



Dear Volunteer,

Hello! We need many volunteers, both adults and teens, to make our Vacation Bible School a success. We thank you so much for your interest in volunteering for VBS 2022! This summer, Broomfield UMC is partnering again with CampDoc to better serve our kids and volunteers for VBS. If you volunteered last year, you used the CampDoc site, but we put some of your info into CampDoc for you. This year all volunteers will need to sign themselves up (or sign in if you volunteered last year) to volunteer using CampDoc. If you have already registered a child for VBS, you may log back in, select New Participant from the left column and complete a volunteer registration from there.

Note: VBS Registration opens at 9am Tuesday, March 29 and closes at 12pm Monday, May 23 or when full.

Returning CampDoc Users

- Click our customized link (app.campdoc.com/register/broomfieldunited)
- In the **Email** box, type the *email address* you have used for CampDoc registrations in the past.
- In the **Password** box, type the password previously created.
- Click the **LOG IN** button.
- If you forget your password, type your *email address* and click the "**Forgot Your Password**" button.

New CampDoc Users

To create a new account

- Click our customized link (app.campdoc.com/register/broomfieldunited)
- Click the **SIGN UP** button.
- In the **Email** box, type your *email address*.
- In the **Password** box, type the password that you want to use.
- Click the **CONTINUE** button.
- Follow the instructions, to create your profile and complete the Health Profile for each of your participants.

The security and privacy of your participant's information is important to us. The CampDoc site is secure, encrypted, and password protected. You can find additional information about CampDoc privacy and security information at docnetwork.org/security.

After you log in, all family members associated with your account will be listed on the left. Select one participant's name and click on the **health profile** link to complete their information. *You will need to do this for each person, including yourself.* Required questions will be marked with an * and outlined in red. Upload any required documents to your CampDoc account. If you're on a phone/tablet, you can take a picture to upload the document. *Any balances due will be listed on the account tab.*

Keep in mind that you can return to app.campdoc.com at any time to make updates to your participant's health information before VBS begins. You can log in using the email address and password you previously created.

We're excited to let you know that your participant information will save from year-to-year, so if you participated last year, you won't have to start from scratch again. If this is your first year using CampDoc, you'll be happy next year you won't have to start from scratch.

Additionally, CampDoc sends out periodic reminder emails for incomplete information. These notifications come from campdoc.com, so please add this to your safe sender list to avoid accidental delivery to junk and spam folders. We don't want you to miss important notices about Broomfield UMC's VBS! For additional assistance, you can navigate to support.campdoc.com or contact their Support Team at support@campdoc.com or 734-636-1000.

We are excited to continually improve, building safer, more productive and more efficient systems to create the best experience for you and your family!

Please feel free to reach out to either Vicki or Diane via their contact information listed below with any questions. We can't wait to see you this summer!

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