



Camp Office
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A patient of yours has applied for a spot at Camp del Corazon this summer! Now what?

Here are the steps to complete the cardiology form needed so that they may attend camp.

You will receive an email from alyx@campdelcorazon.org through Regpack, our online registration system. If you are unable to find this email, searching for the email above or "Camp del Corazon" is an easy way to find it.

The email will contain the instructions below, along with a link that will take you through setting up your Regpack login email and password. Please note that a Safari, Firefox, or Chrome browser works best with this site.

After you have created your password, you can access the system directly at <http://www.regpacks.com/reg/admin/>.

Once you are signed into the system, you will be able to see all of your 'users,' or patients. Follow these simple steps to complete their forms:

- 1. To get to the cardiology form, simply click the blue bar next to your desired patient.**
- 2. Next, select "Camper Cardiology Form." This will take you to the first page of the form.**
- 3. Click the blue "Edit" button on the top left corner and proceed to fill it out. *Please be sure to fill out all of the required fields marked with a red asterisk.***
- 4. Once you are done, click the yellow "save" button in the top left corner.**
- 5. Click "return to user management" at the top of the page to return to your patient list.**
- 6. On the right-hand side, in line with the patient's name, you will see a box with pink writing that says "Waiting on Physician." Click on this box and a dropdown menu will appear - select the blue "Physician Approved" option.**
- 7. Continue on to your next patient!**

As parents complete applications, they will become available on your user list. As you complete the forms, we will remove them from your list. You will receive monthly email reminders from us when new patients of yours have applied.

Thank you for taking the time to help more kids attend camp! It is because of you that we can offer them a safe and positive summer. THANK YOU!

Please do not hesitate to contact me with any questions you might have.

Sincerely,
Alyx Garda (Lemon)
Family Communications Administrator
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alyx@campdelcorazon.org