PLEASE REVIEW THE INFORMATION ON THIS PAGE CAREFULLY

The information provided on this page will help guide you through the registration process. Our new registration system is meant to help parents/guardians provide pertinent information about their student(s)/participant(s) in order for the University of Evansville to provide care and support to our registering families to the best of our ability. The information we are collecting is to ensure that we are taking the proper steps to keep students, staff, parents, and visitors safe. Please be patient as we learn with you how to navigate our new system.

If you have difficulties registering or have any questions, please contact our support team at: **support@docnetwork.org**, 734-619-8300, or via chat on our **website**. Our Support Team is available Monday through Friday, 8am-5pm ET (7am-4pm CST/Evansville time) all year.

How To Register

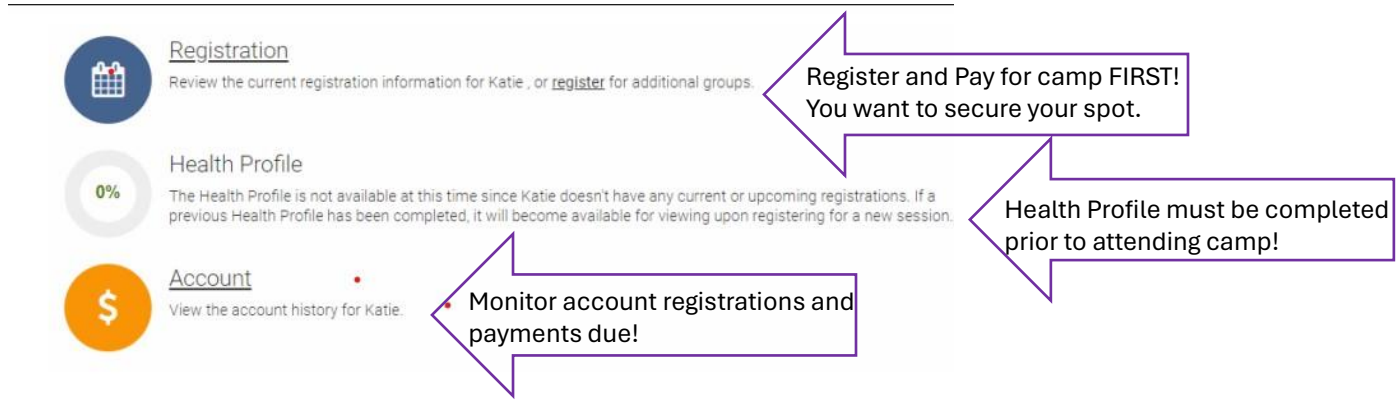
Visit Youth Camp Opportunities at UE - Camps - University of Evansville or click Register Now

1. **Select Sign Up**

- Enter an email address that you check frequently!
- We will send frequent emails to the entered email address regarding registration, payment, and camps/programs/conferences updates. Email address should be the parent/guardian's and not the student/participant.

If you already have an account, login using your email address and password. If you forgot your email and/or password, please call UE's Office of Youth Programs at 812.488.5004 or 812.488.3440 and we can provide you with the email you provided for registration. You will then be able to reset your password.

Once logged in/account created, you will see that CampDoc is broken down into three categories:



- The parent/guardian registering a student/participant will be the administrator of the account. The administrator should be the student's/participant's parent/guardian.
- **STUDENTS SHOULD NOT BE REGISTERING THEMSELVES FOR CAMPS, PROGRAMS, AND CONFERENCES!**
- Each student/participant **must** have an individual account setup (each account is unique to each student's/participant's needs). Multiple students/participants (siblings) can be set up under one administrator account.

