

Completing Your Online Health Care Form

We are excited to announce a new partnership with Formshare, the same company that provides the electronic records portal for the Dublin City Schools. Formshare will be providing a secure portal for you to complete camper Health Care Forms from one year to the next—so you can say goodbye to filling out paper forms each year.

NOTE: Your Dublin Schools (Progress book) login will not work for our portal. They are separate secure databases. So please follow the directions below to create a username and password and then start your health care form.

Step One: Create a Username & Password

- Visit the following link:
https://dublinrec.formshare.com/sysdubrec/en/classic/externalRegistration/services/registrationForm?ER_UID=apNkmmoia2SoqJfPpmdpopWfaZZjzWajamOlpGOmp2o
- Enter the requested information and click on "Save & Continue"
- Your screen should show the following message: "Thank you for registering. An email has been sent to your inbox with details on how to activate your account."

Step Two: Confirm Your Registration

- Check your email inbox for an email from **ProcessMaker External Registration**
- Please note that you may need to check your "junk" or "spam" mail folder
- Follow the instructions in the email to confirm your account (you do this by copying and pasting the FIRST link in the email into your internet Browser)
https://dublinrec.formshare.com/sysdubrec/en/classic/externalRegistration/services/confirmRegistration?ER_REQ_UID=a5dmpWanZ2inqJfP15dxo2ShbJeVnmKjamOopGegrm4
- Your screen should show the following message: "Your account has now been confirmed and activated. You now have access to the System. Thank you."

Step Three: Complete Your Health Care Form

- Follow the instructions in your email to access your online account (you do this by copying and pasting the SECOND link in the email into your internet Browser) <https://dublinrec.formshare.com/sysdubrec/en/classic/login/login>
- Log in using the username and password you just created. It is listed on your confirmation email if you forget it
- Click on the "+" sign that is in the top upper left corner of the screen
- Click on the link that pops up in the black box that says: "Recreation Services Health Care Form (Complete Registration)"
- A box will pop up—click on the words "Start Case"
- On the Welcome Screen click on the words "Continue to form"
- Complete the form

Step Four: Submit Your Health Care Form/Add Another Camper

- After completing all information, click on the word "Submit" in the bottom right corner of the form
- A box will pop up that is titled "Assign Task"—click on the word "Continue" to submit your form. We know this looks a little strange, but it is how you will submit your form
- You will be returned to the screen you started at that has the words "My Inbox" in the middle
- If you need to add another camper, click on the "+" sign again and follow the same instructions you used for the first camper

