

Helpful Instructions for Online Registration

Hi Parents/Guardians/Group Home Managers/ and Campers:

RETURN CAMPERS: You made it through the hard part last year. Simply login into your CampInTouch account through our website: www.campnewhopeillinois.org. Your email address is your login. If you need help logging in or your account reset, let us know. The majority of everything is already filled out but be sure to double check that everything is still the same or update as necessary.

NEW CAMPERS: Welcome to camp. You will be setting up your CampInTouch account through our website. www.campnewhopeillinois.org Click "Camper Resources" and "Camper Application". Once you get everything inputted this year, answers are saved and will self-populate, so every year it is verifying answers and making necessary changes. As you go through the process and if you have any questions, please call the office, 217-895-2341, and we will be glad to walk you through it.

If you don't have access to complete the online registration, you can set up an appointment to come in and we can help you fill it out, or we can send you a paper packet.

ALL CAMPERS!! This is extremely important for pricing purposes. Pricing and deposit is decided by what you chose in the "County of Camper Residence_Special Consideration". Each county has 2 options.

Option 1) Choose the county the camper lives in. (i.e. Coles)

Option 2) If you are applying for Camp New Hope Scholarship, choose "County/SCH Applied" option. (i.e. Coles/SCH Applied) (For Christian County campers if wanting to use Kids to CNH funding, choose "Christian/Kids to CNH Applied")

Basic Info:

- Addresses for 2 households, with 2 parents in each household can be added. Each person in the household MUST be at the same address. (If additional, QIDP or family members, need to be added beyond 2 households, there is a question which allows you to add 1 additional person.)
 - Alternate Household refers to an additional household connected to the camper. This generally would be a second Parent/Guardian/Family Member household who does not live with camper but assists with paperwork/payment. For group home campers, the group home manager contact information MUST be put here except in the case that the Parent/Guardian fills out all paperwork for the camper, then parent/guardian information will be alternate household.
 - Relationship: Always refers to person's relationship to the camper. (Mother/Grandmother/Guardian/Group Home Manager, etc.)
 - Do not cross information. For example: Do not put a group home manager e-mail as the login under a camper's name, instead create a unique login for them and then your e-mail will stay with your name/address under alternate household.
-

Please enter household information based on the situation below that best describes the camper living arrangement .

****This information entered correctly is vital so we have uniformity in our system.****

If you have a different situation than the following, call the office and we will determine how best to enter information.

Situation 1: Camper resides with Parent(s)/Guardian(s). (Login: Parent's Email)

Household 1: Camper/Parent Address

P1: Parent/Guardian

P2: (if needed, ADD) 2nd Parent/Guardian at same address

Alternate Household: (If needed, 2nd parent at different address)

A1: Parent/ Guardian if different address

A2: (If needed, ADD) 2nd Adult at this address

Situation 2: Camper lives in group home. Parent name field should be camper name, and for relationship choose Other (F) or Other (M) based on camper's gender. (Login: Camper Unique Login) Alternate Household is either Group Home Manager (GHM) or Parent/Guardian/Family Member (P/G/FM) who fills out paperwork instead of GHM. **Must add Group Home Manager/ or Parent email address to Alternate email (DO NOT USE THIS AS CAMPER LOGIN)**

Household 1: Camper Address

P1: Camper Name

P2: (Leave blank)

Alternate Household: Second Address

A1: Group Home Manger or Parent/Guardian/Family Member

A2: (If needed, ADD) 2nd Adult at this address

Situation 3: Camper lives "On Own". Parent name field should be camper name, and for relationship choose Other (F) or Other (M) based on camper's gender. (Login: Camper Login Unique Account) Alternate Household is either Case Manager (CM) or Parent/Guardian/Family Member (P/G/FM) name and address who may assist them with paperwork. **Must add your Login/Email address to Alternate email.**

Household 1: Camper Address

P1: Camper Name

P2: (Leave Blank) (unless another adult lives here)

Alternate Household: Second Address

A1: Case Manager or Parent/ Guardian/ Family Member

A2: (If needed, ADD) 2nd Adult at this address

If you have any questions, please call the office, 217-895-2341

Additional Group Home Instructions

We have a unique camp situation which does not fit the mold of the system for addresses, logins, etc when it comes to entering in group home or “on own” campers. The instructions on first page cover the basics but there are a few additional things that are helpful for you to know in order for everything to be entered correctly for your campers. Don’t worry if something is incorrect we can fix it.

Additional Basic Info:

- You can save for later after completing the end of a page. Most applications are taking roughly 30 mins-1 hour to complete both the camper application and health history. (Health History is filled out by you, Physician’s form is now completely filled out and signed by doctor. You or nurse can enter medications, this is not considered “you prescribing medications”. These will be checked for correctness upon arrival at camp.) Be sure to update Health History form 1 weeks prior to camp to update any medications on the portal. No need to fax MARS sheets.
- You will ALWAYS fill out paperwork, see financials, and can even pay for camp by going into each individual camper portal using their unique login email. This allows you complete access to every thing.
- Camper Login: We recommend creating a g-mail account for each camper however, a fake address @mailinator can be used. Be sure to include your work email in the Alternate Email under the camper name.
- Mailinator Disclaimer: Mailinator is a real email service that has a public inbox. ANYBODY can view information on there however it does not show that attachments exist. You can view any emails received for a few hours before the system self deletes all emails. Information that camp is sending to that email is basic generic emails which do not contain any vital or complete information regarding camper . (i.e.– Joe is registered for camp.) Therefore, this is a SAFE way for us to create camper login address which require a valid email. Camp has tested the system, multiple times, sending potentially sensitive information and information has been secure every time. If you would like more details on this, please call camp.
- You can only use your personal login email ONCE as the alternate household for 1 camper. We will link you to the rest of your campers once everyone is registered. (More in instructions below.) This login will allow you to see campers forms as well, but in a very limited capacity and you can not see any financial information from here. This is why using camper portal is important, but this email address is important to me, to send you necessary information regarding campers.
- You can share your camper’s login information and password with parents/guardians/nurse/ etc. who may need to help fill out information on the forms. There is electronic signatures on the forms, therefore sharing this login with guardians will allow them to access the form, flip through pages and sign the camper application and health history form. Be aware every time you open a document and make a change a new electronic signature/date would be required. Please sign documents with “your name, title, with permission by parent.) If you need parent to physically sign forms, we have created a single form to send that will be kept with their files. Under forms and documents, look for Authorization Signature Sheet.
- What to do if you have staff changeover. You will need to go into the previous employees account using their login/password and then simply overwrite whatever the change is, name, address, etc. including updating a new login and password. All other accounts will update. If a single camper has changed to a new QIPD, let us know and we can switch their connections.

Multiple Campers: If you have more than 1 camper to register, here is the basic steps.

1. Fill out first camper as usual. For Alternate Household: Use the login/email box to add your personal information.
2. For 2nd camper and all subsequent campers. Log out of CampInTouch and then fill out next camper as usual. (If you see previous campers name upon starting next application, you are not logged out.) Only difference, is to NOT include your information as alternate household information at all. When we link accounts, it will transfer over.
3. After all campers have been registered, email programdirector@campnewhopeillinois.org and list the names of every camper who needs linked to you. We will then link everyone so that you can see all your campers if you login through your personal portal.
4. When you get to billing section for payment, edit your billing information to take out the mailinator email if you used one. We will re-check this setting at camp as well.
5. Be sure to mark that the alternate household wants mailings.

If you have any questions or want someone to give you a step by step tutorial,
please call the office, 217-895-2341