

## Churches or other groups

### Step 1 – Login to your account and select your reservation

#### Current Reservations

Date Created	Reservation #	Total	Balance Due	Statement
<a href="#">View</a> December 14, 2023	<a href="#">184437 - The Island 2024</a>	<a href="#">Health Form</a>	<a href="#">Housing</a>	<a href="#">Camper Bank</a>
		\$0.00	\$0.00	<a href="#">View</a>

### Step 2 – Select “Email Health Forms” link

#### Reservation #: 184437

Group/Church:

[Add/Change Group](#)

[Make a Payment](#)

[Add Another Person](#)

[Email Health Forms](#)

### Step 3 – Enter e-mail addresses for each camper and click “Send Health Form Email Requests”

#### Email Health Form Link

You may use this form to provide access to the parent(s) and/or legal guardian of each camper to fill out the individual health forms. A unique link will be sent to each email address so they may have direct access to that campers’ health form. These forms will provide Word of Life with required camper information prior to their attendance at camp.

[Return to Reservation](#)

[Return to Health Forms Overview](#)

Name	Status	Event/Program	Email To	Email Date
The Island > Island Week 1				
Enter Camper Name	Active	Island Rate	<input type="text"/>	None sent
<input type="button" value="Send Health Form Email Requests"/>				

### Step 4 – From the main screen, you can check the status of all your health forms by clicking “Health Form”

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		\$0.00	\$0.00	<a href="#">View</a>

You may also access the health form and status when you view your list of campers

#### Reservations

Name	Status	Event	Unit	Dates	Cost	Discount	Payments	Balance	Health Form	HF Status
The Island > Island Week 1 - Sunday, June 23rd, 2024 to Saturday, June 29th, 2024										
1. <a href="#">Hudson, Frannie</a>	Active	Island Camper		Sunday, June 23rd, 2024 to Saturday, June 29th, 2024	\$485.00	-\$485.00	\$0.00	\$0.00	<a href="#">Health Form</a>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Incomplete

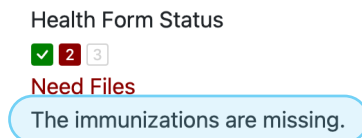
## Churches or other groups – Frequently Asked Questions

### 1. Health form status – what does “submitted” mean?

“Submitted” means that the form has been filled out entirely. The computer will not let you submit a form if a box has not been checked or if something has been left blank.

#### Health Form Status – what does “need files” indicate?

“Need files” means that the insurance card and/or doctor’s form is missing. If you click “health form” you can see wexactly what is missing. Here is an example:



### 2. Can a camper come to camp with files missing?

Missing insurance card – campers may attend without providing a copy of their insurance card, but this is not recommended as it may delay treatment if they need to go to a doctor or to the hospital.

Missing medication order form - This is required for campers bringing medications with them to camp, or if they would like to have access to the over the counter medications available here at camp. This form must be signed by a physician and be dated within the year.

### 3. How do I fill out the immunization section?

Please upload a copy of your camper’s immunization record. Be sure their name is clearly visible and that the dates are given.

### 4. What about families without computer access?

One option is to e-mail the health form to yourself and fill out the information for the parent. You can do this with the parent on the phone or you can have the parent fill out a paper form and transfer the information to the electronic form. Another option is to set up a time where families can use your computer. The form can also be filled out on a smartphone, tablet, or other device with internet access.

### 5. What about insurance cards, shot records, and medication forms?

Please see question 2 for answers about insurance cards and medication forms. Please see question 3 for answers about immunizations.

### 6. What if we have already handed out paper forms?

Paper forms will not be accepted at the Health Center portion of Camper Check-In. You may collect the paper forms and transfer the information to the digital health form for each camper. Please see question 4 for more suggestions.

### 7. Do I need to get the health forms completed in order to receive my discount?

Health forms must be completed two weeks prior to arrival at camp.

### 8. Can I see the form myself so that I know what families are looking at?

Yes, you can see each camper’s health form by logging into your account, clicking on “Health Form” and then click on the camper’s name or you may e-mail forms multiple times to different addresses if needed.

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## **Churches or other groups – Frequently Asked Questions (Continued)**

### **9. Can the electronic form be used multiple times?**

If a camper is being registered from the same account as the previous camp season, certain information will populate from the Copy Participant list within the registration account. The camper's health form will still need to be reviewed, corrected, and/or re-uploaded as the physical documents previously uploaded onto the health form may not transfer over fully. Once items have been re-uploaded and information reviewed, the health form can be re-submitted. However, parent and doctor's signatures are only valid for one year so if it has been more than a year since the Medication Order form was signed, or there have been changes in medications (medications started, stopped, or dosage change), a new Medication Order form will need to be signed and uploaded.

### **10. How do I get more information or assistance?**

For help with your reservation, payments, or technical issues, please call Customer Service at 518.494.6000, option 1. For questions about the electronic health form, or any other health related questions, please call the Health Center at 518.494.1600

**Thank you for your understanding and cooperation as we work to improve this process!**