



# HOW TO UPLOAD FORMS TO YOUR CAMPINTOUCH ACCOUNT

In order for our staff to best care for your camper, please complete all of the forms listed in your CampInTouch account by May 1<sup>st</sup>. Some forms are online forms, which means that you can fill out the form on your web browser and do not need to print the document or upload a completed one. Other forms, marked as paper forms, require you to print the document, complete it, and upload it back into the CampInTouch system. Instructions on how to upload the paper forms are below.

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## If You Have a Scanner:

- After completing the form, scan it and save it as a **PDF document** on your desktop.
- Log into the “Forms and Documents” section of your CampInTouch account, scroll down to the respective form, click on the “UPLOAD” arrow on the right side of the screen, then choose the saved PDF file from the desktop.



## If You Have a Smart Phone or Tablet with a Camera:

- Download the free app called “CamScanner” (available for Android and iPhone)
- Tap the camera button at the bottom of the screen and take a picture of the documents, fitting the document edges within confines of the screen (you can select either a single page or batch)
- Click Finish when you’ve photographed all pages of that document
- Click “email” at the bottom of the next screen
- Select PDF File
- Email the form to yourself
- Open your email and save the attached file to your desktop
- Log into the “Forms and Documents” section of your CampInTouch account, scroll down to the respective form, click on the “UPLOAD” arrow on the right side of the screen, then choose the saved PDF file from the desktop.



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**Thank you for uploading your forms to our online system!**

**You can find the link to our forms upload video tutorial at:**

**<https://6pointsscitech.org/enrolled-families/>**

**Contact our office with questions or concerns: 424-387-3544 | [asesar@urj.org](mailto:asesar@urj.org)**