



## How to Complete Your Family Camp Forms

Follow this checklist to be sure your Family Camp forms are complete. *Note that everyone who is registered for camp has an online account, whether you sent us a paper registration or registered online.* We encourage you to complete your forms online, if possible. However, if you prefer to fill out paper forms, please call the camp office to request that paper forms to be mailed to you.

Login to your account at [www.campwestminster.com](http://www.campwestminster.com). Click the Summer Camp tab, then the My Account link. If you don't know your username and/or password, click "Forgot your login information?" and enter the email address you gave us when you registered.

- Complete each child's Online Health History. From My Account, under Account Members, click each child's name. Scroll down to the Health History section, and click the Edit button to enter, review and confirm that the information is complete and accurate. Be sure to click Yes, this information is complete and accurate, and sign the form.
- Complete each adult's printable Adult Health History. Print a copy of the Adult Health History for each adult from the Document Center. Complete and return this document with the Physician Signature form by June 1.
- Complete the Family Camp Confidential Information. From your Person Detail page, scroll down to the Forms section, and select View/Edit to the right of Family Camp Confidential Information. Answer the questions completely and honestly and Save.
- Add Secondary Contact information. From the Account Detail page, look for the Secondary Contacts section. Please add contact information for a responsible adult (other than those attending Family Camp) that we may contact in an emergency.
- Final payment is due June 1. You can make or schedule a payment by clicking View Finances or Make a Payment from your Account Detail page.

If you've completed all these items, then you are ready to come to camp! Check the Family Camp section of the Document Center for a **Packing List** and **Arrival and Departure Information**.

Feel free to call or email if you have questions!