



Healthcare Forms/Campsite Portal Instructions

****PATRONS WILL RECEIVE INFORMATION REGARDING SUBMISSION OF THEIR HEALTHCARE FORMS IN THE WEEKS AFTER THEY REGISTER FOR A CAMP*****

Campsite Description

Our department utilizes a system called [Campsite](#) to collect medical and contact information from our participants. We also utilize the system for things like sign in/out and assigning persons authorized to drop off and pick up your children from camp. Camp participants must have their healthcare forms up to date for each year they attend camp (i.e. 2019 forms are not good for 2020). Campsite is a web based system. In the event Campsite becomes non-operational during the camp day, our camps will retain paper copies of camper information on site. For any issues with Campsite, please contact Kevin Lacey at klacey@dublin.oh.us or 614.410.4552.

Sign-Up Process

After a patron registers for one of our Wyandot, Discovery, Jr. Kidzone or My First Camps, their registration information is compiled and placed into Campsite. Patrons are then contacted in late April/early May regarding the input of current medical, demographic, and authorized pick-up/drop off information. Our patrons who already have an account will be asked to sign back into their account and reenter/update their children's information. Patrons new to our camps, will be emailed with information regarding setting up their account. Once their account is set-up, they will be able to go in and log into the system.

Camp participants who participate in Wyandot, Discovery, Jr. Kidzone, or My First Camp, must have a current health care form on file BEFORE they are permitted to attend camp. The deadline for the submission of forms will be Friday, May 22nd at 5:00pm. Failure to do so, will result in the child not being admitted into camp.

Directions on Completing Forms on Campsite

1. Log-on to: <https://dublinohio.campmanagement.com/campers> (remember, you must be registered for one of our programs AND received an email from Campsite before you can sign-on to Campsite)
2. Enter your email address and password associated with your account. An email should have been sent to you with this information. You can click "What's my password" if you have forgotten your password (you will need to know your email).
3. Click "Log-in"



The screenshot shows the CampSite Parent Dashboard login interface. At the top left is the CampSite logo. To its right, the text "City of Dublin Camps" and "Parent Dashboard" is displayed. Below this are two input fields: one for "E-mail address" containing "PSYdublin@gmail.com" and another for "Password" containing several dots. To the right of the password field is a link "What's my password?". At the bottom right of the form is a "Log in" button. At the very bottom of the screen, a small copyright notice reads "© 2016 CampSite by EZFacility, Inc."

4. You will be taken to the Parent Dashboard homepage seen below.
5. Click on the tab "My Account". You will be taken to the screen below.

The screenshot shows the City of Dublin Camps Parent Dashboard homepage. At the top center is the City of Dublin logo. Below it is a navigation bar with tabs for "Home", "Forms", and "Authorized pickups". To the right of the navigation bar are "My account" and "Log out" buttons, with "My account" being circled in blue. The main content area has a heading "Welcome to the City of Dublin Camps Parent Dashboard!". Below it is a sub-instruction "Please use the above tabs to find proper forms and information needed for your participant." A large photograph of several children and an adult in green shirts posing outdoors is centered in the main content area.

6. You will find that some of your information will be filled in. This information is populated from our registration system here at the DCRC. Please fill in any missing information or update any incorrect information. **It is very important you add a second parent, if applicable, so that they will be able to receive an attendance pin.** Additionally, please upload a current photo of yourself.



Home Forms Authorized pickups My account Log out

My account

[Change password](#)

Campers

Add camper... **John Dublin**

Family information

Parent #1

Relationship: Mother E-mail address: PSYDublin@gmail.com
First name: Linda E-mail address #2:
Last name: Dublin Cell phone:
Work phone: Attendance PIN: 634784
[Upload photo...](#)

Parent #2

Relationship: Father E-mail address:

7. Click on the name of your camper. In this example it is "John Dublin". You will be taken to the page below.
8. You will find that some of your camper's information will be filled in. Please fill in any missing information or update any incorrect information (an email address for the camper is not necessary). Please upload a picture of your camper.
9. Click "update camper information" when you are finished.

Home Forms Authorized pickups My account Log out

Camper information for John Dublin

Camper information

First name: John
Last name: Dublin
Middle name:
Nickname:
E-mail address:
Gender: Male
Date of birth: Month Date Year
Grade entering, Fall 2016: 4th
Name of school:
Update camper information

10. When you are finished, click on the "forms" tab in the upper left section of your screen.



Home Forms Authorized pickups My account Log out

Camper information for John Dublin

 [Upload photo...](#)

Camper information

First name	John
Last name	Dublin
Middle name	
Nickname	
E-mail address	
Gender	Male
Date of birth	Month Date Year
Grade entering, Fall 2016	4th
Name of school	

[Update camper information](#)

11. Click on the name of the child you wish to fill forms out for.

Home Forms Authorized pickups My account Log out

Forms

[Forms for John Dublin](#)

12. On this page your will find three different Healthcare Forms that need to be completed.
Click on Healthcare Form Part 1.



