






# Complete the Camper Profile Form

\**CampInTouch Instructions*

## HOW TO LOGIN TO YOUR CAMPINTOUCH FAMILY ACCOUNT

1. Click [here](#) to access the LogIn page.
2. Enter your email address associated with our system and password.
  -  Forgot your password? No problem.
    - a. Click on the [Retrieve/Set Password](#) link on the bottom right corner of the grey box.
    - b. A [Retrieve Password](#) box will pop up. Enter / confirm the email address. Click [Send E-mail](#)
    - c. A reset email will be sent to from automation@campminder.com, (if it does not appear in your inbox, check your spam folder, although that usually does not happen). Open the -mail and click on the **Retrieve/ Set Password** link inside. You will be directed to a new page where you can follow the prompts to reset your password.
3. Click the [Log In](#) button on the bottom left corner of the grey box. You will be directed to the CampInTouch Welcome Page - **This is your ILC Family Account!**

## HOW TO ACCESS THE CAMPER PROFILE FORM

1. From your ILC CampInTouch welcome page click on the link  [Forms & Documents](#) beneath [Forms Dashboard](#).
2. You will be taken to a [Applications, Forms & Documents](#) page that shows your camper's application along with a ton of supplemental forms and documents for summer 2017.
  -  For families with **more than one camper enrolled**, each camper will have their own set of information. The NAME of the camper will be listed first, followed by a list of all forms and documents.
3. Access the Camper Profile Form. Keep in mind that this form IS REQUIRED and can be updated after submission.
  - a. If it is your **first time completing the form**, click on:  
[FORM - Camper Profile](#) to the left of a  icon
  - b. If it you are **editing a completed form**, click on:  
[FORM - Camper Profile](#) to the left of a  icon
5. The page will reload to the [FORM - Camper Profile](#) page.

## HOW TO COMPLETE THE CAMPER PROFILE FORM

1. From the Camper Profile Form, read the form explanation and check the following box to make the first set of questions appear:

**When ready to begin, check the box below.**

I have read the explanation above.

2. Check  YES or  NO beneath the set of options for the question:

My camper has been exposed to the following adjustments in the past 12 months:

3. Check  YES or  NO beneath the set of options for the question:

My camper is OR has taken medications in the last 12 months for:

4. Type in any supporting details or additional information you think would be helpful to ILC in the following box:

Additional Comments?

PLEASE ENTER ANY DETAILS OR ADDITIONAL INFORMATION YOU THINK ILC SHOULD KNOW ABOUT

5. Enter your electronic signature in the field beneath the statement:

I have read this letter, and will not hold camp liable if I have not fully disclosed information about my child.

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6. Click the  box in the lower right corner of the page.

7. Once successfully submitted, you will be redirected to the **Applications, Forms & Documents** homepage. The completed form will be listed in GREEN at the bottom the list.

**Your camper's profile information has now been submitted!**