

Online Health Care Form Information and Tutorial – PLEASE FOLLOW ALL DIRECTIONS in this document for successful completion

To complete the form, you will create a secure online account by entering your :

Household ID #, 10-digit phone number and household last name as they appear in **our DCRC database**.

IMPORTANT: Gather all the information you need to complete the form **BEFORE** logging in. The form should be filled out **In its entirety – in one session, and takes around 30 minutes. YOU WILL NEED:**

Parent & Guardian Contacts

Emergency Contacts

Additional Authorized Persons

Medical Information – (Doctors, Dentists, etc.)

Physical/Mental/Social Restrictions (optional)

Date of last tetanus shot

Allergies, Medications, Dietary/Food Restrictions

Insurance Company and Policy Number (optional)

In addition, you should already have read and be familiar with all of the information in the Parent Handbook, available at <http://dublinohiousa.gov/recreation-services/camps/> . You are required to sign an acknowledgement at the end of the online form.

- First, go to the Recreation Services **online registration** page <https://recreation.dublin.oh.us/vsiwebtrac.html> Enter your **User Name** and **Password** you normally use to register for activities. This is normally your 10-digit phone number (with no spaces or punctuation) and your primary household member's last name, which is context sensitive. **Click the Sign In button.**

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NOTE: User Name and Password are case sensitive. If you have trouble logging in, try capitalizing the first letter of your last name.

Member Login

Username:

Password:

Quick Links

Browse Activities
Browse Facilities
Event Calendar
Contact Us

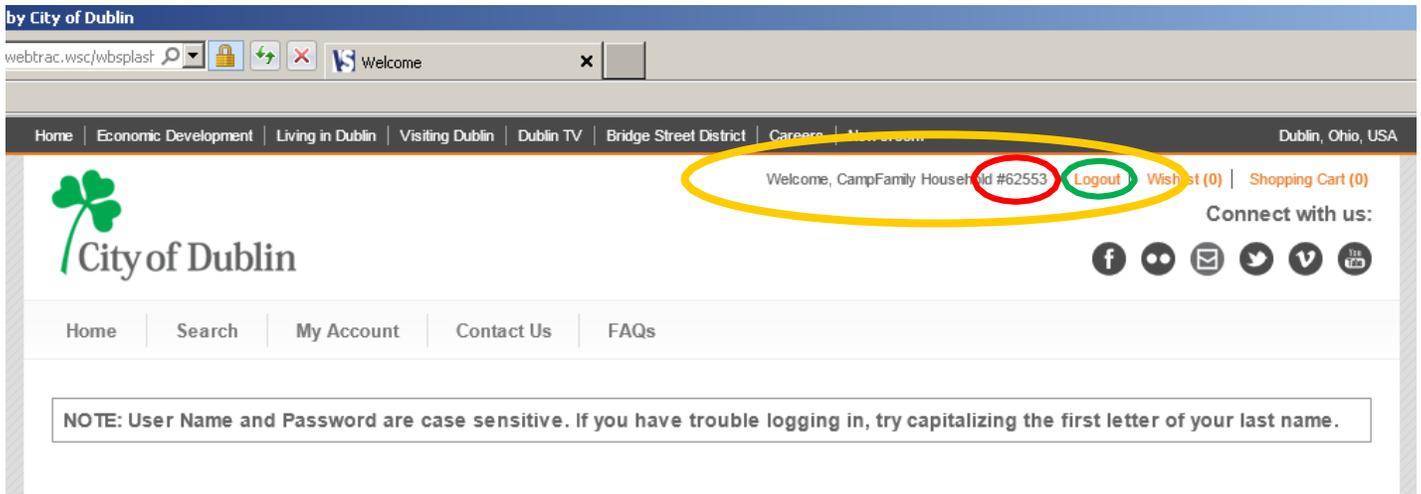
Swim Lessons Registration

Activities	Activities	Facilities
Adults	Sports - All Ages	Shelters
Adults 40+	Sports Camps	Birthday/Pool Parties
Aquatic Fitness	Special Events	
American Red Cross Lifeguard/WSI	Special Needs	
Camps - Preschool & Youth	Swim Lessons	
Dublin City Schools Community Ed	Swim Teams & Diving	
Fitness - All Ages	Teen Activities & Camps	
Preschool	Theater Classes & Camps	
Senior Adult	Youth	

