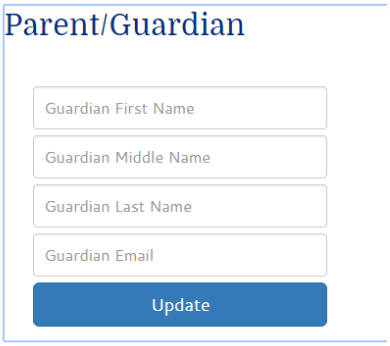
Student Filling Out Forms

1. Complete all the steps outlined in the “Logging into the System” directions
2. Once logged in you will see all available camps currently open. Select the camp for which you are attending and click on the “I would like to apply” button (NOTE: if you are a parent/guardian please follow the directions “Parent/Guardian Filling Out Forms”)

3. Read and follow all of the pre instructions found on the following screen, then when they are complete click on the **Continue Application** button

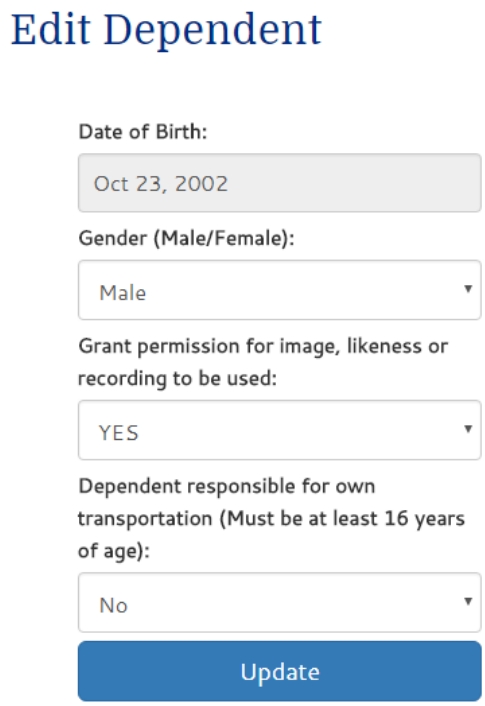
4. Fill in the full information for your Parent or Guardian including First Name, Middle Name, Last Name and Email (please double check that this is the email your parent/guardian would like to use for this process!!!)



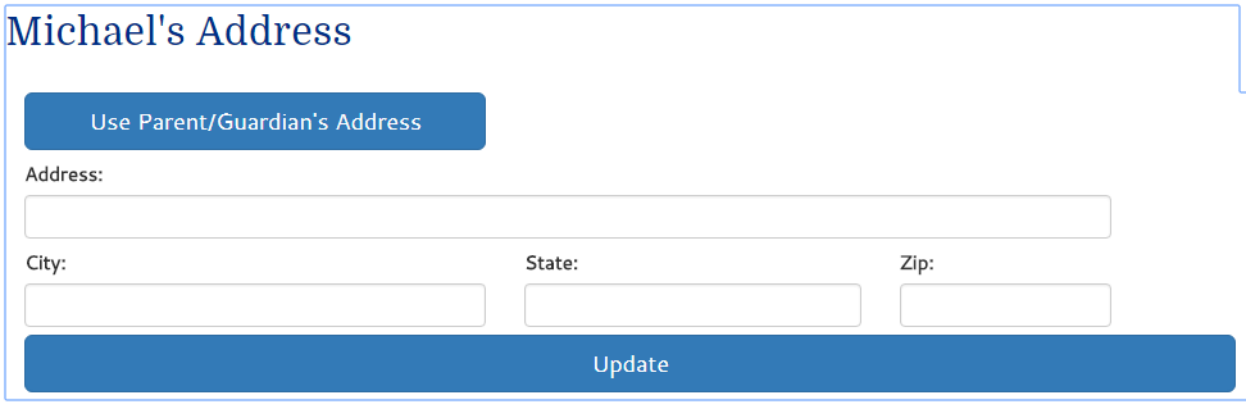
5. Enter in the full address for your parent/guardian and click the **Update** button

