



Dear AstroCamp Family,

AstroCamp 2019 is just around the corner! Our 28th summer is sure to be one of our best and we are already busily making preparations for your arrival.

This Parent Guide contains everything you need to prepare for a fun and rewarding camp experience. Please read through this Parent Guide carefully as it is essential in your preparation for the summer.

All forms required for camp attendance are included in your online account. A list of these forms is included in this parent guide.

This is going to be a fantastic summer. If you have any questions, please do not hesitate to call our business office at 1-800-645-1423, contact our Summer Camp Registrar at [registrar@gdi.org](mailto:registrar@gdi.org) or the Summer Camp Director, Diana Huff at [diana@astrocamp.org](mailto:diana@astrocamp.org). We are here to help!

We will see you this summer!

Sincerely,

Diana Huff  
AstroCamp  
Summer Camp Director

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# SECTION I

## 1-WEEK ASTROCAMP

### FREQUENTLY ASKED QUESTIONS

#### A. ARRIVAL & DEPARTURE

##### 1. HOW DO THE CAMPER'S GET TO CAMP?

The majority of our AstroCampers are driven to camp by their family/guardians. Families are welcome to join us for refreshments and a short tour of AstroCamp. The drive time from the Los Angeles, Orange County and San Diego areas is about 2-3 hours. If there are changes or emergencies that will affect camper pick-up or drop-off time or location, you will be notified by email, phone blast and text. Directions next page.

##### 2. WHERE AND WHEN DO I DROP MY CAMPER OFF?

1-Week Session 1: SATURDAY	June 8, 2019
1-Week Session 2: SATURDAY	June 15, 2019
1-Week Session 3: SATURDAY	June 22, 2019

Check-in for AstroCamp is between 1:00 p.m. and 3:00 p.m. Please do not arrive before 1:00 p.m. as AstroCamp staff is completing preparations for the session. Lunch is not provided on arrival day. AstroCamp staff will be at various locations on site to help direct you. For your safety please heed all signs and follow directions and instructions of staff.

##### 3. WHERE AND WHEN DO I PICK MY CAMPER UP?

1-Week Session 1: FRIDAY	June 14, 2019
1-Week Session 2: FRIDAY	June 21, 2019
1-Week Session 3: FRIDAY	June 28, 2019

Please make arrangements to pick your child up at AstroCamp between 9:00 a.m. and 11:00 a.m. Please do not arrive before 9:00 a.m. as you will interfere with luggage, dorm check-outs, and camp staff preparing for your arrival. Any camper not picked up by 11:00 a.m. will be charged a late fee of \$50.00 per hour. This charge must be paid upon pick-up of camper. Please respect the little time off our staff gets during our summer camp months and arrive on time to pick up your camper.

##### 4. WHAT IS REQUIRED IF I WANT MY CAMPER PICK UP OR DROP OFF AT THE AIRPORT?

Yes. There is a \$40.00 charge each way for this service. Any special arrangements must be approved by our business office and be in writing. Additional fees may be incurred.

**PLEASE MAKE E-TICKET RESERVATIONS TO PREVENT LOSS. FLIGHT ARRANGEMENTS ARE TO BE MADE FOR THE FIRST AND LAST DAY OF CAMP ONLY.** For those campers flying into the area, flights are to be made only to Ontario International Airport (ONT). An AstroCamp staff member will meet them at the gate and transport to camp facility. Please note that our staff members will wear identifiable "ASTROCAMP STAFF" clothing as well as carry personal identification with them to meet your child. **Make sure your child knows they must wait at the gate. They must not go to baggage claim.** AstroCamp will also return campers to the Ontario International Airport (ONT) for their return flights.

#### **UNACCOMPANIED MINORS:**

According to the US Department of Transportation anyone between the ages of 8 and 11 is considered an unaccompanied minor (UM) when flying without a guardian and is therefore required to follow all UM procedures outlined by the airline you have chosen. Please check with your airline to determine your campers flight status. There is a fee issued by the airlines for children traveling under the UM status (typically this fee is between \$100 to \$200 each way). If your camper is flying UM status then we require you **MUST** pay that fee for the return flight as well. The airlines will require a name and contact number for the individual picking your child up from ONT. Please provide them with the name Diana Huff and the camp phone number (951) 659-6062. We will contact you closer to camp with the accurate staff name and phone number.