Facility Reservations

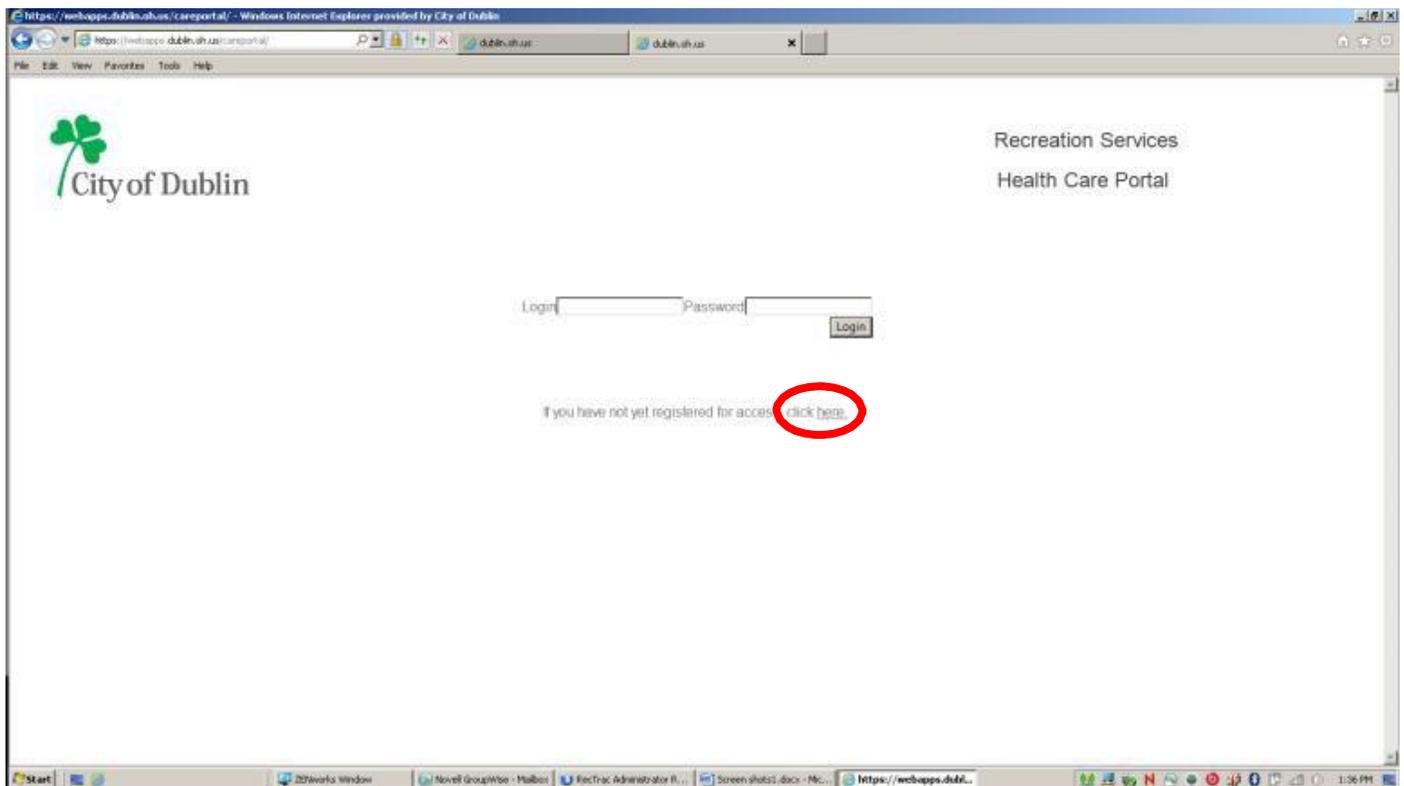
ZENworks Window | Novell GroupWise - Mailbox | Mail From: Jill Novinger | Welcome - Windows L... | On line Health Care Form...

