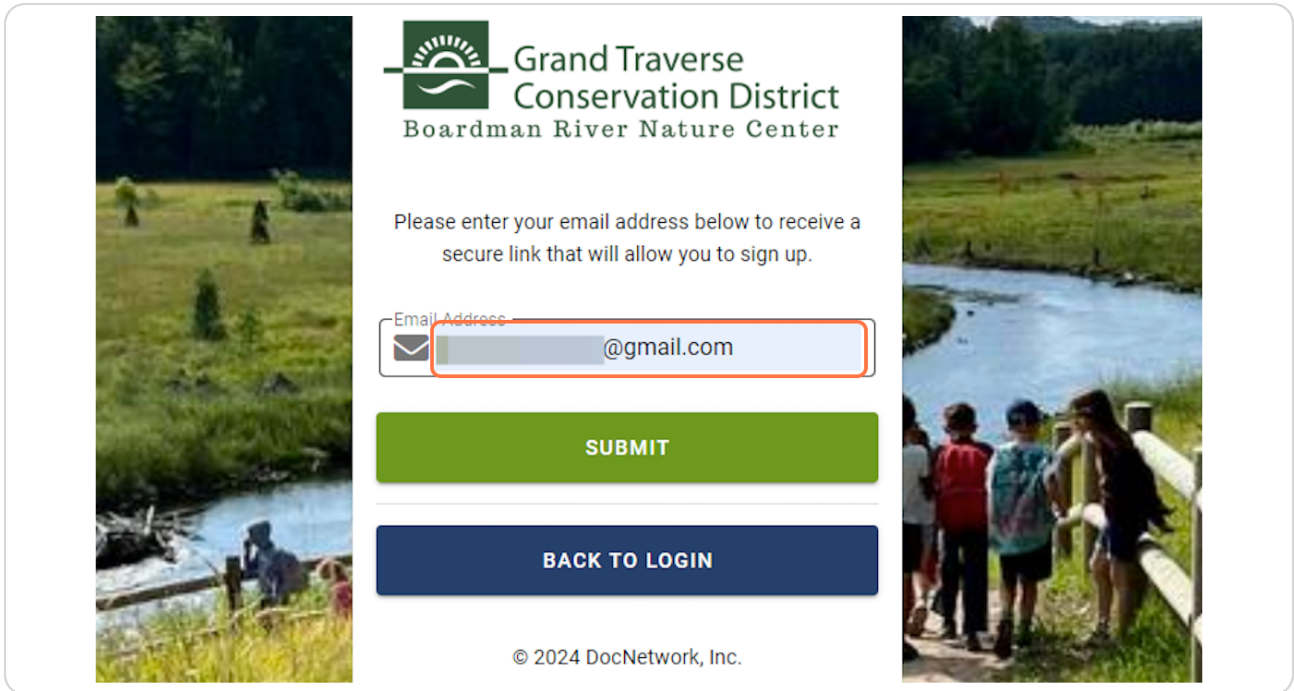



STEP 1

**Enter an email address to setup your account**



 Grand Traverse  
Conservation District  
Boardman River Nature Center

Please enter your email address below to receive a secure link that will allow you to sign up.

Email Address

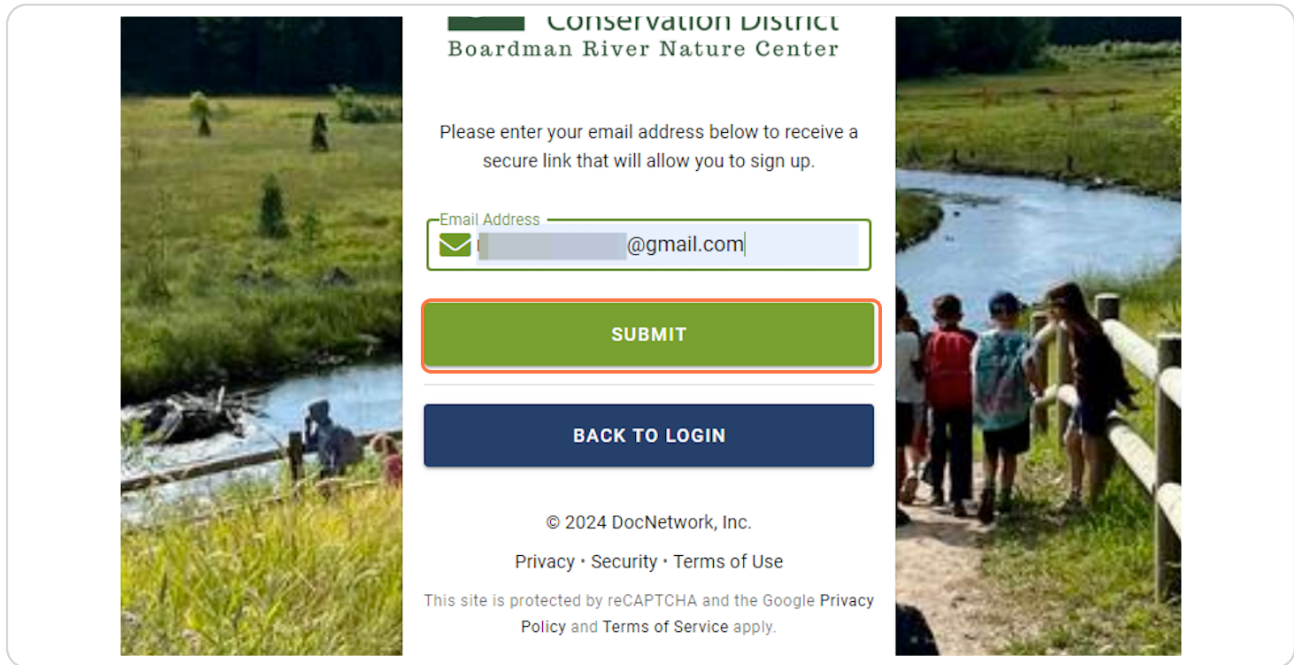
**SUBMIT**

**BACK TO LOGIN**

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## STEP 2

### Click on SUBMIT



**Grand Traverse Conservation District**  
Boardman River Nature Center

Please enter your email address below to receive a secure link that will allow you to sign up.

