



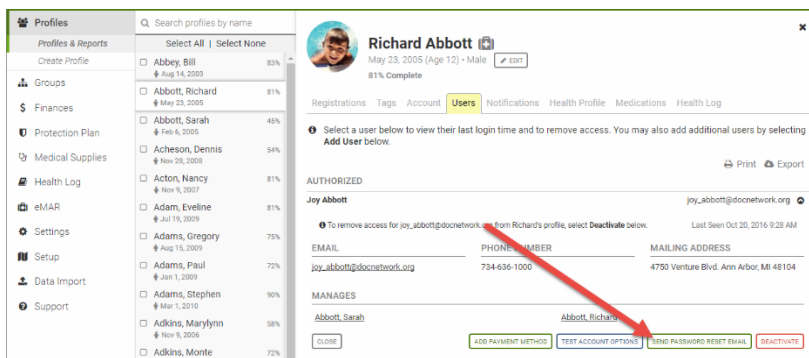
UW-Stevens Point Upward Bound Program CampDoc.com Instructions

All Upward Bound students who participated in the UW-Stevens Point Upward Bound Program during the 2023 summer session and current school year currently have a Health Profile created in CampDoc.com. Please follow the instructions below to register your currently enrolled Upward Bound student(s) for the 2024 summer session and 2024-2025 academic year as well as make any changes to their Health Profile.

Parent/guardians with an existing CampDoc.com login and password:

1. Sign in to CampDoc.com (make sure to use the same email and password used in 2023). If needed, please see “Reset Password” information here:

Click on the *Forgot your password?* link from the main login screen.



2. Click on “Participant”
3. In the “Search profiles by name” box, type in the name of your Upward Bound student.
4. Select “New Registration”
5. Proceed to the **Select Upward Bound Sessions** section below.

Select Upward Bound Sessions

1. In your student’s profile, click Registrations tab.
2. Click the **NEW REGISTRATION** button. In the NEW REGISTRATION section, make sure “Upcoming” is checked.
3. In box that says, “Select from Groups”, scroll down to the Upward Bound options (near the bottom)
4. Check the following boxes that pertain to your student:

| | |
|---|---|
| All students: | Residential: Upward Bound 2024 – 2025 Academic Year |
| 8th grade students Only | Residential: Upward Bound 2024 Freshman Focus Week |
| 9th – 11th graders 5-week Summer Session | Residential: Upward Bound 2024 Five-Week Summer Session |

Updating Your Upward Bound Student’s Health Profile

After logging into your CampDoc account:

1. Click the name of your student in the profile search.
2. Click the **Health Profile tab**.

(Instructions continue on reverse side)

3. Complete any steps that have a **red dot** next to them first.
4. Do the following for these sections:
 - a. Athletics – you can answer, put no or skip
 - b. Music – you can answer, put no or skip
 - c. Grant Based Programs – answer no or skip
5. Please review all sections in the Health Profile and click on the “Edit” icon if any information needs to be updated (for example, change in medication, emergency contacts, etc.)
6. Please resign on the Authorization step

Note: An incomplete step is represented by a red dot, and a complete step is represented by a green check mark.

The screenshot shows a web interface for managing participant health profiles. On the left, a list of participants includes James Allen, Juanita Allen, and Monica Baker. Monica Baker is selected, and her profile is shown in the main area. The 'Medications' section is active, displaying a question: 'Does Monica take medications?' with two radio button options: 'Yes' and 'No'. The 'Yes' option is selected. On the right, a navigation menu lists various sections: Camper Information, Diet & Activity, Allergies, Medications (highlighted), OTC Medications, Immunizations, Health History, Insurance, Healthcare Providers, and Physician Form. A '+ NEW PARTICIPANT' button is visible at the bottom left of the participant list.

7. **Electronic Signature:** We use electronic signatures, so there is nothing for you to physically sign. Just enter your name and relationship and click the **Accept Authorization** button. This will electronically sign and timestamp the authorization for you!

If you have more than one student enrolled in Upward Bound, make sure you follow the “Select Upward Bound Sessions” and the “Updating Your Upward Bound Student’s Health Profile” steps for each student you have enrolled in Upward Bound.

There is no submit button, and the information you enter saves as you type it. Once your account is 100% complete and all steps are marked with a **green check**, you are all done. A pop-up window also appears indicating that the profile is complete.

Immunization records for your students can be found through the Wisconsin Immunization Registry at <https://www.dhfs.wisconsin.gov/PR/clientSearch.do?language=en>.

Have questions? Please See CampDoc.com Support link or contact Upward Bound at UpwardBound@uwsp.edu.