- Look for your household ID # in the upper right corner and **write it down for later.**

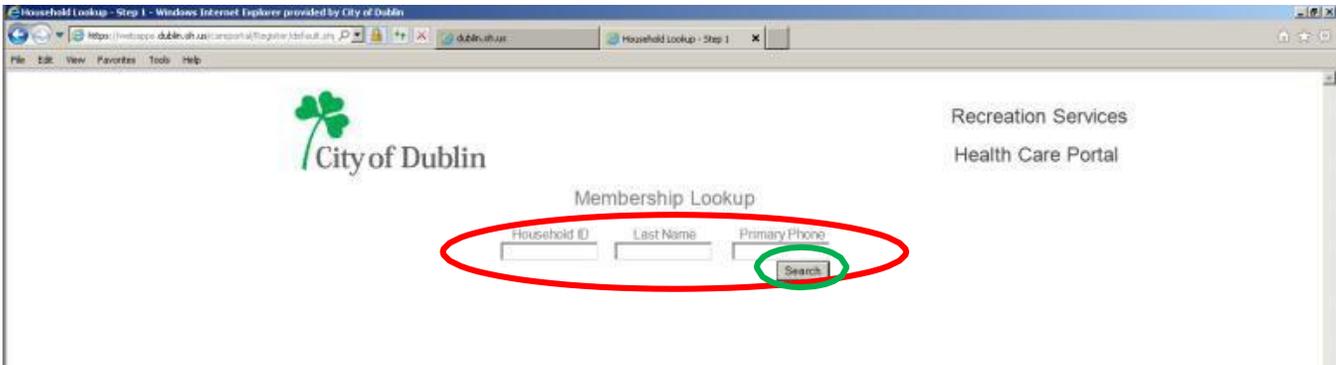


Click on **Logout** to exit the page.

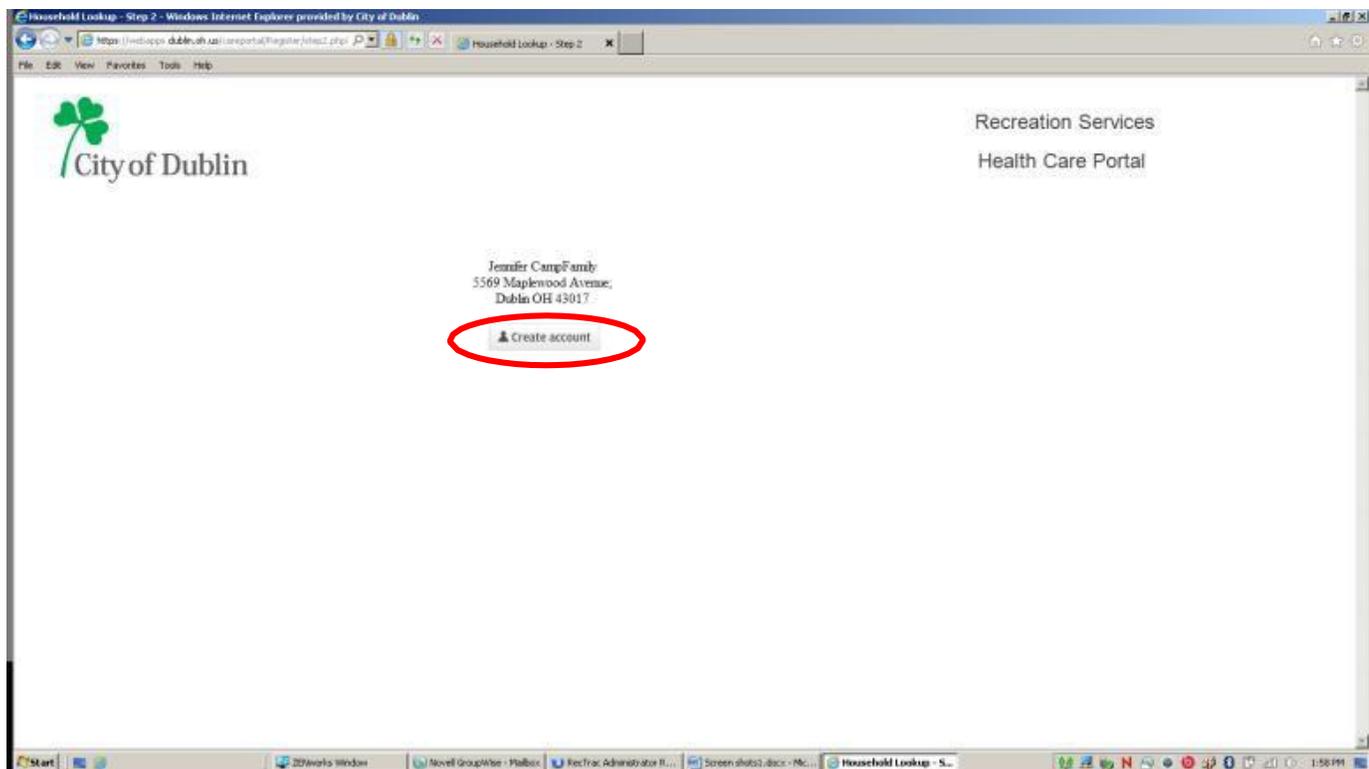
- NOW GO TO <https://webapps.dublin.oh.us/careportal/>
- AT THIS STAGE YOU DO NOT HAVE A LOG IN OR PASSWROD SET UP FOR THE PORTAL, so **CLICK HERE**



