RECOMMENDED BEST PRACTICES

AFTER SIGNING UP

- **Complete submission process:** Once given access to the application, complete information about your organization and provide details about your upcoming season.

- **Meet with your health staff and leadership team:** Collaborate to decide which forms you would like included in your account. Make sure to review and upload ALL forms during the submission process.

- **Create a full list of session and program names:** Be sure to also include the start and end dates for each, and if using our online registration feature, tuition and deposit amounts, add-ons, and/or coupons. Use our templates to help get you started!

- **Complete a thorough review:** Once your test account is ready, complete a thorough review with your team to make sure everything is built into the account correctly.

- **Send over current registration list:** Follow the Participant Import best practices to avoid delays.

- **Post registration link to your website:** If using our online registration feature, your Client Success Manager will send over a special link for you to post on your website where families can register!

- **Create provider accounts:** Determine what kind of access you want to give your staff. We recommend every provider have their own account.

- **Introduce CampDoc / SchoolDoc to families:** Take a look at our sample introductory letters. Send them out in an email ahead of time, include them in newsletters, or post them on your website.

- **Link our Support Site on your website:** We offer a variety of training resources to help your families navigate the application! If your families have any questions, encourage them to contact our Support Team.