#### **ARRIVAL INFORMATION:**

All flight arrivals must be made to Ontario International Airport (ONT) between **9:30 AM and 11:30 AM** on the first day of camp. Flights outside of this time frame will result in additional fees and must be approved by the director.

#### **DEPARTURE INFORMATION:**

All flight departures must be made from Ontario International Airport (ONT) between **10:00 AM and 12:00 PM\*** (*\*recommended departure time around 11 am*) on the last day of camp. Flights outside of this time frame will result in additional fees and must be approved by the director.

#### **BAGGAGE FEES:**

Most airlines charge baggage fees for all checked luggage. Parents are responsible for paying all costs associated with checked baggage in advance. If your specific airline does not allow the prepayment of baggage fees for the return flight please provide your child with the appropriate amount of money to cover the expense. When your child arrives at camp a staff member will collect and hold their cash and valuables until they depart from camp at which time all items will be returned to the camper.

#### **LABELING:**

Please clearly mark your camper's luggage with the information below:

Camper's Name

AstroCamp, If found please call (951) 659-6062

### **5. CAN MY CAMPER STAY AT CAMP BETWEEN SESSIONS?**

Campers attending more than one session of camp, will **NOT** be able to stay at camp from one session to the next. This means that the camper must be picked up at the end of one session and then brought back to AstroCamp at the beginning of the next session.

### **6. HOW DO I GET TO ASTROCAMP?**

AstroCamp is located at 26800 Saunders Meadow Rd., Idyllwild, CA 92549. Camp is easily accessible via car. Please be sure to check the route prior to departure in case there are road closures.

## **B. MEDICAL**

### **1. DOES MY CAMPER NEED A PHYSICAL?**

**YES.** The physicians examination form is available through the “Forms & Documents” link on your online account. Have this form completed by your physician prior to the start of camp. The physical must have taken place within one year of the start of their enrolled session.

### **2. HOW DO I RETURN MY CAMPERS’ REQUIRED FORMS?**

Once the required forms have been completed, there are **THREE OPTIONS** for returning these documents.

**A. FAX (PREFERRED)** - There should be a small bar code located in the lower right hand corner of each page of the forms. Be sure when faxing these documents back, that the bar code is visible. Please fax those documents to (909) 235-4629.

**B. UPLOAD AS A PDF** - To upload these documents, log into your account and click the “Forms & Documents” link, then find the appropriate corresponding form. You will see an upload arrow on the right side of the section. Click the upload arrow and follow the instructions to correctly upload the documents.

**C. SNAIL MAIL** - If you are unable to fax or upload the documents you can mail the forms to our physical address:

Attn: Summer Camp Registrar  
27282 Calle Arroyo  
San Juan Capistrano, CA 92675

### **3. IF MY CAMPER TAKES PRESCRIPTION MEDICATION HOW IS THAT ACCOMMODATED?**

All prescribed or over-the-counter medication needed by an AstroCamper will be collected at check-in by the nurse. Accurate instructions must accompany the medication. **ALL MEDICATION MUST BE BROUGHT TO CAMP IN THE PRESCRIBED CONTAINERS.**

AstroCampers will have access to their medication through the nurse’s office. Campers flying in, must put medication in a carry-on bag to be turned in upon arrival at AstroCamp.

### **4. IF MY CAMPER HAS SPECIAL REQUIREMENTS WILL THEY BE ACCOMMODATED?**

**DIETARY NEEDS:** If your camper requires a special diet please click the “Forms & Documents” link and list this on the health history form. If your camper has a more severe allergy, please inform us at least two weeks prior to the camp session.

**PHYSICAL NEEDS:** If accommodations are needed for your camper to fully participate in the program, please contact our office at 1-800-645-1423 at least one month before camp begins.