- Now -Enter you Household ID #, last name, and 10-digit phone number----Click on the **Search** button.



- Your household information should display – verify that it is correct. If it is not, call Recreation Services at 614.410.4550 to update your household information.
- If the information is correct, click on **Create Account**.



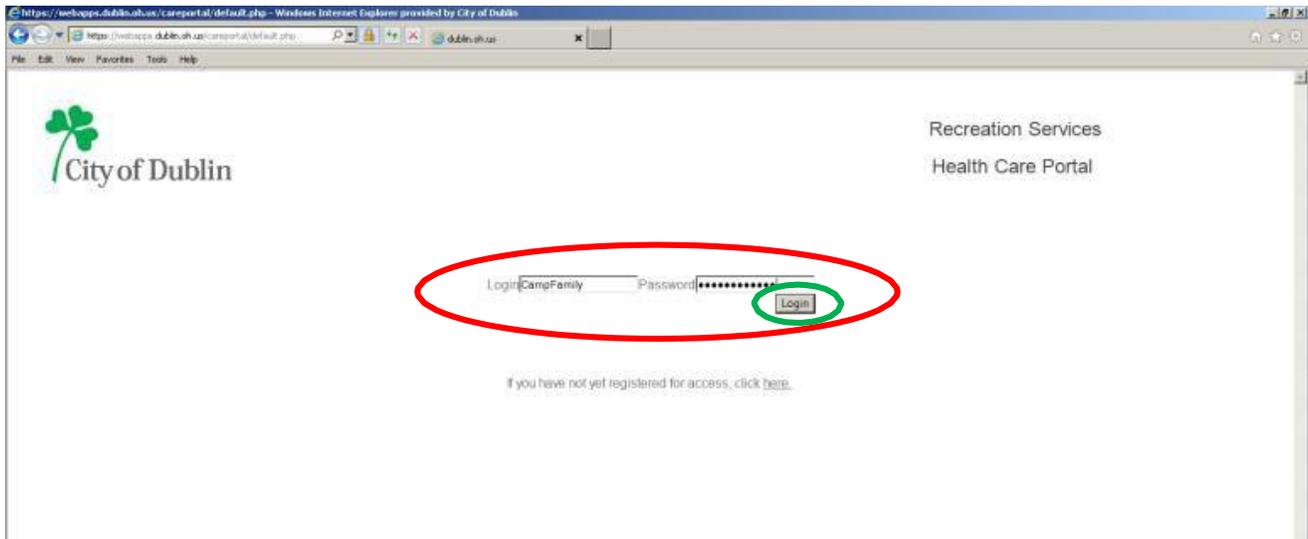
You are now ready to set up your account information for the Healthcare Portal.

