



Easterseals New Jersey
Camping and Recreation
Participant Application Worksheet

PLEASE READ BELOW

**IF THE CONSUMER RECEIVES MEDICAID FOR CAMP FUNDING,
PLEASE CONTACT THE OFFICE AT 908-852-3896 BEFORE YOU
REGISTER**

Registration Link

Camp Merry Heart will only be accepting online camp session registrations. This link app.campdoc.com/register/eastersealsnj will give you access to create your application. You can access this link via any web search engine except internet explorer. Once you click the link, you will be directed to log in, if you already have an account, or create a new account. If you are creating a new account, click the **Sign Up** button to confirm your email address and password. Next, you will need to enter your own name, phone number and mailing address. Afterwards, you will be asked to enter information for the participant (the person you are applying for) and then register them for a session.

The image displays two screenshots of a web registration form. The top screenshot shows a 'NEW PARTICIPANT' button and a form titled 'Before continuing, please verify your contact information below:'. The form contains four fields: 'Your First Name' (Jenny), 'Your Last Name' (Smith), 'Phone Number' (879-924-5679), and 'Mailing Address' (3457 Poppy Street, East Lansing, OH 39480). A red arrow points from the mailing address field to an 'UPDATE' button. The bottom screenshot shows a 'NEW PARTICIPANT' button and a 'New participant' section titled 'Tell us about your participant for Camp Arbor'. The form contains five fields: 'First Name' (Sarah), 'Middle Name', 'Last Name' (Erickson), 'Sex' (Male), and 'Date of Birth' (May 28, 2010). A red arrow points from the date of birth field to a 'CONTINUE' button.

Select Sessions

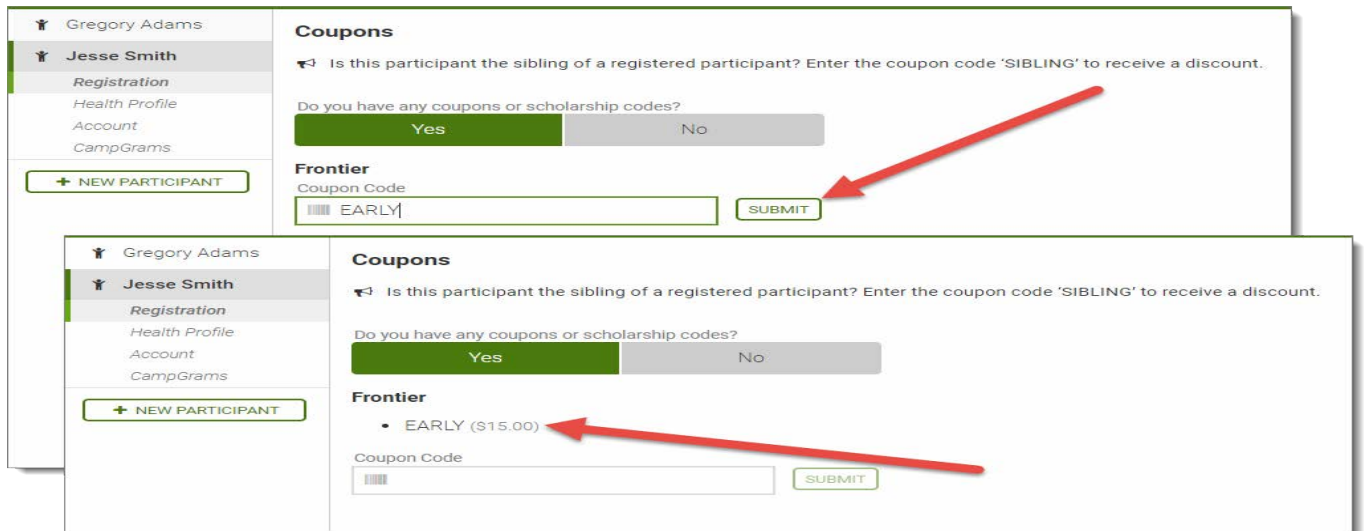
To register your participant, select the **Registration** link under the participant's name and click the **Register for a New Session** button.