Email Address

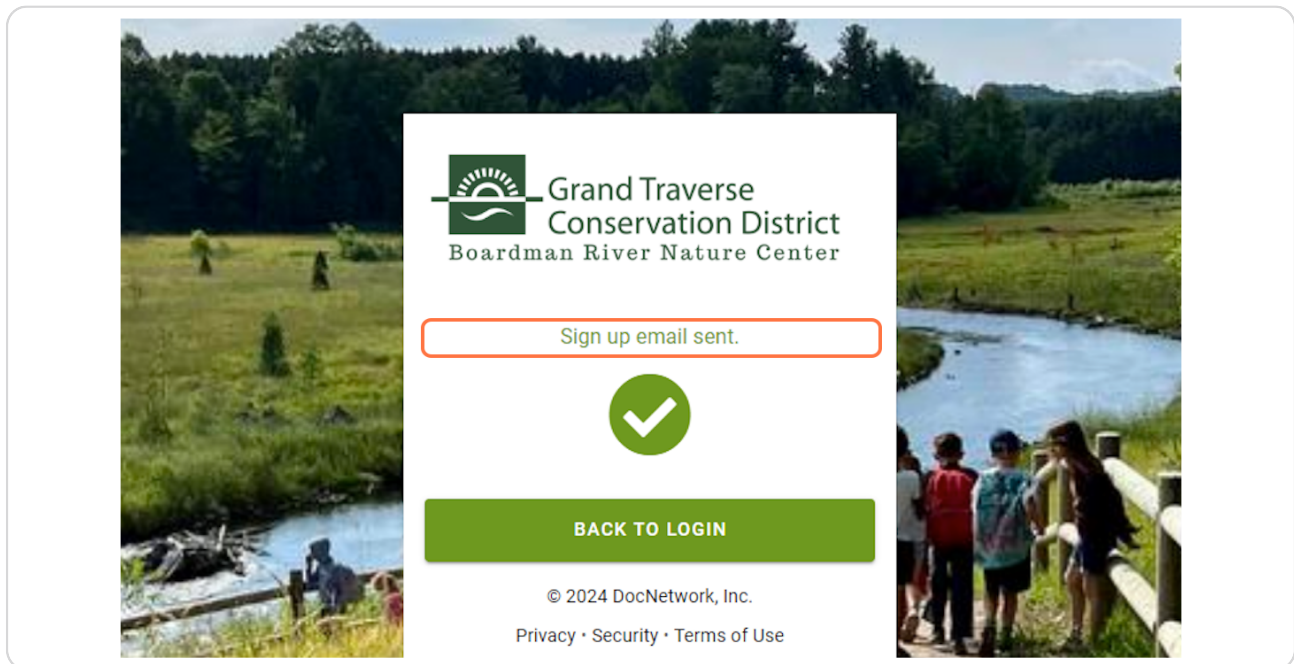
**SUBMIT**

**BACK TO LOGIN**

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## STEP 3

### An email will be sent to the email you entered to confirm "sign up"



**Grand Traverse Conservation District**  
Boardman River Nature Center

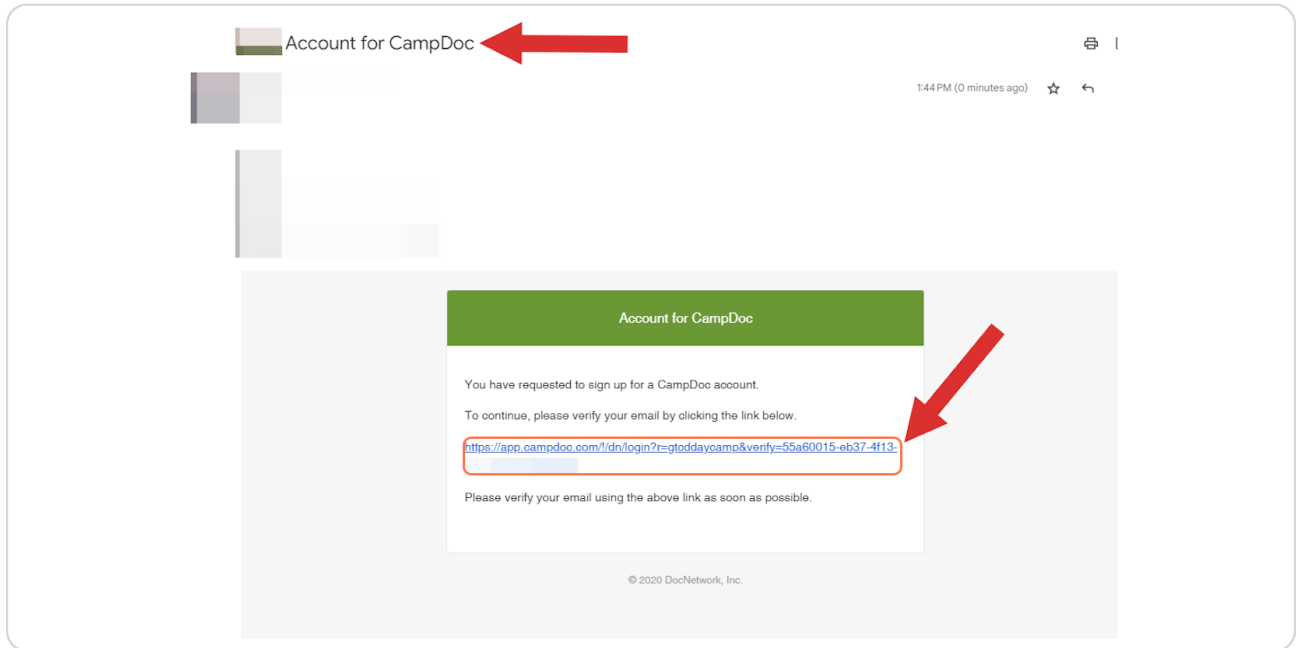
Sign up email sent.

**BACK TO LOGIN**

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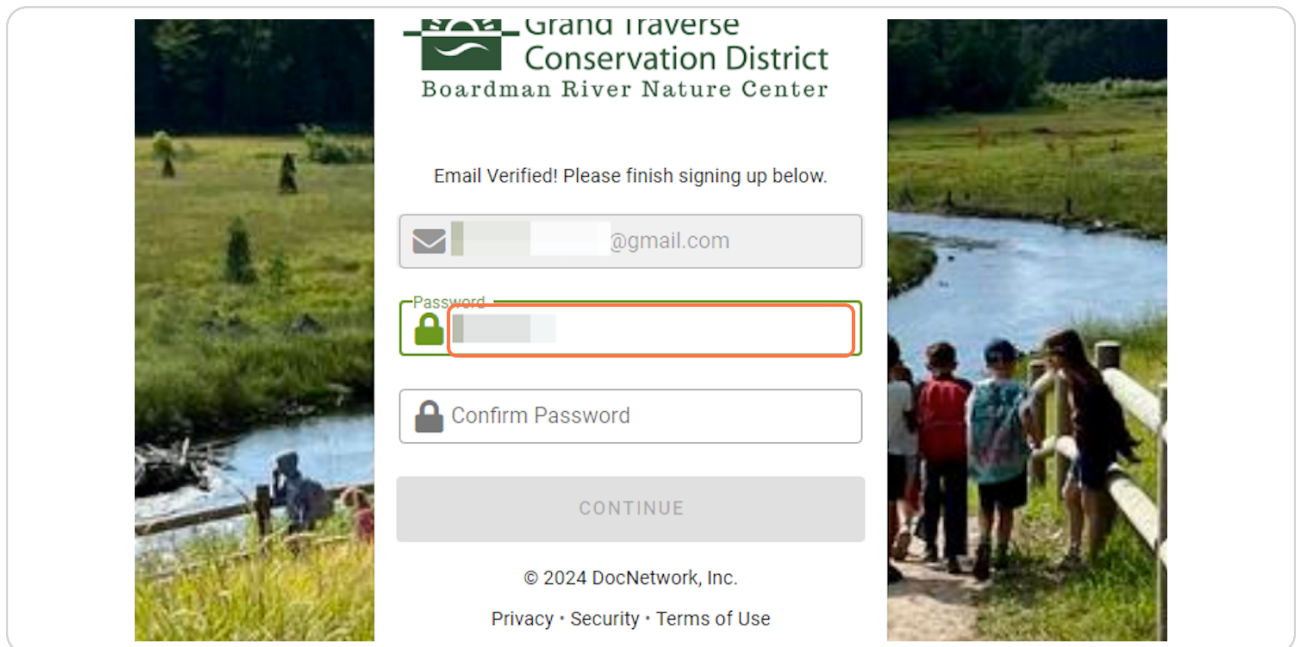
## STEP 4