### **5. WHAT DO I DO IF MY CAMPER IS SICK BEFORE CAMP BEGINS?**

Please call the business office at 1-800-645-1423 to discuss the specifics of your child’s illness and if he/she is healthy enough to start camp. The health of your camper has an effect on the health of the entire camp community. If ill, a doctor’s release will be necessary at check in.

### **6. WHAT HAPPENS IF MY CAMPER GETS SICK OR INJURED AT CAMP?**

The medical professional on site will make an informed decision about whether or not the parent or guardian needs to be contacted based on the severity of the illness or injury. The primary parent or guardian will be contacted by phone.

## C. COMMUNICATION

### 1. WHERE DO I MAIL A LETTER TO MY CAMPER?

Address all mail to:        Campers Name  
                                     Team number (will be given at check in)  
                                     c/o AstroCamp  
                                     PO Box 3399  
                                     Idyllwild, CA 92549

**NOTE: WE WILL NOT ACCEPT PACKAGES OF ANY KIND! THEY WILL BE SENT BACK AND YOUR CAMPERS STORE ACCOUNT WILL BE CHARGED FOR SHIPPING. IF YOUR CAMPER NEEDS AN ITEM PLEASE CALL US FOR APPROVAL.**

### 2. CAN I CALL MY CAMPER?

Telephone calls to or from the campers are not allowed due to their busy schedules and our camp belief of camper independence. If you any concerns about your child, our staff is available to help you. Please call camp between 8:00am and 5:00pm at (951) 659-6062. Calls after 5:00pm or on the weekends may be answered by a camp administrator or an answering machine. The answering machine will have a number should you need to reach someone after 5:00PM for an emergency.

### 3. CAN I EMAIL MY CAMPER or RECEIVE EMAILS FROM THEM?

Camper communication is now done within your camper account. Please log into your account and then click on the email link, the system will guide you through the process of purchasing "CampStamps" to send emails as often as you'd like throughout the session to your camper. **WE WILL PROVIDE YOU WITH 5 "CAMPSTAMPS" PER CAMPER PER PARENT PER WEEK WHICH WILL BE ADDED YO YOUR ACCOUNT RIGHT BEFORE CAMP BEGINS.** More information can be learned by reading the detailed instructions at the end of this guide.

### 4. CAN I SEE PICTURES OF CAMP EACH DAY ONLINE?

Log onto [astrocamp.smugmug.com](http://astrocamp.smugmug.com) each day to view pictures of camp. Pictures will be posted each night. It is free to view and download the pictures and prints can be purchased as well. In order to protect our campers and families, the website is password protected. We will email you the password at the start of your camp session. With hundreds of campers and dozens of activities, we will do our best to make sure each camper has a picture in the gallery, but we cannot guarantee this.

### 5. CAN I VISIT MY CAMPER?

No. If you wish to have a campus tour it must be prior to May 10th. Arrangements must be made in advance by calling our office at 1-800-645-1423. There are no visits permitted after May 10th due to the busy summer schedule and the safety of our campers.

## D. WHAT TO BRING TO CAMP

### 1. WHAT SHOULD MY CAMPER PACK?

On the following page you will find a minimum list. Everything on the list has a function. We suggest checking off or counting the exact number of items on this list below. Please keep this form at home to ensure that all the items are accounted for upon your camper's return from camp. **PLEASE MAKE SURE EVERYTHING IS WELL LABELED WITH YOUR CAMPERS NAME.**

## 2. HOW SHOULD MY CAMPER PACK THEIR GEAR

Please limit luggage to no more than 2 bags and a backpack. Please make sure all luggage has a visible tag with the camper's name and address written in ink.

## 3. ESSENTIAL ITEMS PACKING LISTS

### CLOTHING

- |  |  |                                   |   |
|--|--|-----------------------------------|---|
| <input type="checkbox"/> Shorts              | <input type="checkbox"/> Jeans/Long Pants  | <input type="checkbox"/> T-Shirts | <input type="checkbox"/> Long Sleeve Shirts |
| <input type="checkbox"/> Sweatshirts/Jackets | <input type="checkbox"/> Underwear         | <input type="checkbox"/> Socks    | <input type="checkbox"/> Swimsuits          |
| <input type="checkbox"/> Sleepwear/Pajamas   | <input type="checkbox"/> Closed Toed Shoes | <input type="checkbox"/> Sandals  | <input type="checkbox"/> Hat                |

