



Summer 2021 - **Camper Mailing Address**
6 Points West – Camper Name, Scripps College, 1030 N. Columbia Ave., Claremont, CA 91711

Year-Round Business Office
711 Grand Avenue, Suite 280, San Rafael, CA 94901

Camper Forms – Summer 2021

UPLOAD INSTRUCTIONS

UPDATED 3/16/2021

Please make sure your camper's name and session are on each page
Paper forms downloaded after March 11, 2021 will have a camper/form - specific barcode on the lower right corner of the page.

EMAIL: YOU CAN **EMAIL** YOUR CAMPER-SPECIFIC **BARCODED FORMS**

- After completing the form, save each form as a separate .pdf or .tiff file and attach each file to an email. Send to **urjscitechwest@CAMPMINDERFAX.COM** and it will upload directly into your CampIn Touch account in the correct spot
- **Our forms email automatic router only accepts bar-coded forms**
- Each camper has a unique barcode, so be sure to print each form for each camper. Do not download the same form multiple times or makes copies for siblings

FAXBACK: YOU CAN **FAX** YOUR CAMPER-SPECIFIC **BARCODED FORMS**

- After completing the form, fax the barcoded form to **(424) 610-3044** and it will upload directly to your CampIn Touch account
- **Our virtual fax only accepts barcoded forms**
- Each camper has a unique barcode, so be sure to print each form for each camper. Do not download the same form multiple times or makes copies for siblings

To SCAN AND UPLOAD

If you have a scanner:

- After completing a form, scan and save it as a PDF document on your computer (NOTE – Do not save the file as a JPEG document – you cannot upload a JPEG file)

OR

- After completing a form, scan and save it as a Word document on your computer
- After saving it as a Word document, you will need to convert the file to a PDF by clicking file/export/create PDF
- Save as a PDF to a location on your computer

THEN

- Log into your CampInTouch account, locate and click on the UPLOAD button (UP arrow) of the desired form on your "Forms Dashboard," then choose the saved PDF file on your computer to upload to your account

If you have a phone with a camera:

- Install a free **scanner app** on your phone

- Take a photo of a completed form with your phone – app will save it as a PDF
- Email yourself the file
- Save the PDF to your computer

OR

- Take a photo of a completed form with your phone. Hold the camera over the document so the document fills up the screen. This photo will be a JPEG file.
- Email the photo to yourself from your phone
- Save the JPEG to your computer
- Open a Word document and paste the JPEG image
- After saving the image as a Word document, you'll need to convert it to a PDF by clicking file/export/create PDF
- Save as a PDF

THEN

- Log into your CampInTouch account, locate and click on the UPLOAD button of the desired form on your "Forms Dashboard," then choose the saved PDF file to upload to your account

If you are using a Copy Center (Staples/FedEx Kinkos/Office Depot or similar):

- Bring completed forms to the Copy Center
- Provide the copy center with your forms and have each form scanned and emailed separately to you as PDF documents, or have them saved to a thumb drive. DO NOT have the forms combined into one single file.
- Save the emailed forms to your computer
- Log into your CampInTouch account, locate and click on the UPLOAD button of the desired form on your "Forms Dashboard," then choose the saved PDF file to upload to your account

PLEASE DO NOT MAIL OR EMAIL FORMS to our office

Questions? Call or email Registrar Kim Press at 415-991-0259 | kpess@URJ.org