6. Enter in the Home, Cell/mobile, and Work phone numbers (all applicable**)** for your parent/guardian

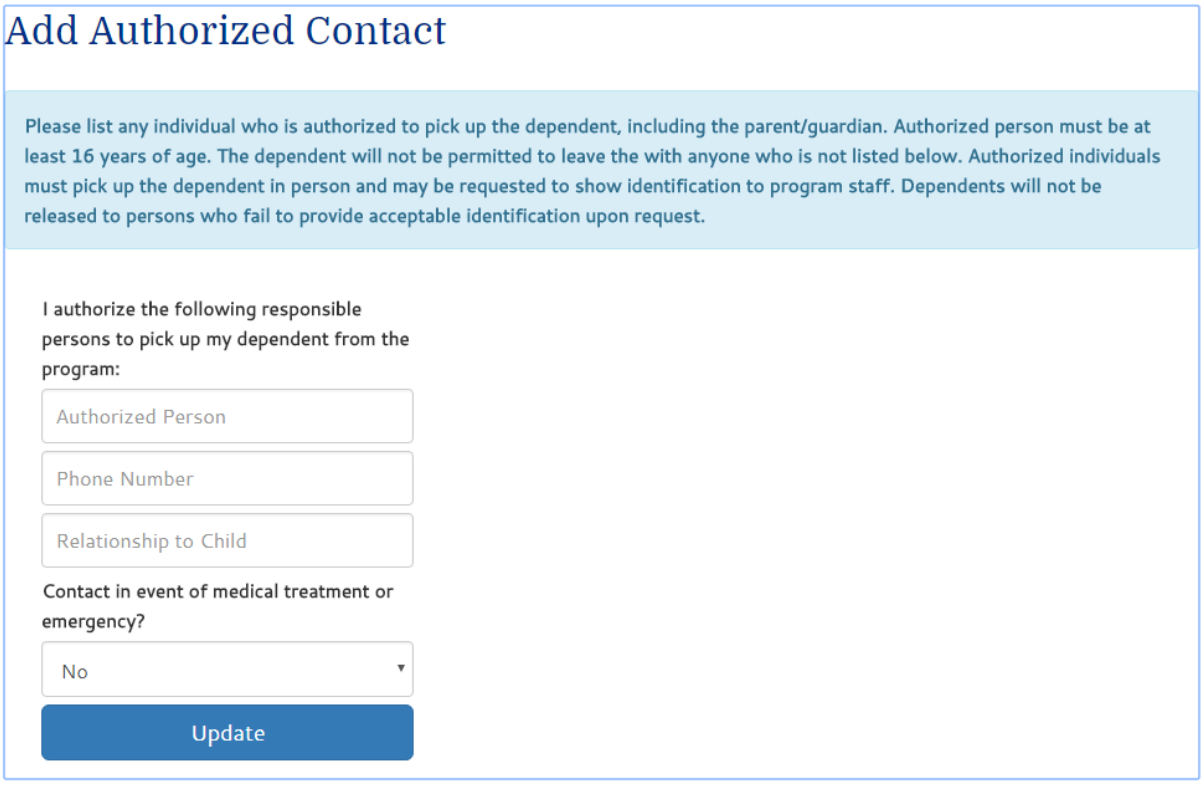
7. Enter In your (Dependent) Date of Birth, Gender, Photo Release, and Self Drive release



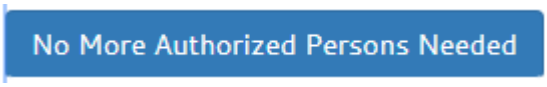
8. Enter in your (Dependent) full address. If address is the same as your parent/guardian you can simply click on the **Use Parent/Guardian's Address** button.



