USING CAMPANION

WHAT IS CAMPANION?

At GUCI, we are using an amazing app called Campanion! The best things about it? It helps with all of your pre-camp preparations and you get fun updates and photos of your camper right on your phone.

To get started, download the Campanion app.

- Use your CampInTouch Account email address and password to log in

- Complete forms and upload completed paperwork right in the app
No need to scan!

- Ensure you have push notifications enabled to receive important updates

- Upload a reference photo of your camper(s). This allows you to get notifications whenever a photo of your camper is posted over the summer!

- Need help? Call (303) 444-2267

HOW TO UPLOAD FORMS TO YOUR **CAMPINTOUCH** ACCOUNT

WITH A SCANNER...

- After completing a form, scan and save it as a Word document or a PDF document on your computer.
- After saving it as a Word document, you will need to convert the file to a PDF by clicking file/export/create PDF.
- Save as a PDF.
- Log into your **CampInTouch account,** locate and click on the UPLOAD button of the desired form on your "Forms Dashboard," then choose the saved PDF file to upload to your account.
- If you are providing a copy of your insurance cards on a separate sheet, you can scan and save your Permission to Treat and copies of your insurance cards as a 2 page document.

WITH YOUR PHONE...

- Take a photo of a completed form with your phone.
- Email yourself the photo.
- Save the JPEG photo to your computer.
- Open a Word document and paste the JPEG image.
- After saving the image as a Word document, you'll need to convert it to a PDF by clicking file/export/create PDF
- Save as a PDF.
- Log into your **CampInTouch account,** locate and click on the UPLOAD button of the desired form on your "Forms Dashboard," then choose the saved PDF file to upload to your account.
- If you're using this method, please make sure to include your insurance card info on your Permission to Treat form.

HOW TO UPLOAD FORMS TO YOUR CAMPINTOUCH ACCOUNT

IF YOU GO TO A COPY CENTER (STAPLES/FEDEX)

- Bring completed forms to the Copy Center.
- Provide the copy center with your two forms (Physician Form, Permission to Treat) and have each form emailed separately to you as PDF documents.
- Save the emailed forms to your computer.
- Log into your **CampInTouch account**, locate and click on the UPLOAD button of the desired form on your "Forms Dashboard," then choose the saved PDF file to upload to your account.

Please note we cannot accept forms via mail. You must electronically submit your forms. If you have additional questions on how to do so please contact the office at guci@urj.org.