- For Your Log In use the same 10 digit phone number
- For the password use your last name-- all lower case
- Remember/write it down.
- Click the **Add** button

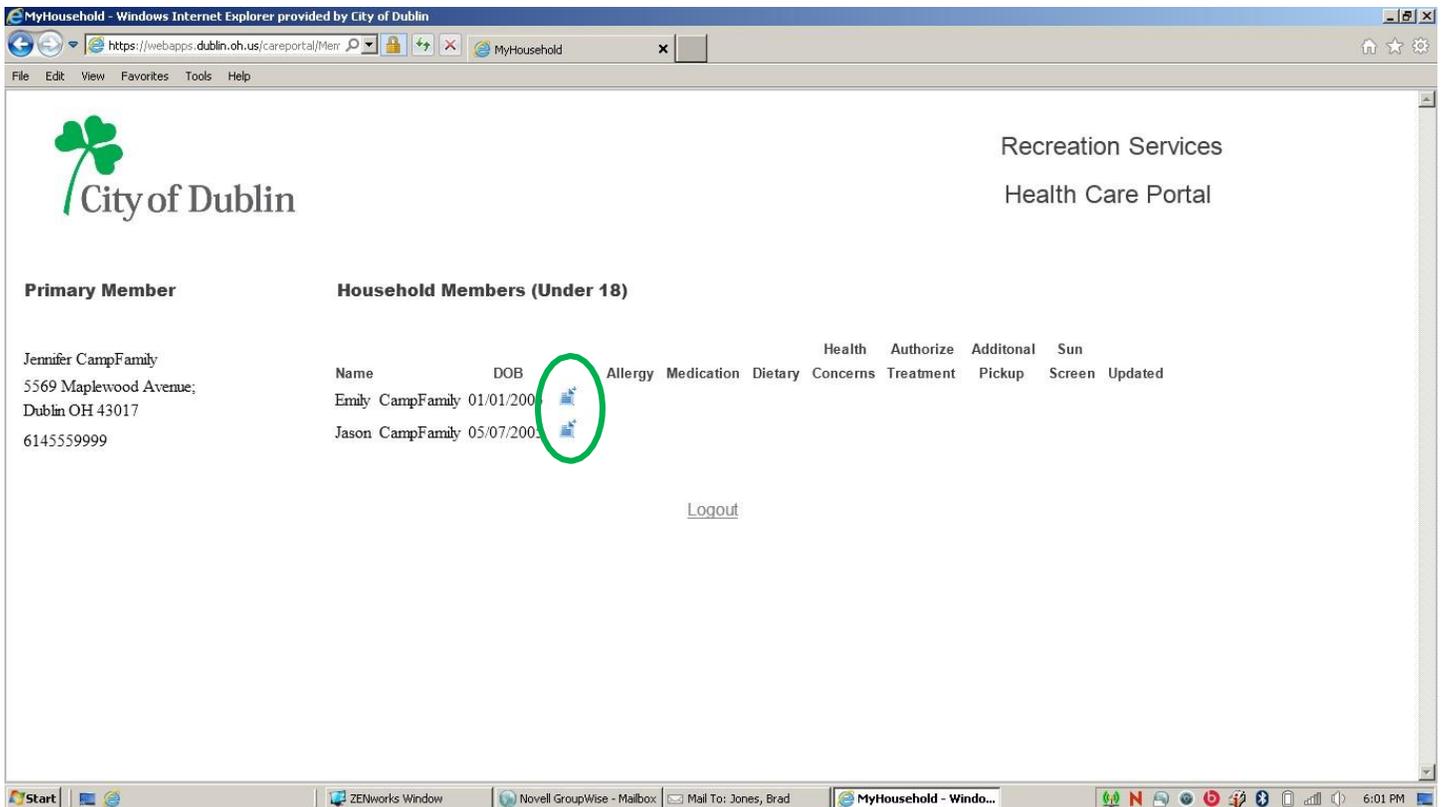
- Now click and go to the LOGIN page

- **IMPORTANT:** Gather all the information you need to complete the form BEFORE logging in. The form should be filled out in its entirety – in one session.