**Go to your email and open email titled: "Account for CampDoc" > Click the link as instructed. Do this ASAP.**



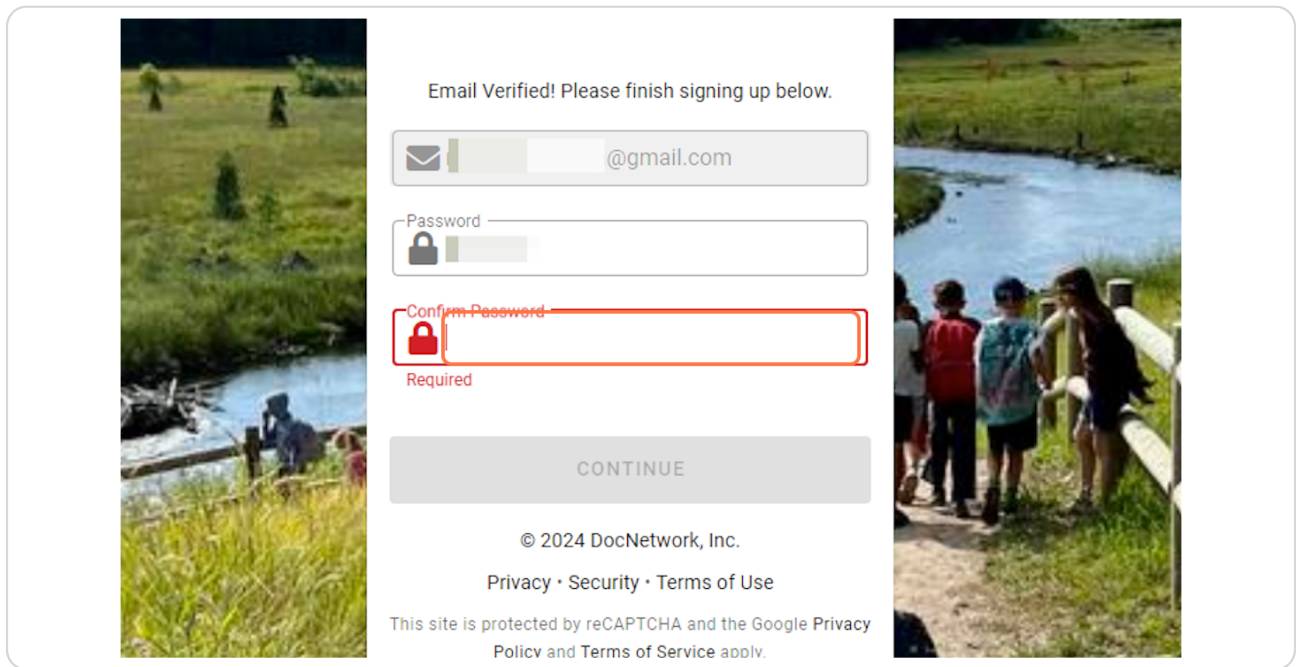
## STEP 5

**Set your password**



## STEP 6

### Confirm your password



Email Verified! Please finish signing up below.

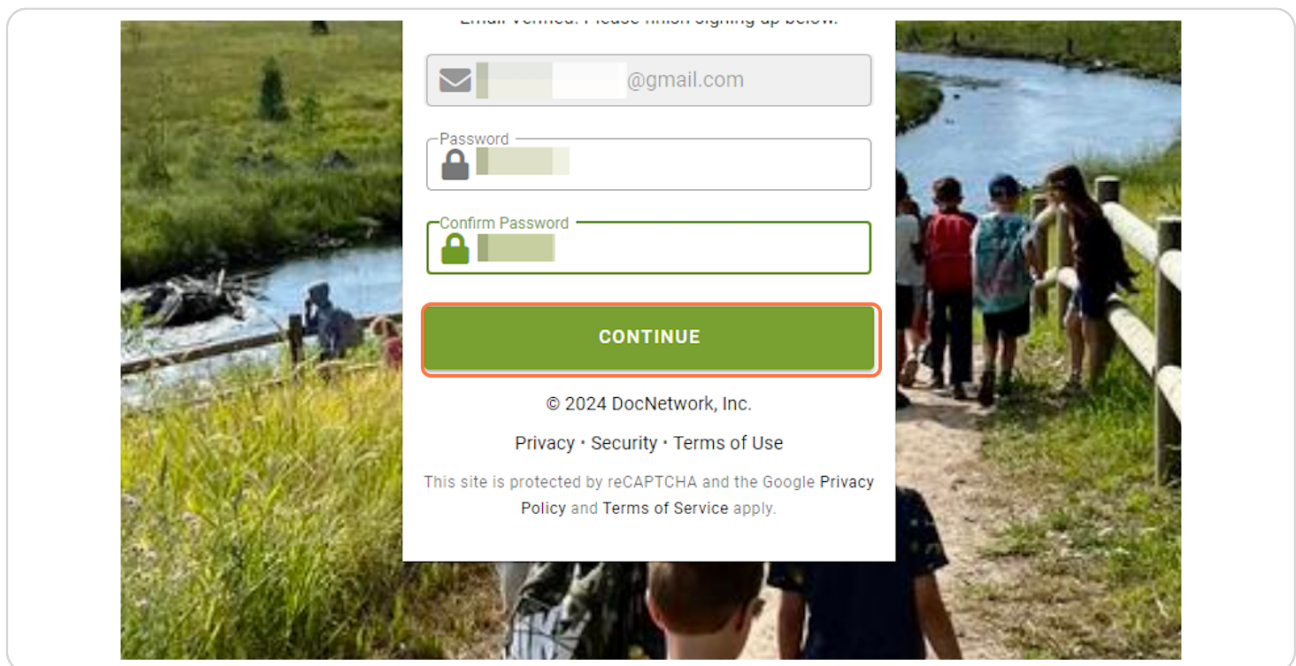
Required

CONTINUE

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## STEP 7

### Click on CONTINUE



Email Verified! Please finish signing up below.

CONTINUE

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## STEP 8

The "New Participant" screen will show. Enter your CAMPER information > click "Save".

*Nature Day Camp welcomes campers aged 5-11 years old.*

**If you have another camper (or more) to register, do not panic. You will be able to do so immediately after you process and pay for your first registration via once again clicking "New Participant". All health forms MUST be filled out immediately AFTER registration of all participants.**

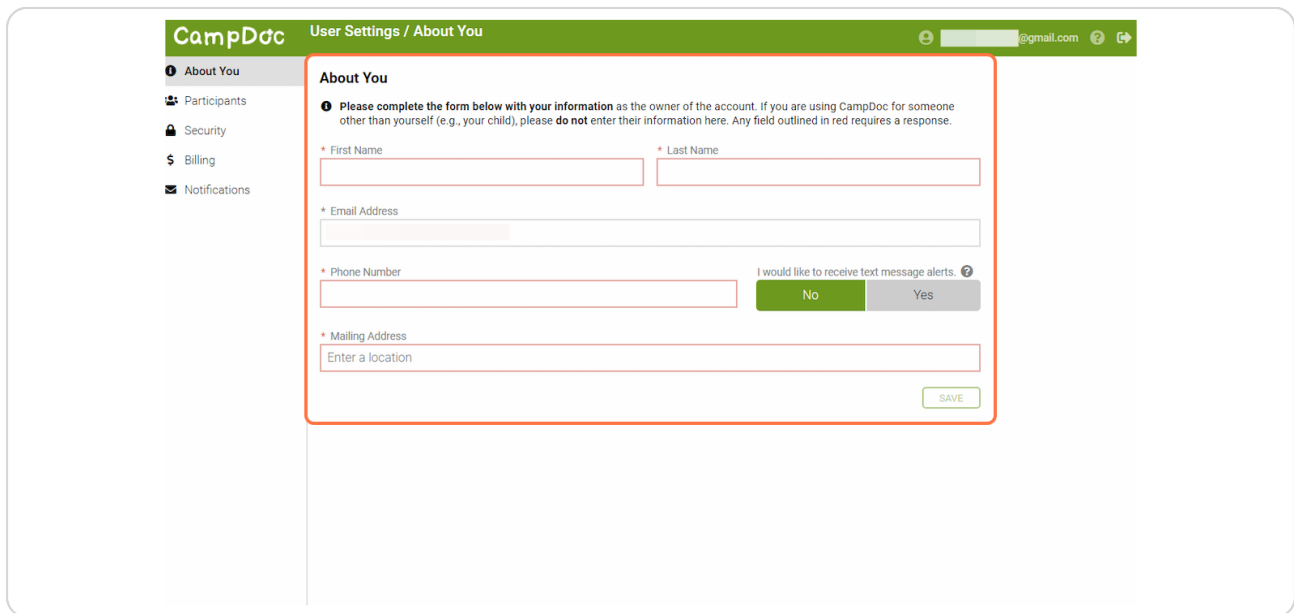
The screenshot shows a web browser window with the URL "CampDor" and the page title "New Participant GTCD Day Camp". A green navigation bar at the top contains a "NEW PARTICIPANT" button. The main content area is titled "New participant" and includes a sub-header "Tell us about your participant for GTCD Day Camp". The form fields are as follows:

- \* First Name:
- Middle Name:
- \* Last Name:
- \* Sex:
- \* Date of Birth:
- Year:

The Year dropdown menu is open, showing a list of years from 2018 to 2024. The year 2024 is currently selected.