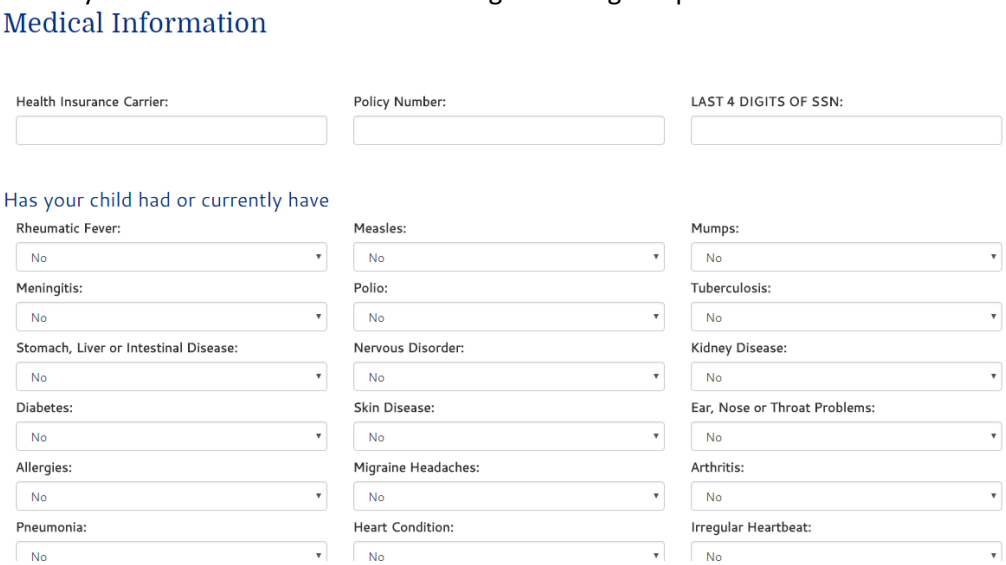
9. Add Authorized Contacts (repeatable) Please list any individual who is authorized to pick up the dependent, including the parent/guardian. Authorized person must be at least 16 years of age. The dependent will not be permitted to leave with anyone who is not listed below. Authorized individuals must pick up the dependent in person and may be requested to show identification to program staff. Dependents will not be released to persons who fail to provide acceptable identification upon request. Enter in Full name, phone number, relationship to child, and medical/emergency contact question for each contact.



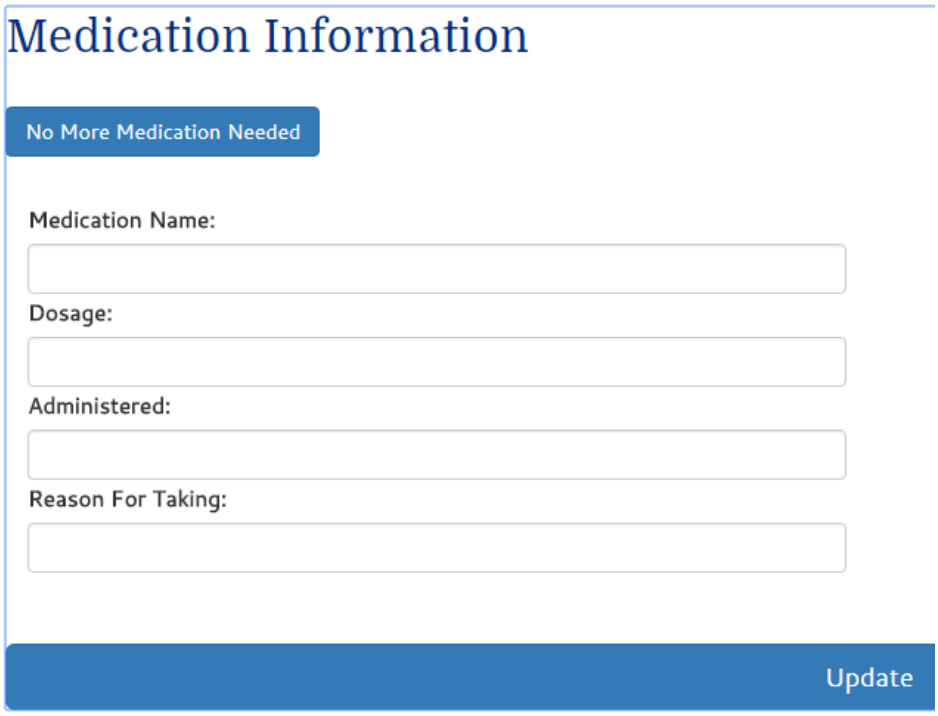
10. When all Authorized Contacts have been entered click on the **No More authorized Persons Needed** button.