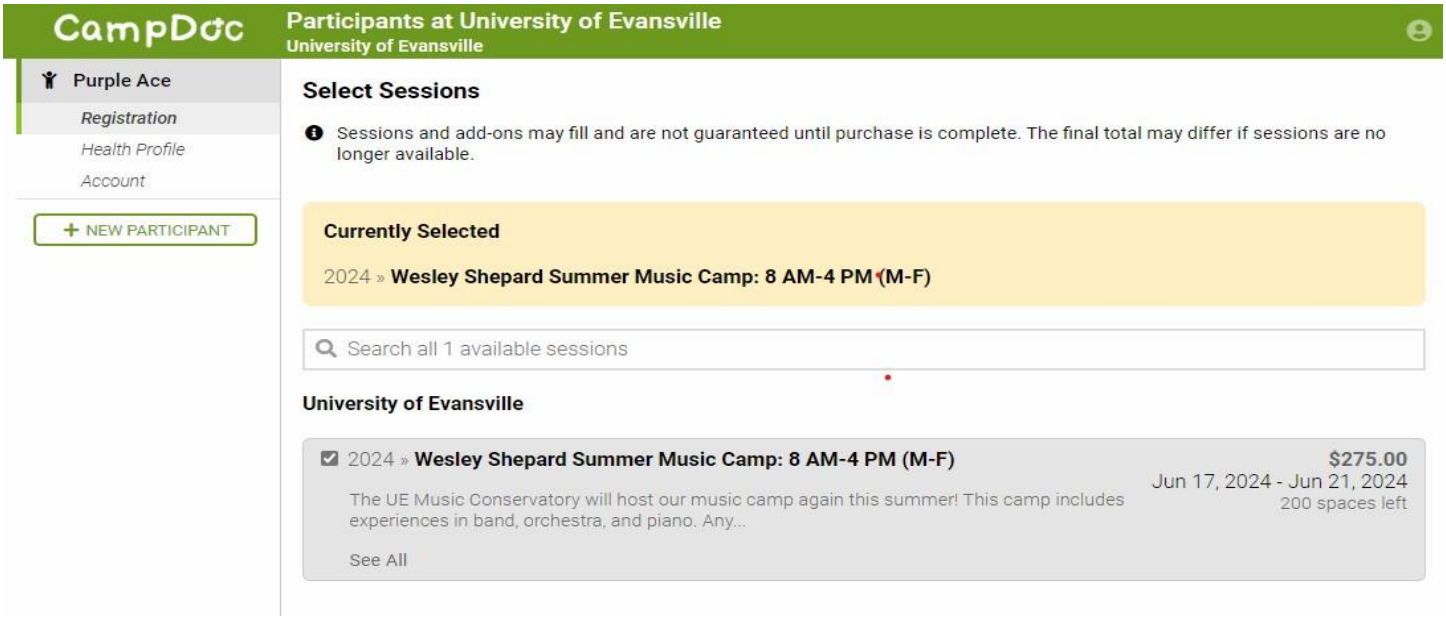
*** DON'T FORGET TO COMPLETE EACH REGISTERED STUDENT'S/PARTICIPANT'S HEALTH PROFILE!! STUDENT/PARTICIPANTS WILL NOT BE ABLE TO ATTEND CAMPS, PROGRAMS, AND CONFERENCES UNTIL THEIR HEALTH PROFILE IS COMPLETE!!*

2. **Select Registration (first)**
3. **Select +New Participant and enter participant's information.**
4. **Click Register for a New Session**

5. **Select participant's grade level for the upcoming school year and click continue (bottom right-hand corner).**

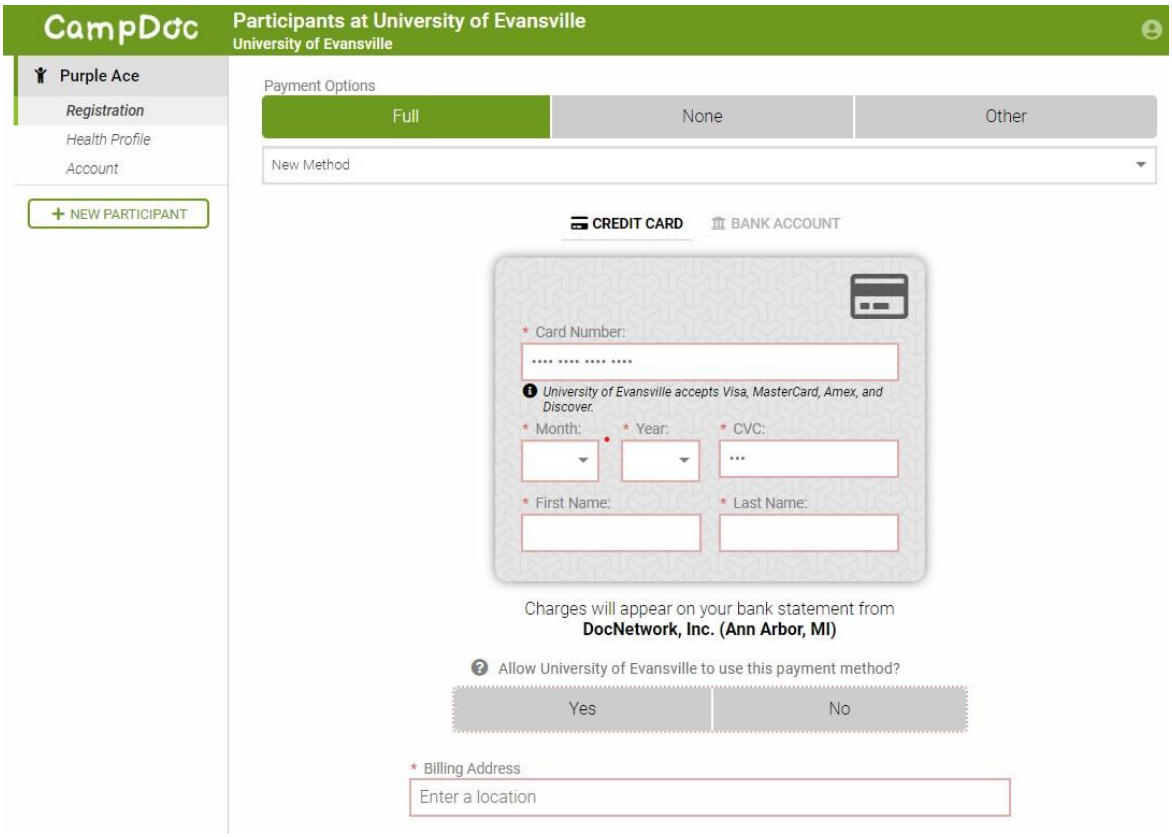
6. **Select desired camps, programs, and conferences from the available options and click continue (bottom right-hand corner).**

- Options listed will be based on grade level selected on the previous screen.
- Parents/guardians can register students/participants for more than one camp, program, or conference.
- Your account will reflect the payment for selected camps, programs, or conferences, regardless of the due date for payment.