## STEP 9

Next fill out YOUR information > Click "Save"

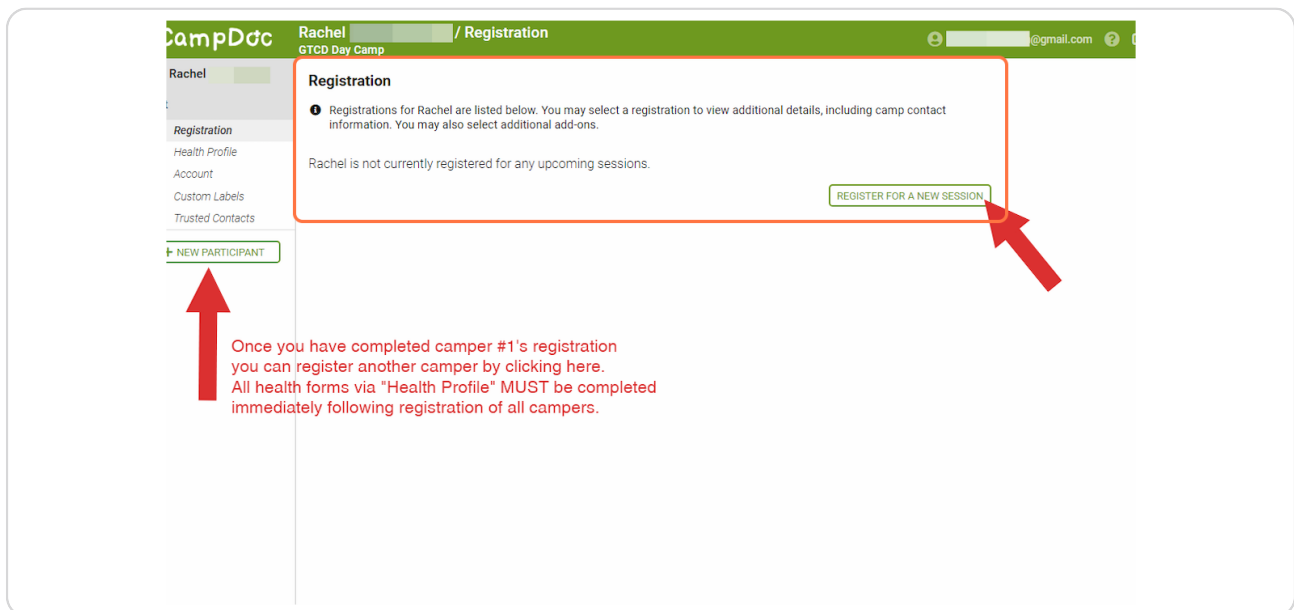


The screenshot shows the 'CampDoc' user settings page for 'About You'. The page has a green header with the CampDoc logo and the user's email address. A left sidebar contains navigation links: 'About You', 'Participants', 'Security', 'Billing', and 'Notifications'. The main content area is titled 'About You' and contains a form with the following fields: 'First Name', 'Last Name', 'Email Address', 'Phone Number', and 'Mailing Address'. There is also a checkbox for 'I would like to receive text message alerts.' with 'No' and 'Yes' buttons. A 'SAVE' button is located at the bottom right of the form. A red box highlights the entire form area.

## STEP 10

Next, the registration screen will pop-up. Click "Register for a New Session" to register your camper

Once your registration is complete, with payment processed, you will be able to register another camper via clicking "New Participant" in the navigation column on the far left.



The screenshot shows the 'CampDoc' registration page for 'Rachel'. The page has a green header with the CampDoc logo and the user's name and email address. A left sidebar contains navigation links: 'Rachel', 'Registration', 'Health Profile', 'Account', 'Custom Labels', and 'Trusted Contacts'. The main content area is titled 'Registration' and contains a form with the following fields: 'Registration', 'Health Profile', 'Account', 'Custom Labels', and 'Trusted Contacts'. There is a 'REGISTER FOR A NEW SESSION' button at the bottom right of the form. A red arrow points to this button. Another red arrow points to the 'NEW PARTICIPANT' button in the left sidebar. A red box highlights the main content area. Below the screenshot, there is a red arrow pointing to the 'NEW PARTICIPANT' button and a text box that reads: 'Once you have completed camper #1's registration you can register another camper by clicking here. All health forms via "Health Profile" MUST be completed immediately following registration of all campers.'

## STEP 11

### Click the weeks you would like to register for.

If the camp you wish to register for is full, we encourage you to place your child on our waitlist. This will automatically pop-up as an option when registering. Should a spot become available, you will receive an email notifying you of the opening. While we can't guarantee you will get a spot, there is often movement on the list.

Trusted Contacts

+ NEW PARTICIPANT

Search all 10 available sessions

### GTCD Day Camp

Week 1 » **Nature Rocks**

Who does not love rocks?! This week in Jack's Creek panning for pebbles, c

See All

Week 2 » Insect Investigators

## STEP 12

Want to sign up for all 10 weeks? Click on **SELECT ALL**

**Select Sessions**

● Sessions and add-ons may fill and are not guaranteed until purchase is complete. The final total may differ if sessions are no longer available.

**Currently Selected**

Week 1 » **Nature Rocks**

🔍 Search all 10 available sessions

**GTCD Day Camp** SELECT ALL

<input checked="" type="checkbox"/> Week 1 » <b>Nature Rocks</b>	<b>\$375.00</b>
Who does not love rocks?! This week we will transform into a Junior Geologist. We will get wet in Jack's Creek panning for pebbles, crack... See All	Jun 17, 2024 - Jun 21, 2024 47 spaces left
<input type="checkbox"/> Week 2 » Insect Investigators	<b>\$375.00</b>
This week, campers will learn about the many insects of Michigan and beyond! Explore how insects adapt to their environment and how they... See All	Jun 24, 2024 - Jun 28, 2024 47 spaces left
<input type="checkbox"/> Week 3 » Creek Quest	<b>\$225.00</b>
Come see all the magic that Jack's Creek and the Boardman-Ottaway River have to offer! Gear up in search of macroinvertebrates and peer... See All	Jul 1, 2024 - Jul 3, 2024 49 spaces left
<input type="checkbox"/> Week 4 » Mission Camp Possible	<b>\$375.00</b>
We will explore the Boardman River Nature Center's many habitats and trails to uncover the secret lives of animals and unravel the... ~ ..	Jul 8, 2024 - Jul 12, 2024 49 spaces left

BACK CONTINUE

## STEP 13

Once you have selected your week(s) click "**CONTINUE**"

Gear up in 49 spaces left

---

**\$375.00**

Jul 8, 2024 - Jul 12, 2024

ie secret 49 spaces left

---

**CONTINUE**



STEP 14

Click on "No" > Click "CONTINUE"

Rachel [redacted] / Register  
GTC Day Camp

**Coupons**

Do you have any coupons or scholarship codes?

Yes No

## STEP 15

Next, you will be brought to the Protection Plan screen. This add-on is **OPTIONAL**. You do **NOT** have to sign up for a Protection Plan.

**If you accidentally sign up for a plan, you must do the following. GTCD cannot cancel/refund a Protection Plan for you.**

If a participant is not completely satisfied within 15 days of purchasing a plan, they may contact us for a refund of their plan cost as long as they have not departed on their trip or filed a claim. **Plans are non-refundable after 15 days of purchase.**

It is important to note that **protection plans are not automatically refunded when a session is canceled/deactivated.**

Only a participant and/or their authorized user can request a change or refund for a protection plan. When requesting a change or refund, they must submit their request in writing to [support@campdoc.com](mailto:support@campdoc.com) or [support@schooldoc.com](mailto:support@schooldoc.com), and they must make sure to include the following information:

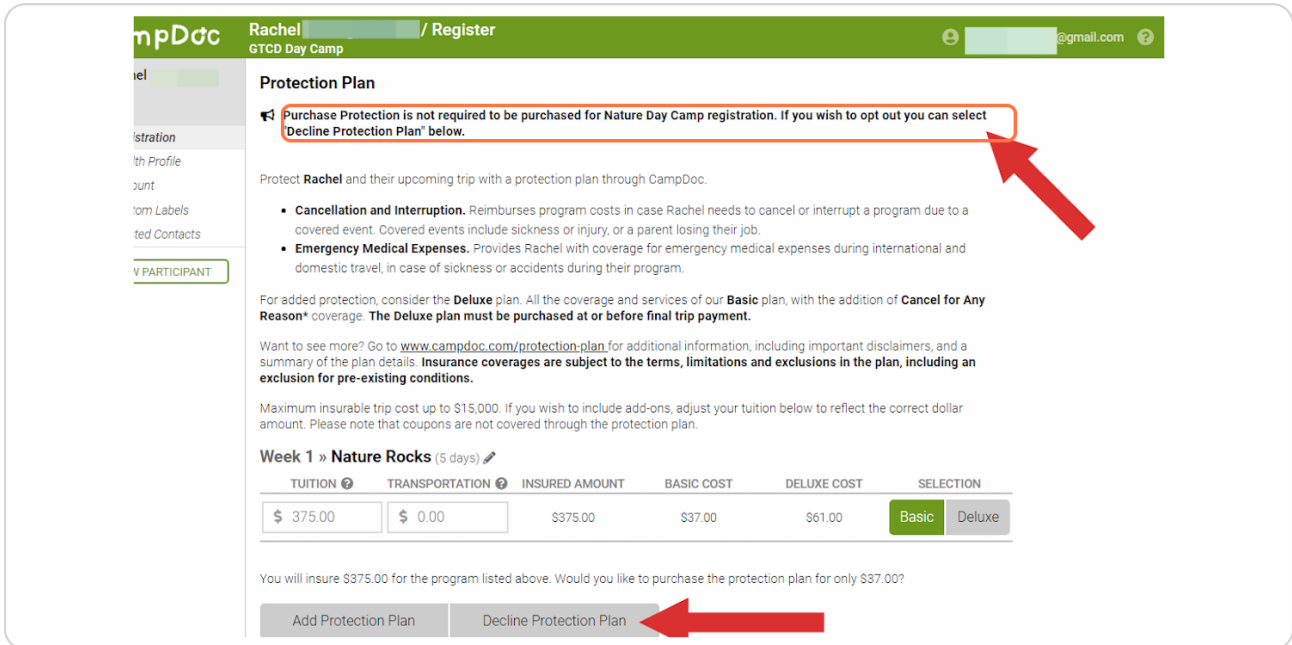
- Full Name
- Date of Birth
- Organization Name
- Dates of Travel
- Tuition

The screenshot shows the CampDoc registration interface for Rachel. The page title is "Protection Plan". A message states: "Purchase Protection is not required to be purchased for Nature Day Camp registration. If you wish to opt out you can select 'Decline Protection Plan' below." Below this, it says "Protect Rachel and their upcoming trip with a protection plan through CampDoc." There are two bullet points: "Cancellation and Interruption" (reimburses program costs) and "Emergency Medical Expenses" (coverage for international and domestic travel). A note says: "For added protection, consider the Deluxe plan. All the coverage and services of our Basic plan, with the addition of Cancel for Any Reason\* coverage. The Deluxe plan must be purchased at or before final trip payment." A link is provided for more information: [www.campdoc.com/protection-plan](http://www.campdoc.com/protection-plan). A disclaimer states: "Maximum insurable trip cost up to \$15,000. If you wish to include add-ons, adjust your tuition below to reflect the correct dollar amount. Please note that coupons are not covered through the protection plan." A table for "Week 1 » Nature Rocks (5 days)" shows columns for TUITION, TRANSPORTATION, INSURED AMOUNT, BASIC COST, DELUXE COST, and SELECTION. The values are: TUITION \$ 375.00, TRANSPORTATION \$ 0.00, INSURED AMOUNT \$375.00, BASIC COST \$37.00, DELUXE COST \$61.00. The "Basic" option is selected. Below the table, it asks: "You will insure \$375.00 for the program listed above. Would you like to purchase the protection plan for only \$37.00?" There are two buttons: "Add Protection Plan" and "Decline Protection Plan".

TUITION	TRANSPORTATION	INSURED AMOUNT	BASIC COST	DELUXE COST	SELECTION
\$ 375.00	\$ 0.00	\$375.00	\$37.00	\$61.00	Basic Deluxe

## STEP 16

Notice this statement, please read carefully.



**Protection Plan**

**Purchase Protection is not required to be purchased for Nature Day Camp registration. If you wish to opt out you can select Decline Protection Plan below.**


Protect **Rachel** and their upcoming trip with a protection plan through CampDoc.



- **Cancellation and Interruption.** Reimburses program costs in case Rachel needs to cancel or interrupt a program due to a covered event. Covered events include sickness or injury, or a parent losing their job.
- **Emergency Medical Expenses.** Provides Rachel with coverage for emergency medical expenses during international and domestic travel, in case of sickness or accidents during their program.

For added protection, consider the **Deluxe** plan. All the coverage and services of our **Basic** plan, with the addition of **Cancel for Any Reason\*** coverage. **The Deluxe plan must be purchased at or before final trip payment.**

Want to see more? Go to [www.campdoc.com/protection-plan](http://www.campdoc.com/protection-plan) for additional information, including important disclaimers, and a summary of the plan details. **Insurance coverages are subject to the terms, limitations and exclusions in the plan, including an exclusion for pre-existing conditions.**

Maximum insurable trip cost up to \$15,000. If you wish to include add-ons, adjust your tuition below to reflect the correct dollar amount. Please note that coupons are not covered through the protection plan.

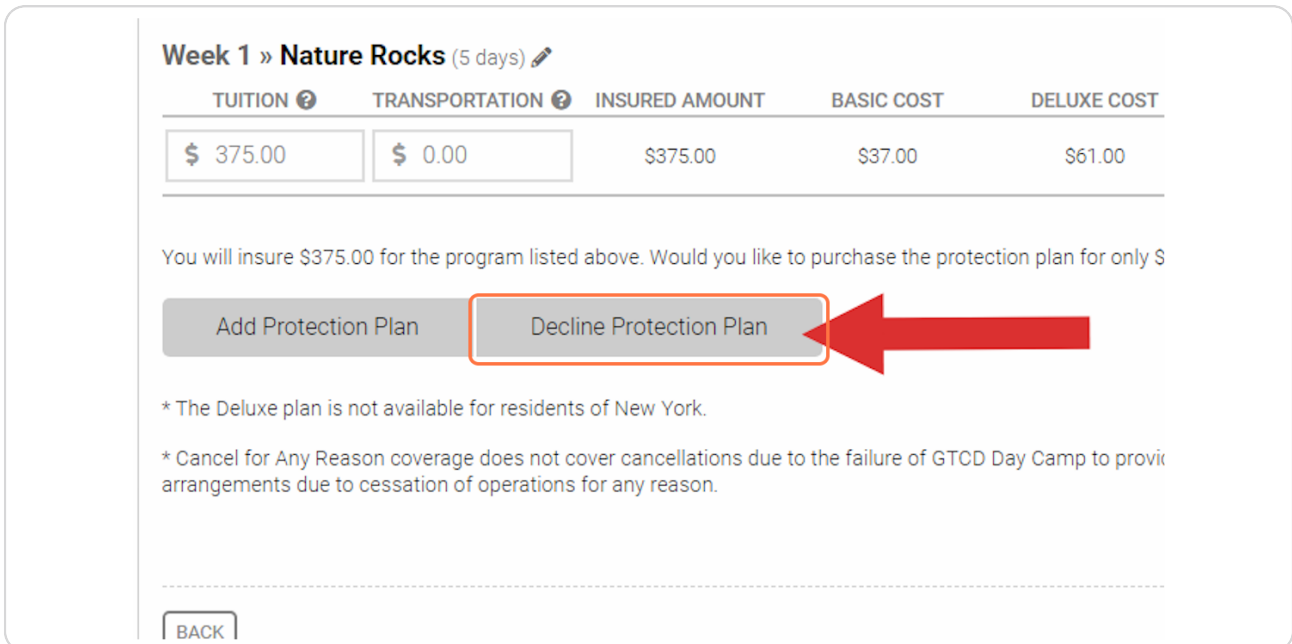
**Week 1 » Nature Rocks** (5 days) 


TUITION 	TRANSPORTATION 	INSURED AMOUNT	BASIC COST	DELUXE COST	SELECTION
\$ 375.00	\$ 0.00	\$375.00	\$37.00	\$61.00	<input checked="" type="radio"/> Basic <input type="radio"/> Deluxe



You will insure \$375.00 for the program listed above. Would you like to purchase the protection plan for only \$37.00?