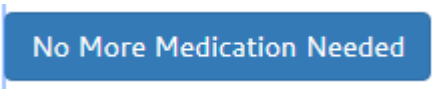


11. Fill out your full medical information being as through as possible



12. Enter in all medication that you are currently taking.

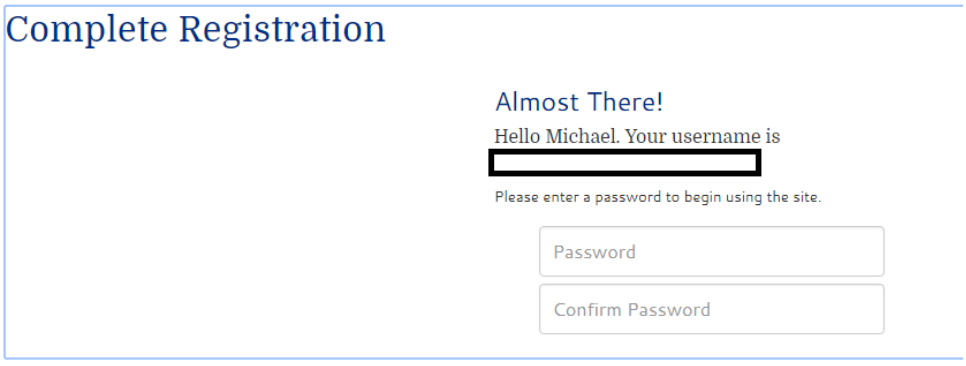


13. When all medications have been entered or you do not require any medications click on the **No More Medication Needed** button 

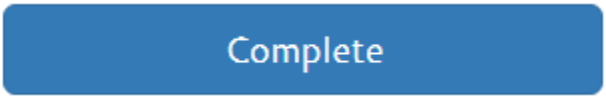
14. You are now back at the application overview screen. Double check the information provided here and when you are **satisfied**, click on the big green **Submit Application** button

15. Your application is now awaiting parent/guardian approval. Your parent or guardian will have received an email to the provided email address with a link for them to set up their account

16. Click on the link provided in the email above and your parent/guardian will be taken to the following screen



17. Have them enter in a password that must contain an uppercase letter, a lowercase letter, a number, a special character, and be at least 6 characters long. The same exact password must be entered into the Confirm Password text box. Once a password of the correct complexity is entered into both textboxes, the **Complete** button will appear. Click on this button