The image displays two screenshots of a user profile page for Gregory Adams. The top screenshot shows the user's profile with a navigation menu on the left containing 'Registration', 'Health Profile', 'Account', 'Protection Plan', and 'CampGrams'. A red arrow points to the 'Registration' link in the main content area. The bottom screenshot shows the 'Registration' page, which includes a message: 'Gregory is not currently registered for any upcoming sessions.' A red arrow points to the 'REGISTER FOR A NEW SESSION' button in the bottom right corner.

Select the sessions you would like to register for by checking the box next to each or clicking the **Select All** button. Once you've selected all of the sessions, click the **Continue** button.

Coupons

Coupons are discounts offered by our camp to campers who are under Medicaid as their source of funding. If you believe you are eligible for a discount but have not received your coupon code or if you believe you have entered a correct coupon code, but are receiving a message that is incorrect, please contact us and we will assist you.



Add-Ons

At this moment, we will not be using this feature to purchase merchandise. If the applicants want to purchase t-shirts or other merchandise, they can purchase them at the trading post during their respite.

Confirmation

On the confirmation page, you must first select how you would like to pay. You may

- (1) Pay the full amount.
- (2) Pay the minimum required amount set by our organization.
- (3) Pay a separate amount.

If you have a payment method saved, you can select it from the drop-down menu.

If you do not have a payment method saved, or would like to add a new payment method, select the **New Method** option from the drop-down menu and choose whether you would like to add a **Credit Card** or **Bank Account**.

If paying with a bank account, please double check your account number and routing number. If numbers are entered incorrectly and a payment is attempted, you will incur a \$35.00 returned check fee. You will need to indicate whether or not our organization has permission to charge or set up payment plans on your behalf, and you will also need to enter your billing address. You may also have the option to setup a

payment plan to make payments over time. You will be able to select an amount, length of time, and day of the month for the payment plan to process. Please note that our organization will have a due date set for all payments to be made.

How will payments appear on my account statement?

Payments will display on your account statement as **DOCNETWORK LLC**, the CampDoc.com and SchoolDoc.com parent company name.

To make additional payments, go to the Account tab, and click the *Make a Payment or Donate* button.

Account History for James Allen Print

Balance: \$50.00

Ledger

Date	Category	Description	Amount
06/20/2017	MISC	Mariner Camp Scholarship	(\$1,000.00)
06/20/2017	PAYMENT	Amex -2006	(\$50.00)
02/21/2017	TUITION	Mini-Camp	\$100.00
10/19/2016	TUITION	Mariner	\$1,000.00

[+ NEW PARTICIPANT](#)

[MAKE A PAYMENT OR DONATE](#)

If you have a payment method saved, you can select it from the drop-down menu.

Account

Current Balance: \$50.00

Note: Charges will appear from DocNetwork LLC (Ann Arbor, MI) on your bank statement.

Payment Options

- Full Balance
- Another Amount
- Make a Donation

Payment Method

Visa -7243

Visa -7243

New Payment Method

[CANCEL](#) [PAY \\$50.00](#)

If you do not have a payment method saved, or would like to add a new payment method, select the *New Method* option from the drop-down menu and choose whether you would to add a *Credit Card* or *Bank Account*.

Account

Current Balance: \$50.00

Note: Charges will appear from DocNetwork LLC (Ann Arbor, MI) on your bank statement.

Payment Options:

- Full Balance
- Another Amount
- Make a Donation
- New Payment Method**

CREDIT CARD **BANK ACCOUNT**

VISA

* Card Number: 4079465440179714

* Month: Oct * Year: 2019 * CVC: 976

* First Name: Destiny * Last Name: Miller

Charges will appear on your bank statement from **DocNetwork LLC (Ann Arbor, MI)**.

Allow organizations to use this payment method? **Yes** No

* Billing Address: 4750 Venture Dr, Ann Arbor, MI, 48108, US

Save Payment Method

CANCEL **PAY \$50.00**

Remove Payment Method

To remove a payment method, click on your name in the top-right corner of the page, and navigate to the **Billing** section, and select next to the payment method.

Gregory Adams
Aug 15, 2009 - Male

Welcome to Camp Arbor, we're excited to see you this summer on the shores of Lake Wappapetoi!

Registration
Review the current registration information for Gregory, or [register](#) for additional groups.

Health Profile
The Health Profile for Gregory is incomplete, and should be completed by **January 1, 2020**.