## STEP 17

If you do not wish to purchase a Protection Plan, click "Decline Protection Plan"



**Week 1 » Nature Rocks** (5 days) 

TUITION 	TRANSPORTATION 	INSURED AMOUNT	BASIC COST	DELUXE COST
\$ 375.00	\$ 0.00	\$375.00	\$37.00	\$61.00

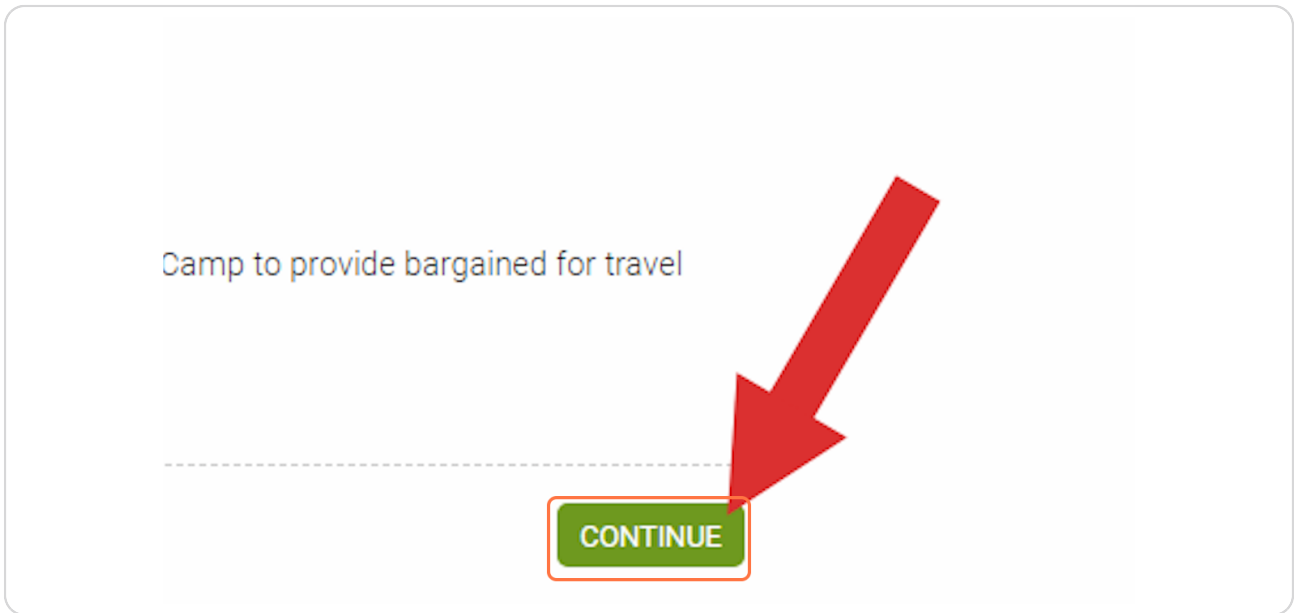
You will insure \$375.00 for the program listed above. Would you like to purchase the protection plan for only \$

\* The Deluxe plan is not available for residents of New York.

\* Cancel for Any Reason coverage does not cover cancellations due to the failure of GTCD Day Camp to provide arrangements due to cessation of operations for any reason.

STEP 18

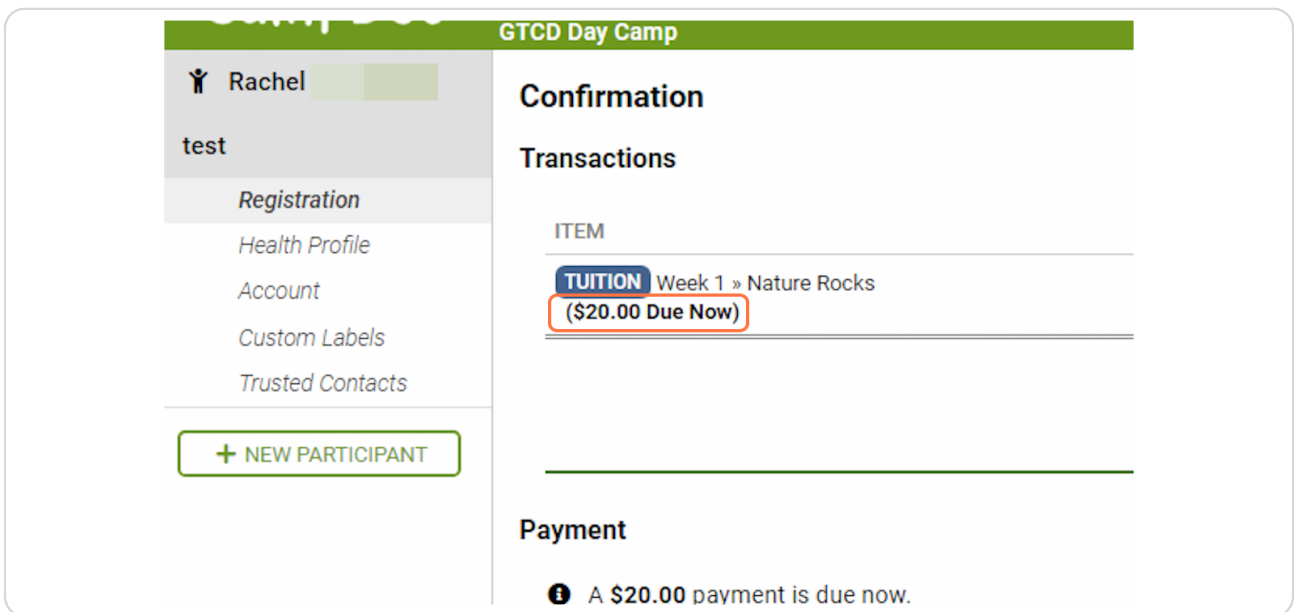
Click on **CONTINUE**



STEP 19

Next you will be brought to the "Confirmation" screen. Here you will see your transactions.

A \$20/week/camper non-refundable deposit is due upon registration. This is the minimum that MUST be paid at the time of registration.





## STEP 20

### You will have three main payment options: Full, Minimum, or Other

Choose your option and note any further payment instructions at the bottom of your screen.

Custom Labels  
Trusted Contacts  
**NEW PARTICIPANT**

**Total: \$375.00**  
**Due now: \$20.00**

#### Payment

**A \$20.00 payment is due now.**

Payment Options

<b>Full</b>	Minimum	Other
-------------	---------	-------

New Method

**CREDIT CARD** | BANK ACCOUNT

\* Card Number:  
.....

**GTCD Day Camp accepts Visa, MasterCard, Amex, and Discover.**

\* Month: \* Year: \* CVC:  
... ..

\* First Name: \* Last Name:

**BACK** **PAY \$375.00 AND REGISTER**

Grand Traverse Conservation District  
Man River Nature Center  
DocNetwork, Inc. | Privacy | Security | Terms of Use

## STEP 21

All remaining balances will be entered into a payment plan. All payment plans/balances are due in full by the first day of Nature Day Camp, June 17th, 2024.

Custom Labels  
Registered Contacts  
**EW PARTICIPANT**

Charges will appear on your bank statement from  
**DocNetwork, Inc. (Ann Arbor, MI)**

Allow GTCD Day Camp to use this payment method?





\* Billing Address

**GTCD Day Camp is requiring a payment plan for any outstanding balance on your account.**  
Payment plans must finish no later than Jun 17, 2024.

Total Amount to Pay Off	* Over How Many Months?	* Day of Month to Pay
\$ 355.00	4	27

Your monthly payment will be **\$88.75**, processed on day 27 of each month over the course of 4 months. In total, you will pay \$355.00 toward Rachel's balance. Payments will begin on Jan 27, 2024 and end on Apr 27, 2024.

Grand Traverse Conservation District  
in River Nature Center

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Terms of Use 

STEP 22

Here, you will see your remaining balance. You will be able to set your payment plan, based on your preferences, to be completed by June 17th, 2024.

[?](#) Allow GTCD Day Camp to use this payment method


\* Billing Address

GTCD Day Camp is **requiring** a payment plan for any outstanding balance. Payment plans must finish no later than Jun 17, 2024.

<p>Total Amount to Pay Off</p> <p>\$ 355.00</p>	<p>* Over How Many Months?</p> <p> 4</p>
---	--

Your monthly payment will be **\$88.75**, processed on day 27 of each month. You will pay \$355.00 toward Rachel's balance. Payments will begin on Jan 27, 2024.


