

Instructions for DOWNLOADING & UPLOADING forms in CampMinder

These instructions apply to forms that must be downloaded and filled out by hand
(note that Online Forms must be filled out online and cannot be printed)



First, let's make sure that we are using the same terminology!

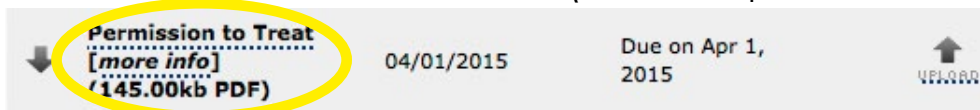
When you DOWNLOAD a form you are taking it from CampMinder and saving it onto your own computer.

After you have printed out the form and filled it out, you will need to scan it onto your computer (or take a photo and email it to yourself) and then UPLOAD it into Campminder.

Instructions:

Once you are logged into CampMinder, click on "Forms & Documents" to see a list of all forms that need to be filled out.

1. Click on the Name of the form (For example, "Permission to Treat")



2. Follow the steps to download the form onto your computer.
3. Open the form from your computer and print it.
4. Fill out the form completely.
5. Scan the completed form onto your computer and save it as a PDF.
(You can use a program like smallpdf.com to convert documents to PDF.)
6. Go back to the "Forms & Documents" menu in CampMinder and click Upload next to the name of the form which you would like to upload.



7. Browse for & select the completed form on your computer, then press "upload."

You should notice that the "Status" now indicates that your form was uploaded.

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