Your Saved Payment Methods

Please find a list of saved payment methods in your CampDoc.com account below. Payment methods must be saved to setup payment plans and for your camp to process refunds. If you remove a payment method and have setup a payment plan, automatic payments will stop. As well, if you remove a payment method and your camp needs to provide you a refund, you will need to provide your payment information again.

METHOD	CREATED	ORGANIZATION PERMISSION	REMOVE
Visa -2923	12/20/2017 09:18 AM by Thressa Nichols at Camp Arbor	<input checked="" type="checkbox"/>	<input type="button" value="REMOVE"/>
Visa -9714	12/28/2017 11:28 AM	<input checked="" type="checkbox"/>	<input type="button" value="REMOVE"/>

Delete Payment Method?
Are you sure you want to delete Visa -2923?

Cancel **Delete**

Account History

To view your account history, navigate to the **Account** tab. From here you can view a list of your previous transactions and your account balance. If you have questions or concerns about your registrations, account balance or cancellations, please contact us directly.

Payment Plans

To set up a payment plan, navigate to the **Account** tab and click the **Setup a Payment Plan** button. Select a saved payment method from the drop-down or add a new payment method. You will be able to select an amount, length of time, and day of the month for the payment plan to process. Please note that our organization will have a due date set for all payments to be made.

***Please note that all program balances are due 30 days prior to the start of each session. Refunds (minus deposit/activity fee and incurred expenses) may be issued by ENJ only when written notice to cancel with cause is received no less than 30 days prior to the event.**

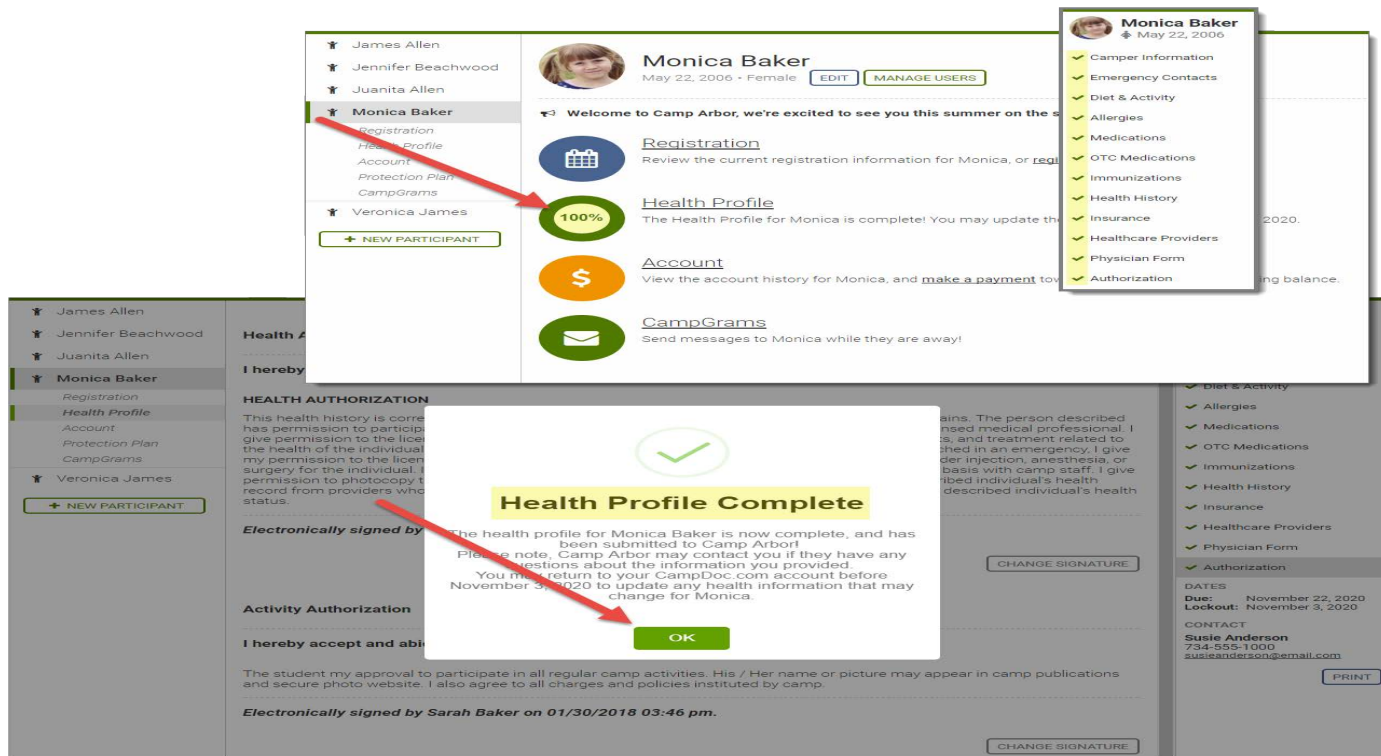
The screenshot shows the 'Account History for Paul Adams' page. The account balance is \$940.00. A red arrow points to the 'SET UP A PAYMENT PLAN' button. Below the ledger, a modal window titled 'Account' is open, showing the current balance of \$940.00 and the option to 'Set Up a Payment Plan'. The modal includes a payment method dropdown (set to 'Visa -2923'), a section for 'Payment Plan Details' with a note that plans must finish by Jun 1, 2018, and input fields for 'Total Amount to Pay Off' (\$940.00), 'Over How Many Months?' (3), and 'Day of Month to Pay' (13). A summary line states: 'Your monthly payment will be \$313.34, processed on day 13 of each month over the course of 3 months. In total, you will pay \$940.00 toward Paul's balance. Payments will begin on Jan 13, 2018 and end on Mar 13, 2018.' Buttons for 'CANCEL' and 'SET UP PAYMENT PLAN' are at the bottom.