---

Grand Traverse  
Conservation District

## STEP 23

Here you will be able to set "Over How Many Months" you would like to set your payment plan.

The software will not allow you to set a payment plan that goes beyond June 17th, 2024.

 Allow GTCD Day Camp to use this payment method?

\* Billing Address

Day Camp is **requiring** a payment plan for any outstanding balance on your account. Payment plans must finish no later than Jun 17, 2024.

Amount to Pay Off <input type="text" value="5.00"/>	* Over How Many Months? <input type="text" value="4"/>	* Day of Month to Pay <input type="text" value="27"/>
--	---	--

Monthly payment will be **\$88.75**, processed on day 27 of each month over the course of 4 months. In total, \$355.00 toward Rachel's balance. Payments will begin on Jan 27, 2024 and end on Apr 27, 2024.

---





## STEP 26

Click on "PAY (amount paying) AND REGISTER" > A confirmation pop-up with show and you will receive a confirmation email.

You will receive a confirmation email once your payment is made.

ment plan for any outstanding balance on your account.  
than Jun 17, 2024.

* Over How Many Months?	* Day of Month to Pay
<input type="text" value="4"/>	<input type="text" value="27"/>

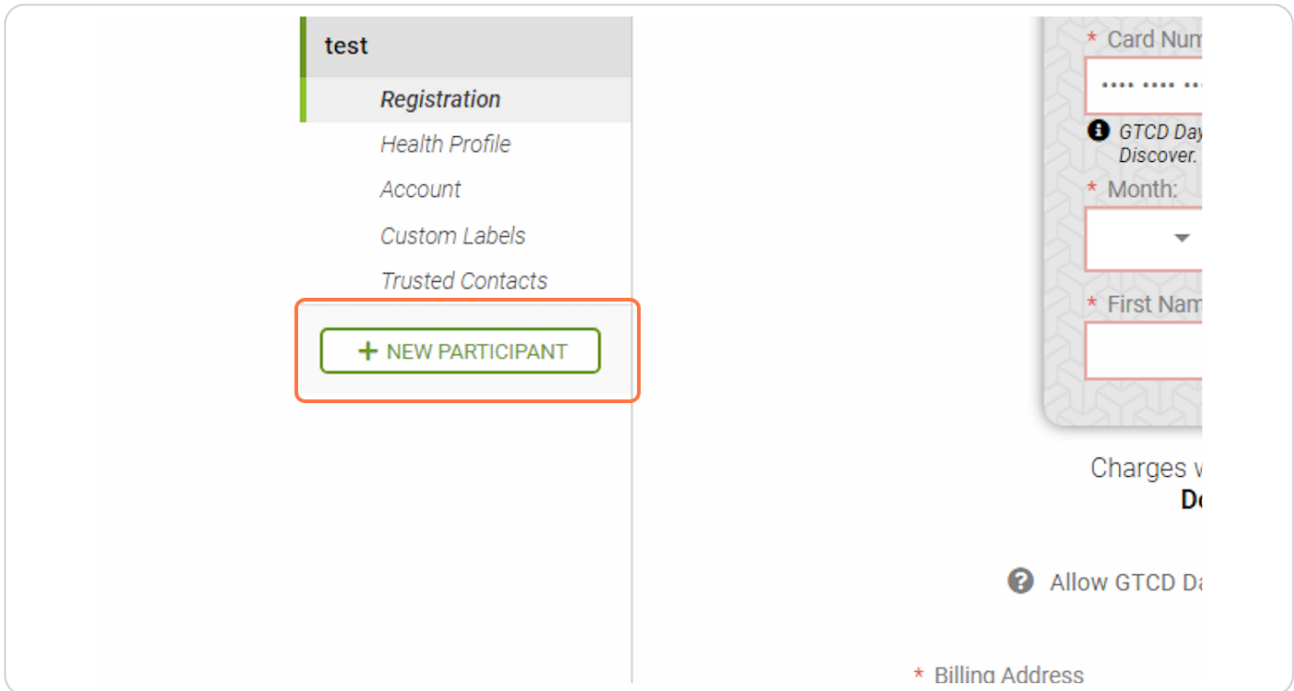
**75**, processed on day 27 of each month over the course of 4 months. In total, you  
alance. Payments will begin on Jan 27, 2024 and end on Apr 27, 2024.

---

STEP 27

If you wish to sign up another camper, click "NEW PARTICIPANT" and repeat the process.

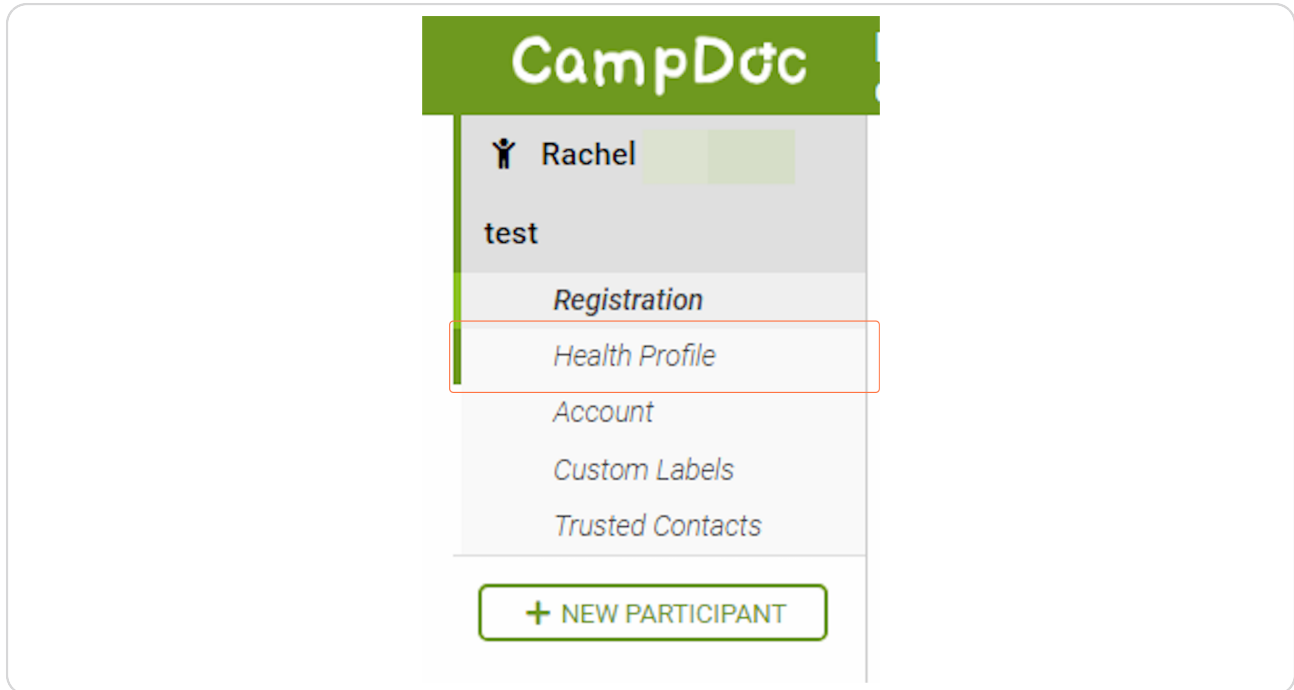
All health forms MUST be filled out immediately AFTER registration of all participants.



## STEP 28

To fill out your Health Profile(s) click "Health Profile" under each camper profiles.

