1 B |

Unit Jamboree Contact Information

| | |
|--|---|
| Jamboree Contact First Name John | Jamboree Contact Last Name Smith |
| Jamboree Contact Cell Phone 1234567891 | Jamboree Contact Email test@test.com |
| Jamboree Contact Position in Unit Scoutmaster | |

Done

2. Beginning with Adult Registrants, enter registration information required for each adult who will be attending the event with your unit by clicking on **Update Information** for each adult. Be sure to use accurate information for each person as this will be used for membership verification as well as to link their event registration to their CampDoc profile.

Change Information for Adult ✕

| | |
|--------------------------------------|--------------------------|
| First Name Joe | Last Name Smith |
| BSA Membership Number ? 123456789 | Birth Date 01/01/1970 |
| Email Address ? test@test.com | |

CampDoc Email **CampDoc**

The Patriots' Path Council now uses CampDoc for certain events to collect medical forms electronically for council and district events that require the BSA Annual Health and Medical Record. CampDoc will automatically create a profile for each event participant to allow parents and adult participants to create their electronic health records.

Click the "CampDoc Setup" button to enter your profile information.

Link to CampDoc

CampDoc Completeness

Done

3. Once you have entered the registrant's information, click the orange **Link to CampDoc** box to initiate the registrant's CampDoc profile. The software will autofill most of the information, you will need to re-enter the email address, making sure it is an exact match. Click **Save**. A **Confirm Profile** dialog box will pop up, asking if you would like to create a

new profile. Click **Yes**. (You do not need to do anything else for this registrant after clicking **Yes**, the registrant will receive an email from CampDoc to complete their profile).

- Repeat this process for each registrant. When you are done, click the **Check Out** tab.
- If you selected an incorrect number of registrants, go to the **Registration Contact** section of your registration and select **Additional Actions**. A drop down will appear that will allow you to add or delete registrants.

- Once you have checked out and paid, you will receive a confirmation email from 247Scouting.com. **SAVE THIS EMAIL**. You can use the link in this email to go back into your registration to add participants, you can use the **Reports** tab to pull down a copy of your receipt as well as verify who is currently registered for the event.