Date	Description	Amount
11/21/2017	MISC Paul Broke a lamp when his brother Jimmy were wrestling	\$40.00
11/21/2017	MISC Broke Lamp num	\$50.00
11/21/2017	MISC Broke l	\$50.00
11/21/2017	EXTERNAL-PAYMENT Paul Adams (Check #134)	(\$500.00)
10/27/2017	TUITION Explorer	\$1,000.00
11/21/2017	ADD-ON T-shirt / Small	\$15.00
10/27/2017	COUPON EARLY	(\$15.00)
10/19/2016	TUITION Ranger	\$300.00

After you are done with the payment portion, select the health profile tab and fill in all the required information.

Health Profile

Your health profile is a set of questions and forms required by our organization. To complete the questions select the *Health Profile* link. . In order to have a 100% completion, all the red circles must turn to green check marks indicating that you filled in all the required information. If you have any difficulties, please contact us for assistance.



Due Date and Lockout Date

Each session you apply for has a due date and a lockout date. The due date is the date when all the required information needs to be submitted. The lockout date is the date in which you cannot make any changes or complete an application that is incomplete.

Extension Request

You have a 7 day grace period from the due date to the lockout date and after the 7 days pass, the system will automatically block you from completing your application. Applications need to be completed before the due date in order for your applicant to attend camp. If you have any questions or concerns about the due and lockout dates, please contact us directly.

The screenshot displays a user interface for a health profile. On the left, a sidebar lists participants: James Allen, Jennifer Beachwood, Juanita Allen, Monica Baker, and Veronica James. The 'Veronica James' profile is selected, showing options for Registration, Health Profile, Account, Protection Plan, and Camp Grams. A '+ NEW PARTICIPANT' button is visible. The main content area is titled 'Health Profile' and includes a welcome message and tips. A modal window titled 'Locked Out' is centered, explaining that the profile is 100% complete and past the lockout date. It offers two options: 'I Don't Need to Make Changes' and 'Request Extension'. A red arrow points from the 'Request Extension' button to a second modal window titled 'Unlock Request Sent', which confirms the request and offers an 'OK' button. A second red arrow points from the 'OK' button to the bottom right of the page. The right sidebar shows the user's name 'Veronica James', birth date 'Jan 6, 2009', and a list of profile sections: Camper Information, Diet & Activity, Allergies, Medications, OTC Medications, Immunizations, Health History, Insurance, Healthcare Providers, Physician Form, and Authorization. Below this, 'DATES' are listed: Due: November 22, 2017; Lockout: January 19, 2017. 'CONTACT' information for Susie Anderson is provided, along with a 'PRINT' button.