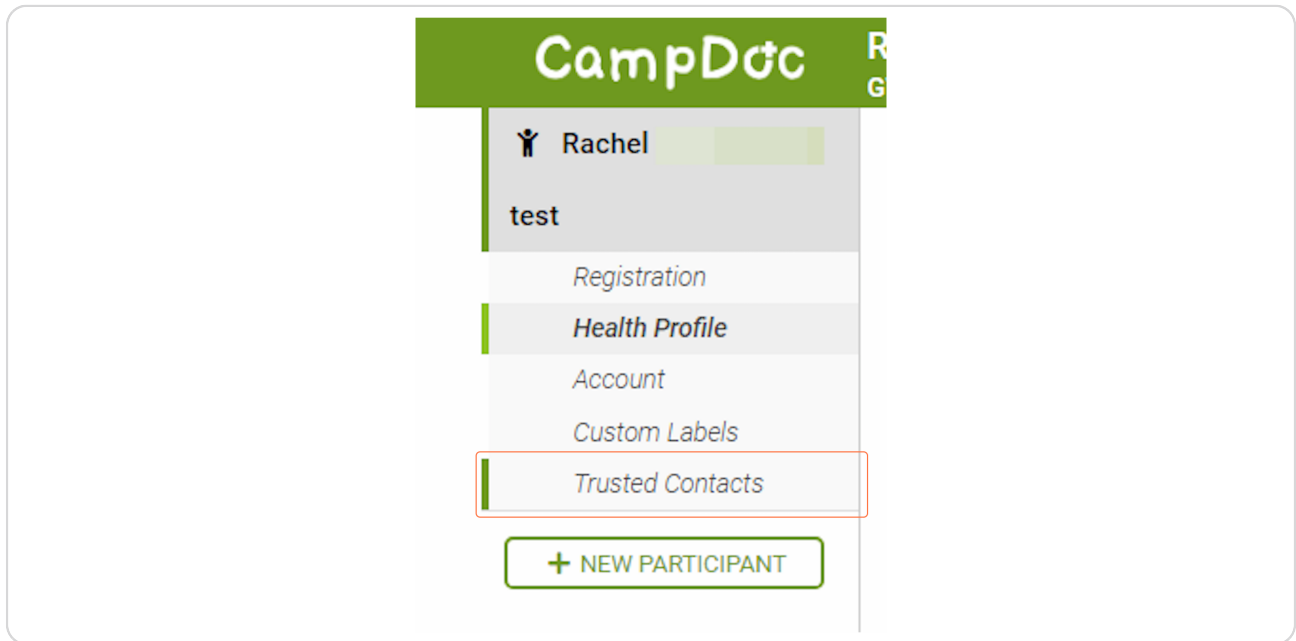
Health Profiles MUST be completed immediately following registration. Campers will not be allowed to attend camp if their Health Profile is not complete. You will receive a confirmation email once your Health Profile is completed in FULL.





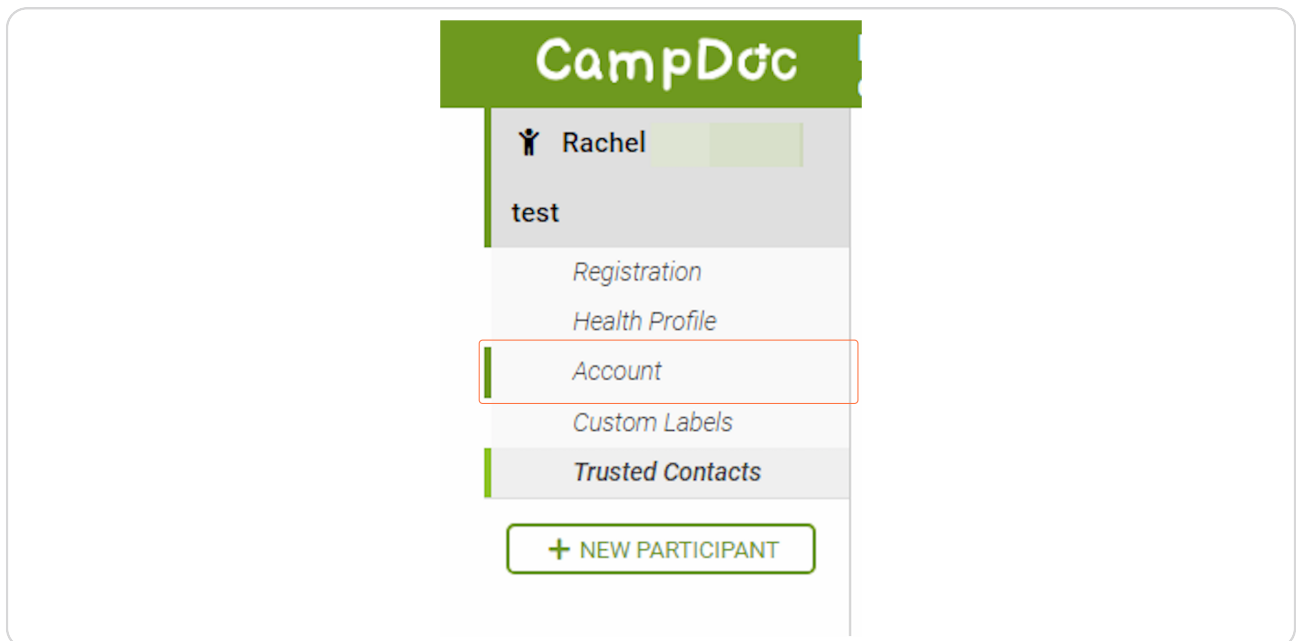
STEP 29

Next Click on Trusted Contacts and add as applicable



STEP 30

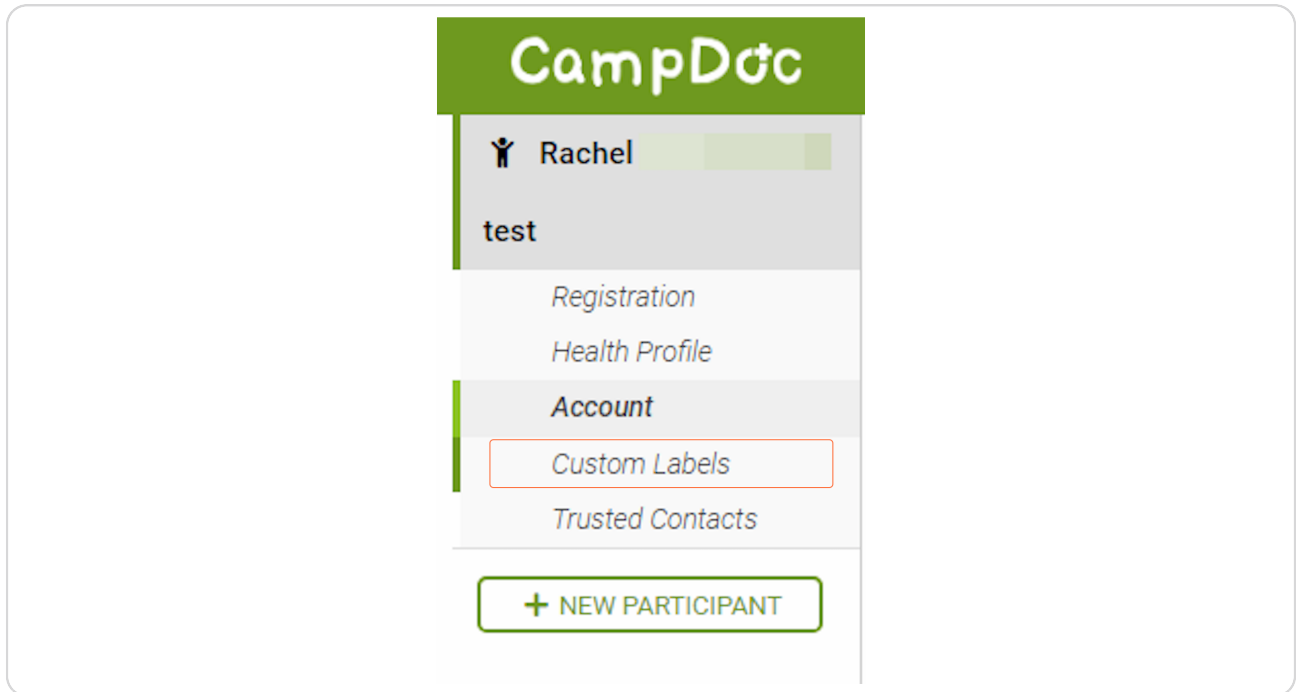
Click on Account to see your account activity for each camper you register.



## STEP 31

### If you wish to purchase Custom Labels for your campers you can click "Custom Labels"

Custom Labels purchases are made via a third party. GTCD cannot assist in cancellations or refunds of these purchases.



STEP 32

Lastly, we encourage you to add a profile photo for each camper you registered. You can do so by clicking the registration name > Click "Edit" > Upload your file