Home Forms Authorized pickups My account Log out

Forms for John Dublin

Camp Forms

Please complete all three of the forms below to the best of your knowledge. If you have questions regarding any of the forms please contact Sharon Adamek at 614-410-4575.

Medical forms for 2016

Type	Name	Due date	Received?
Web form	Healthcare Form Part 1	October 10th, 2016	No
Web form	Healthcare Form Part 2	October 10th, 2016	No
Web form	Healthcare Form Part 3	October 10th, 2016	No

13. Fill in the information in the fields displayed. **Questions written in bold are mandatory.** Please fill in all the information you can.
14. At the bottom of each page, you will need to write your full name to complete the form. Click "Submit Form" when you are finished

Select... ▾
Please describe restrictions, if any.

Insurance Information

Is the camper covered by family medical / hospital insurance?

Select... ▾
Insurance company / name of carrier
Insurance company phone number
Group number
Policy number
Subscriber's name
Subscriber's date of birth

Signature
(Enter your full name)

15. After you submit your form, you will be taken to the page below. If you would like to keep a copy of this form for your records, click "Download a .pdf version of your form submission".
16. Click "Return to forms"



City of Dublin

Home Forms Authorized pickups My account Log out

2016 Healthcare Form Part 1 for John Dublin

The form was successfully submitted.

Download a pdf version of your form submission

[Return to forms](#)

17. You will be taken back to the Camp Forms page where you will follow instructions 13-16 for Healthcare Forms 2 and 3.
18. When you have successfully completed each form you will see a "Yes, on (date)" under the "Received" column. As a note, camp forms need to be updated every year. You will also find a "Due Date" indicating when a form is due. To resubmit your form, simply review your information and click "submit form" again for each form.

City of Dublin

Home Forms Authorized pickups My account Log out

Forms for John Dublin

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Medical forms for 2016

Type	Name	Due date	Received?
Web form	Healthcare Form Part 1	October 10th, 2016	Yes, on September 21st, 2016
Web form	Healthcare Form Part 2	October 10th, 2016	No
Web form	Healthcare Form Part 3	October 10th, 2016	No

19. When you have submitted all three forms, please click on the "Authorized pickups" tab.

City of Dublin

Home Forms **Authorized pickups** My account Log out

Forms for John Dublin

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Medical forms for 2016

Type	Name	Due date	Received?
Web form	Healthcare Form Part 1	October 10th, 2016	Yes, on September 21st, 2016
Web form	Healthcare Form Part 2	October 10th, 2016	No
Web form	Healthcare Form Part 3	October 10th, 2016	No



20. You will be taken to the page below. Please note that attendance PINs for parents are found under the "My Account Tab". **Parents do not need to add themselves on the authorized pickup section, as they already should have been added as an authorized pickup in the "My Account" section.** Attendance pins will be used to sign campers in and out.
21. To add an authorized pickup, please click on "+Add Authorized pickup."

The screenshot shows a web interface for managing authorized pickups. At the top, there's a navigation bar with links for Home, Forms, Authorized pickups, My account, and Log out. Below this is a header with the City of Dublin logo and the text 'Authorized pickups for 2016'. A message states: 'Parents do not need to be created as Authorized pickups - their attendance PINs can be found on the My account page.' Below the message is a button labeled '+ Add Authorized pickup...'. The main area has columns for Name, Relationship, and Authorized for 2016?.

22. You will be taken to the page below. Please fill in the information requested. The cell phone of the authorized pickup is important, because an Attendance Pin will be sent to their phone through a text message. Please upload a picture of your authorized pickup if you have one available. The City of Dublin, Recreation services reserves the right to check identification if staff deem it necessary.
23. After you have completed all of the necessary information click on "Add Authorized pickup".

The screenshot shows a modal window titled 'Add new Authorized pickup...'. It contains fields for First name*, Last name*, Relationship*, Gender (with a dropdown menu showing 'Select...'), and several phone number fields (Cell phone*, Work phone, Home phone). On the left, there's a placeholder for a photo with a 'Upload photo...' link. On the right, there's a 'Log out' button. At the bottom right of the modal is a blue button labeled '+ Add Authorized pickup'.

24. You will be taken to the page below noting the name, relationship and if they are authorized for the current year. Authorized pickups can be deleted using the button. They can also be made active and inactive for the camp season.
25. To add additional authorized pickups please click "+Add Authorized pickup". As a note, having multiple authorized pickups can help you avoid late fees in the event you have an emergency occur and cannot pick your camper up from camp.



The screenshot shows a web interface for managing authorized pickups. At the top, there's a navigation bar with links for Home, Forms, Authorized pickups, My account, and Log out. Below this is a section titled "Authorized pickups for 2016". A note says "Parents do not need to be created as Authorized pickups - their attendance PINs can be found on the My account page." Below this is a button labeled "+ Add Authorized pickup...". A blue oval highlights this button. The main area contains a table with columns for Name, Relationship, and "Authorized for 2016?".

26. Once you are completed with entering your authorized pickups, you can review your information or click “Log out” at the top right of your screen.