



# SSA Festival

## Registration Directions

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### Dates to keep in mind:

- All CampDoc Health Profiles should be completed by Friday, June 18, 2021.
- All tuition payments are due by Friday, June 18, 2021.

### Things to remember:

- **CampDoc:** the company that SSA partners with for online registration.
- **Registration:** takes about 5 minutes.
- **Health Profile:** is what you fill out *after* you register for SSA Festival sessions. The Health Profile is multiple pages of important information that SSA needs to know about your child to keep them safe and happy.
  - Completing the Health Profile will take less than 20 minutes.
  - You do not have to finish the Health Profile in one sitting. More info found below.
- **Scholarship:** if you require financial assistance, you will be able to apply for a scholarship in the Health Profile *after* you register.

### Are you the parent of a new SSA student? Follow these steps:

#### 1) Make a CampDoc Account

Once you click the registration link on the SSA Festival website page, you will first be asked to enter an email address in order to create a CampDoc account. Make sure to use the **primary parent's** name and most often checked email address to make a CampDoc account. **Important information regarding SSA Festival programs and tuition payments will be sent to this email address.**

## 2) Register

After you have made a CampDoc account with the primary parent's name and email address, you will then register your student for a SSA Festival session. You can register multiple children under your one CampDoc parent account.

## 3) Complete Camper Health Profile

Next, you must complete the Health Profile for your child. You do not have to finish the Health Profile in one sitting.

**Whether your child is a new or returning student, please read ALL of these helpful hints BEFORE you click the register link:**

- Clicking the '**REGISTER**' link will take you to CampDoc.com, which is the company SSA partners with for online registration.
- Use a computer to register for camp. The registration site is mobile friendly to a certain extent, but using a computer will make everything easier for you.
- Microsoft officially retired the internet browser Internet Explorer. In order to experience the CampDoc.com website fully, we recommend everyone use the latest version of Chrome, Firefox, Microsoft Edge, or Safari. CampDoc.com users with unsupported browsers may find that some features do not function, or the application doesn't load correctly.
- **IF YOU ARE A RETURNING STUDENT/PARENT: You can use your CampDoc account username and password from last year. All the info you entered last year will be saved, but you will be required to review it and re-enter new info where necessary.**
- **IF YOU ARE A NEW STUDENT/PARENT:** Make sure you follow the above directions to set up a CampDoc account.
- **You will be able to register multiple children on your one parent CampDoc account.**
- All credit/debit card tuition payments for SSA Festival will be processed by CampDoc.com. Transactions will appear on your credit card and bank statements from **DocNetwork LLC (Ann Arbor, MI)**.

- If you are seeking financial aid, you will apply for a scholarship in the CampDoc Health Profile *after* you register. You must complete your Health Profile to be considered for a scholarship. If you are a scholarship recipient, an SSA administrator will adjust your final tuition fee for you.
- **Things you will need to finish your camper's Health Profile:**
  - Immunization info
  - A health insurance card, if you have health insurance
  - A signed teacher recommendation form, which you will download from CampDoc after you register for a session
- You will be asked to upload documents like immunization records to the Health Profile. If you don't have a scanner but you DO have a smartphone, you can download free apps like Genius Scan, which let you take a photo of the document with your phone and then turn that photo into a PDF document.

### **We are here to help!**

You can contact the CampDoc Help Desk with any questions about logging in, resetting passwords, profile completion, etc. Help Desk hours are Monday-Friday 8am-5pm EST and can be reached via email at [support@campdoc.com](mailto:support@campdoc.com) or 734-636-1000. If you have any questions for SSA about registration, please email us at [admin@superiorstringalliance.org](mailto:admin@superiorstringalliance.org).