7. **Enter Coupon Code (if applicable) and click continue (bottom right-hand corner).**

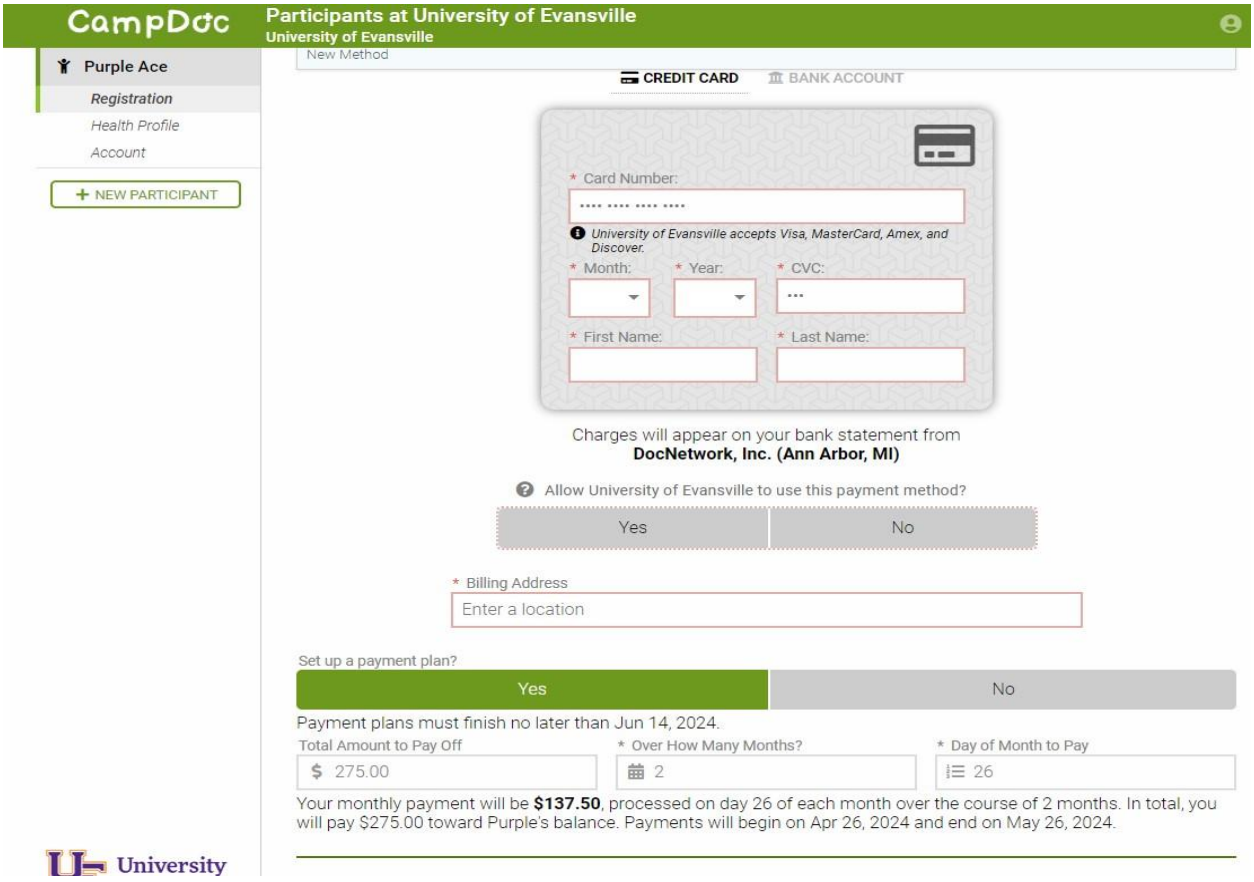
8. **Enter Payment Information and click continue (bottom right-hand corner). Payment Is Due At Registration. There are two options:**
    - **OPTION #1** Parents/guardians can pay in full using ACH or Credit/Debit Card.



- **OPTION #2** Parents/guardians can setup a payment plan. To begin setting up a payment plan, Select NONE on the payment screen and YES to set up payment plan.

  All payment plans are due Friday, June 14th regardless of the registered camps, programs, or conferences start date.

  Parents/guardians are responsible for setting up their payment plan by selecting how many months they want to distribute payment and by selecting the day of the month payment will be withdrawn.



9. **Select Register in the bottom right-hand corner.**
10. **If you would like to register a sibling, select +New Participant and begin the process again.**

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