



Parent/Guardian Intro to CampInTouch

Parents/Guardians wanting to register their child/children for Kansas 4-H Camp at RSR for 2021 will need to visit the new online registration system that can be started at the following link: <https://rocksprings.campintouch.com/ui/forms/application/camper/App>. Upon visiting this site, parents/guardians will be directed to start filling in information about themselves to create a CampInTouch account that can be accessed to continue completing forms for 2021 leading up to camp as well as manage their payments if they are not being collected at the local level. This same login will then be able to be used in the following years for registering campers, which allows for information to be carried forward year to year and will expedite the process for parents/guardians in the future.

Parent/Guardian: Steps to Utilizing RSR's Camper Registration & Information System (CampInTouch/CampMinder)

1. Visit: <https://rocksprings.campintouch.com/ui/forms/application/camper/App>.
2. Complete "Camper Application"
 - a. Parent/Guardian Information Collect First (First Name, Last Name, Email, Relationship)
 - b. "Create Account" box will then pop up asking for the Parent/Guardian to create a password.
 - c. Select "Season" as 2021
 - d. Enter Camper Information (First Name, Middle Name, Last Name, Nickname, Suffix, Gender, Date of Birth, Grade, T-Shirt Size) and agree to the "Teams of Use and Privacy Policy" for the registration system.
 - e. "Select Session" (Camp Name & Dates Listed to make check box)

- f. Complete Camper's Household information (Address, Home Phone) and Parent/Guardian's Personal Information (First Name, Last Name, Title, Suffix, Relationship, Work Phone, Login Email, Cell Phone, Other Email, Other Phone, Adding another Parent/Guardian)
 - g. "Billing Information" (Confirm Billing Address, Make Payment-Full or Deposit or etc)
 - i. If payment is being collected at the local level then you will see a balance of \$0.00 in this location.
 - h. "Terms and Conditions" (Online Signature Required)
 - i. "Application Submitted"
 - i. Can choose to "Print This Application" or to "Begin New Application" for another camper.
- 3. Access "My Account" Dashboard where you will see the following areas: Forms Dashboard, Your Camper, Your Family and Your Account.
 - a. Forms Dashboard--Gives access to all forms that will need to be completed prior to camp. Forms are in one of the following formats: Online Form, Download (PDF), Fax-Back, Document (PDF) or Mailed to You. Example of forms found here: Camper Photo, Health History, Kansas 4-H Participant Code of Conduct-KSRE, etc.
 - b. Camper Application--Allows you to submit a new Camper Application whether that is for another child in 2021 or if it is used when you return to register your camper for 2022.
 - c. Your Family--Allows you to Update Addresses/Phone Numbers and handle your Financial Management.
 - d. Your Account--allows you to update Email Address and Password.
- 4. To help you in utilizing this platform there is a "Help" section at the top of the page that you can always click on and get immediate help in a wide variety of areas. This page also contains the ability to create and submit a "Help Ticket" that goes directly to CampMinder to support you. Of course, you are always welcome to contact RSR at (785) 257-3221 for any and all questions.