



Welcome to the new YMCA Camp Kern registration and camp management system; Camp Minder! We hope you enjoy the improved flexibility, access and features of this software. We understand that new systems take a bit of getting used to, so if you ever have questions please call us at 513-932-3756 or email Loretta at [ldeters@daytonymca.org](mailto:ldeters@daytonymca.org).

Once you have accessed / set up your CampInTouch (CIT) account, you will be able to start using the system to register your camper, make payments, complete forms and update details. For accessing your account, see the email from us on Feb 22<sup>nd</sup> 2019. Below are some details on the main components that you will see on your CIT Account Homepage.

1. **Forms Dashboard:** Here you can complete all the forms needed for Summer Camp 2019.
  - **Camper Application:** Use this to register a camper for camp. If you have already registered for 2019 using the old Camp Kern system, no need to do anything here. Please note, if you wish to add another week of camp, access the camper application on your *account homepage*.
  - **Camper Photo:** Upload a photo of your camper. Very helpful for counselors during check-in!
  - **Health History:** All the required health information for your camper (medications, doctor details, physical and mental health, allergies and dietary restrictions / requests).
  - **Parent / Camper Confidentiality Form:** Provide us with some background on your camper that will help us give them the best possible experience at camp.
  - **Parent Planner:** Lots of great information to help you and your camper get ready for camp!
  - **Permission to Treat & Health Notification:** Agree to our Health and Treatment terms and conditions.
  - **Publicity Waiver:** Indicate your wishes for photographs / videos of your camper and marketing use.
  - **Sunscreen / Bug Repellent Consent:** Authorize our counselors to apply sunscreen and bug repellent to your camper, if they are not able to do so themselves.
  - **Third Party Waivers:** If applicable, waivers for off site activities.
2. **Camper Application:** Use to register a camper for a week of camp. Simply follow the instructions to select programs, choose add-ons if applicable, set up payment plans and apply for scholarship assistance. Please note, that only programs suitable for your camper based on age and gender, will be available. To view all Camp Kern's programs, check out our website [www.campkern.org/summer-camp](http://www.campkern.org/summer-camp).
3. **Camper Information:** Review and submit changes to basic information about your camper such as name, date of birth, gender, years at camp and enrolled camp program etc.
4. **Update addresses and phone numbers:** Contact details, emergency contacts etc. This information will transfer / be imported from other forms.
5. **Financial Management:** Check billing details, add a credit card, view statements and receipts and make payments.

While we encourage all parents / guardians to complete these forms online, as it will be easier, quicker and safer, if you wish to complete a paper copy and mail / email it to us we will happily input the details for you. Go to the Camp Kern website, forms page to access downloadable versions. <http://www.campkern.org/summer-camp/forms.html>

If you need any help please contact us at 513-932-3756 or email Loretta at [ldeters@daytonymca.org](mailto:ldeters@daytonymca.org).

We look forward to seeing you and your camper this summer!

The Camp Kern Team