Enter the **Login** and **Password** you just created, and click **Login**



- Your household information will display, along with the names and birth dates of your child(ren). Verify that the information is correct.
- If all the information is correct, you may click on **the BLUE icon** to begin entering information on the health care form for each child.
- If you are ready to enter all the information required, click **BLUE icon** next to the child's name.
- Otherwise, **Logout** until you can gather it.



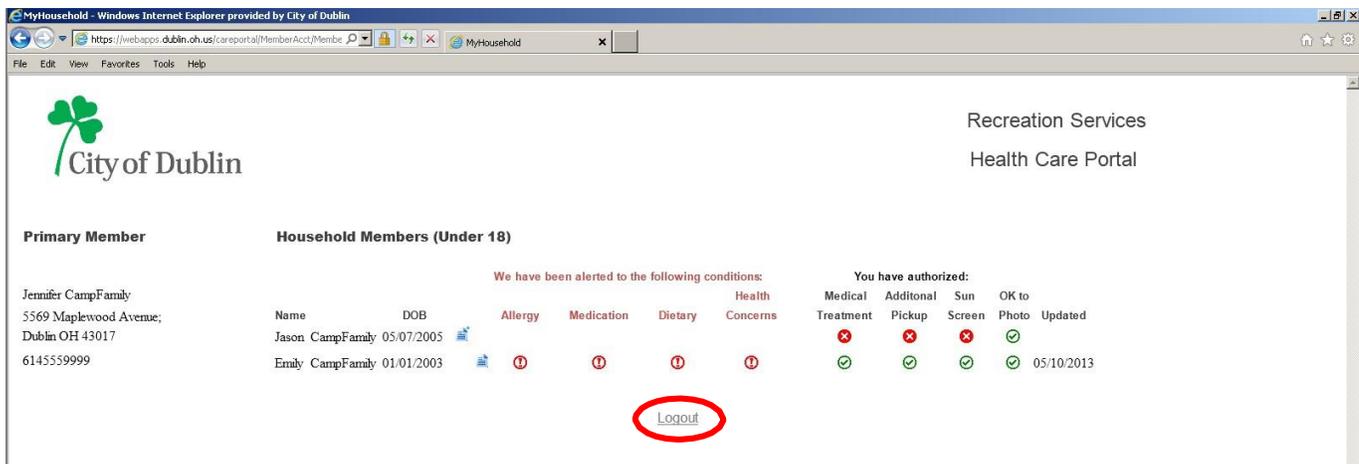
- **YOU CANNOT LOGOUT OF THE FORM UNTIL IT IS COMPLETE.**
- **Once you reach the end of the form you must sign, date and submit the form.**

If you don't have complete information to enter, click on the Next button until you reach the bottom of the form, you are returned to your Household screen. You'll see a summary of the form, indicating which sections of the form you have completed and/or entered information. If you do not see an icon beneath a category, or it is a red "x", it indicates that you did not enter any information in that category. Also notice that the **form icon** next to your child/s name will change position to reflect its status. A form that has been completed will shift to the right, while forms that need to be filled out will be displayed to the left and have no icons displayed. You may click on either icon to update your form or begin a new one.

If you need to update or change any information on a completed form, click the icon, and use the Next button to

Navigate the form. Update information in each section as needed, then click Submit. Continue through the entire form, then Sign and Submit again to return to the Household screen.

Once all forms have been completed, click the Logout button. Then sign and submit



Preschool/Youth:

Heath Gorden

Preschool/Youth Supervisor

hgorden@dublin.oh.us

614.410.4552

Sharon Adamek

Program Specialist

sadamek@dublin.oh.us

614.410.4575

Jennifer Vosters

Preschool/Youth Coordinator

jvosters@dublin.oh.us

614.410.4573

Teens:

Scott Hanks

Teen Program Supervisor

shanks@dublin.oh.us

614.410.4557