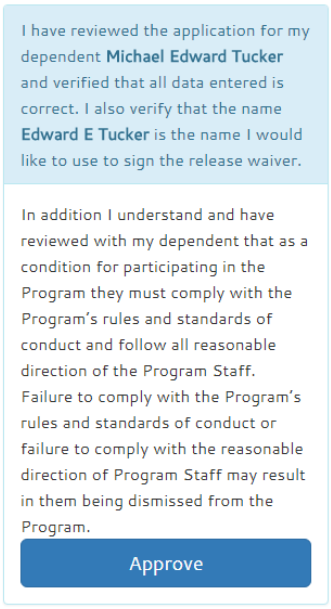


18. Your Parent/Guardian will then have to verify that they are your lawful Parent or Guardian

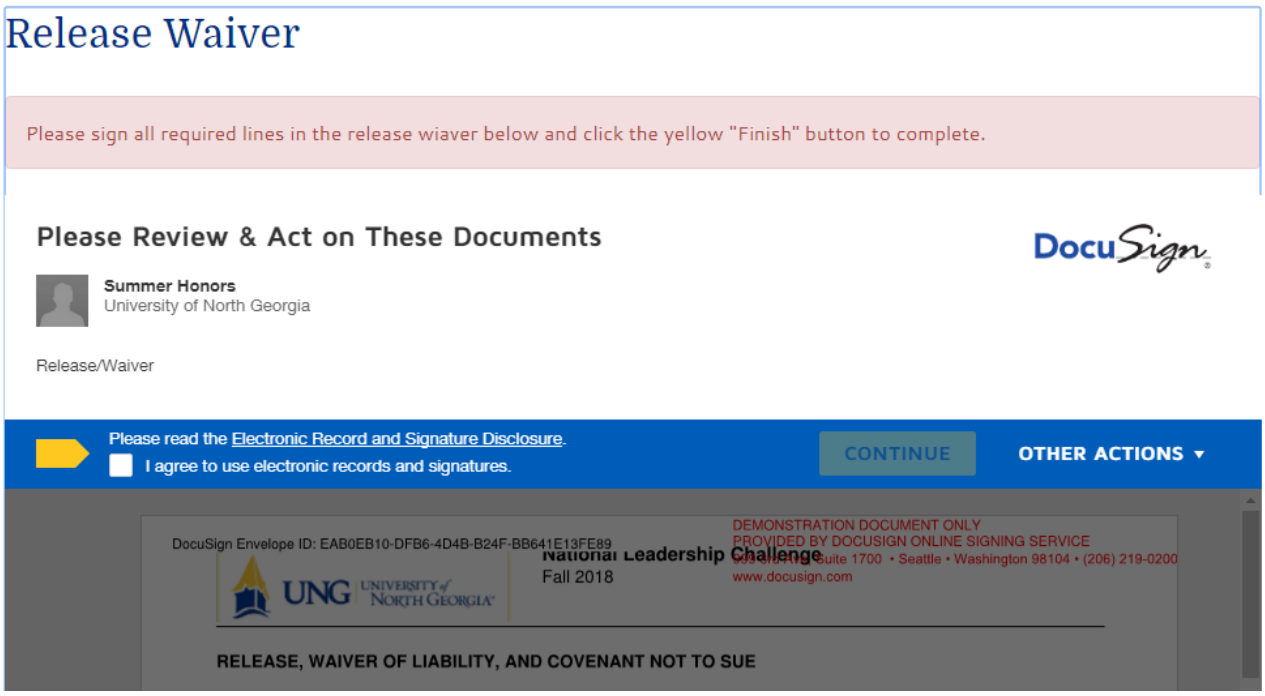
19. Have them select the camp for which you are attending and click on the **Parent/Guardian applying for dependent** button

20. They will then read and verify that all of the pre instructions are complete and will click on the **Continue Application** button

