



Checklist for Completing Online Camp Forms

You can login to your account at any time from www.campwestminster.com by clicking the My Account link.

After you register:

- Physician's Signature and Recommendation Form:** Remember to print this form, have your child's doctor sign it, and return it to the camp office by June 1. You will find this form in the **Document Center**, or attached to your original confirmation email. Please attach a copy of your child's health insurance card.
- Final payment is due June 1**, including the camp store deposit(s). You can make or schedule a payment by clicking **View Finances** or **Make a Payment** from your Account Detail page.

Please review the following items to be sure all are completed:

- Complete your child's **Health History**: From **My Account**, under **Account Members**, click your 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**.
- Add **Secondary Contact** information: This is the name of a person that we can contact in case you are unavailable during an emergency.
- Add **Alternate Pickups**: Camp Westminister will release your child **only** to a person listed as an alternate pickup, and that person must show identification at pick-up time. Please add the names of anyone who may be in a position to pick up your child from camp. (All account members over the age of 18 are automatically authorized to pick up the camper.)
- To complete the **Parents' Confidential Information** click the **Document Center** button to the left of the screen. Click **Parents' Confidential Information**, select your camper, and answer the questions completely and honestly. Please be sure to complete this form for each camper.
- To add a **Camp Store Deposit**, or reserve a seat on the **Camp Bus**, click the **Reservations** tab at the top of the page. Then click the name of the session. Under **Reservation Items**, click the Edit button next to **Options** to reserve the bus, or click the Edit button next to **Store Deposit** to add money to your camper's camp bank account. Please enter a camp bus reservation and a store deposit for **each** camper's session.
- Finally, also in the session reservation, click the **+** next to **additional information**. Here, you may enter a cabin mate request and enter a phone number where you can be reached if you will be away from home during your child's time at camp. Again, please complete this information for **each** camper's session.

www.campwestminster.com

313-341-8969