21. The Parent/Guardian must then review with you the programs rules and standards of conduct and click **Approve**



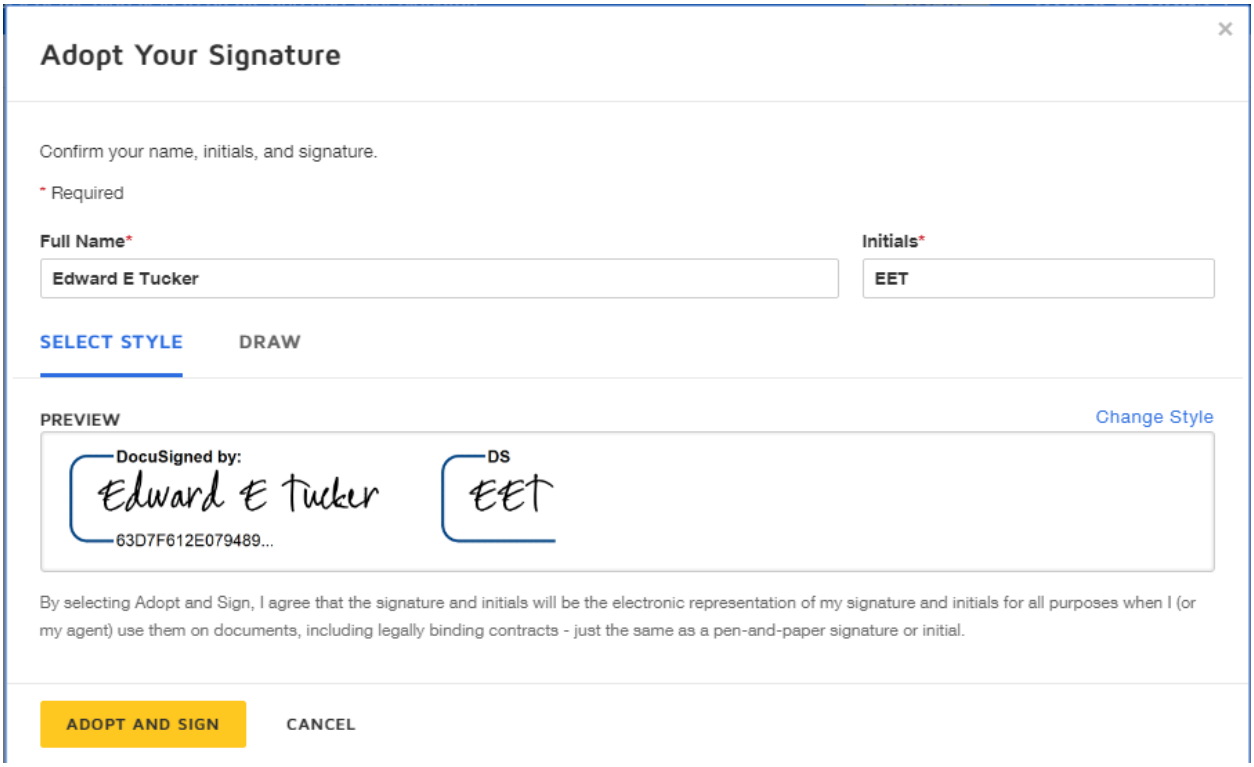
22. A Waiver is now generated through the DocuSign system and loaded into the view. To proceed you must click the **I agree to use electronic records and signatures** checkbox and then click on the **CONTINUE** button.



23. Read the document in full and as you encounter any **Sign**

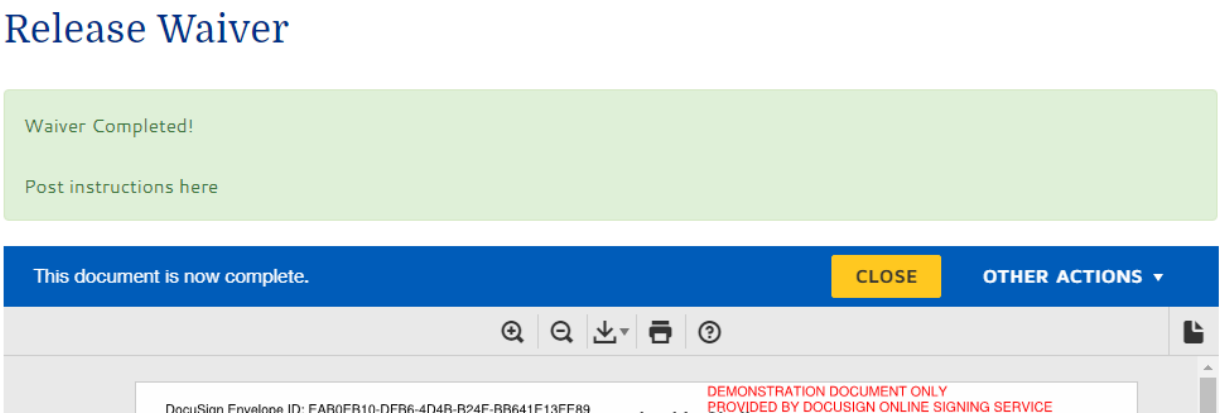
buttons click on them to sign that area. Note you can jump to the first signature by clicking on the **Start**

button and the first **Sign** button you click will have you Adopt your Signature



24. When all required areas are signed, scroll back up to the top of the page and click on the **Finish** button

. Note: if any signatures are missing the screen will jump to the required area if the **Finish** button is hit before the document is complete.
25. Once they see “Waiver Completed!” and “This document is now complete” messages, the waiver section is complete. Please complete any listed post instructions on top of your screen



*If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact Richard Henry: Richard.Henry@ung.edu, 706-867-4447.