### BEDDING AND LINENS

- |  |                                       |                                      |   |
|--|---------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Pillow & Pillowcase | <input type="checkbox"/> Sleeping Bag | or                                   | <input type="checkbox"/> Twin Sheets & Blanket (optional) |
| <input type="checkbox"/> Bath Towel          | <input type="checkbox"/> Beach Towel  | <input type="checkbox"/> Laundry Bag | <input type="checkbox"/> Wash Cloth/Bath Puff             |

### PERSONAL HYGIENE

- |   |  |                                     |   |
|---|--|-------------------------------------|---|
| <input type="checkbox"/> Soap/Body Wash | <input type="checkbox"/> Shampoo/Conditioner     | <input type="checkbox"/> Deodorant  | <input type="checkbox"/> Chapstick      |
| <input type="checkbox"/> Sunscreen      | <input type="checkbox"/> Toothbrush & Toothpaste | <input type="checkbox"/> Comb/Brush | <input type="checkbox"/> Grooming Items |

### MISCELLANEOUS EQUIPMENT

- |                                       |  |   |                                     |
|---------------------------------------|--|---|-------------------------------------|
| <input type="checkbox"/> Water Bottle | <input type="checkbox"/> Stationery & Stamps   | <input type="checkbox"/> Camera   | <input type="checkbox"/> Sunglasses |
| <input type="checkbox"/> Watch        | <input type="checkbox"/> Flashlight (optional) | <input type="checkbox"/> Small Fan (optional<br>no bigger than 12" X 12") | <input type="checkbox"/> Bug Spray  |

#### **4. CAN MY CAMPER BRING A CELL PHONE OR OTHER ELECTRONICS TO CAMP?**

Cell phones, smart phones, smart watches, iPods, handheld video games and other electronic devices are **NOT ALLOWED**. They will be confiscated and put in the camp safe until the end of camp. Camp is a place to make new friends, try new things and gain independence which can be pretty tough if campers are texting friends from home or calling parents. **PLEASE** leave cell phones at home. We ask for the Parent's support of this policy as it is especially difficult to enforce policies without that support from you. Exceptions are made for campers that are flying in. Their phones will be collected upon arrival and kept safe until departure day.

#### **5. WHAT ITEMS SHOULD MY CAMPER NOT PACK?**

To ensure the safety of the campers, AstroCamp insists that the following items not be brought to camp

MP3 player/ipod/tablets	<u>Any smoking material (Vaping/Juul/e-Cig)</u>
e-Readers/Kindle	Cash
Cellular phones/Smart Phones	Expensive Jewelry
Video Games	Hair Clippers
Tobacco	Television
Marijuana Products (ie.edibles)	Lighters
Two-way radios (Walkie Talkies)	Alcohol
Illegal drugs	Stereos
Televisions/portable DVD players	<u>Weapons of any kind</u>
Computers	Fireworks
Skateboards	Hair Dye
Food	<u>Knives of any kind</u>
Inappropriate Card Games (i.e. Cards Against Humanity)	

AstroCamp does not accept any responsibility for the loss, damage, or theft of such devices. Any abuse of this policy will result in confiscation and storage until the end of the session.

#### **6. IS THERE A DRESS CODE?**

Yes. We ask that our campers dress appropriately and of course comfortably for their various activities at camp.

- We do not allow campers to wear clothing with alcohol, tobacco, drug, religious, political, sexual or obscene printing.
- Please keep the bathing suits modest – What does “modest” mean - No thongs, string or cheeky bikinis for female campers and no Speedo-style bathing suits for the male campers.
- Please send your campers with shorts of an appropriate length. The length of skirts, skorts, and shorts must extend below the camper's thumb tips when the camper's arms are extended at his/her sides.
- We do reserve the right to request campers to change clothing if deemed inappropriate.



## E. YOU'RE AT CAMP

### 1. WHAT IS THE WEEKLY CAMP SCHEDULE?

		Breakfast 8:00 - 8:30 Lunch 12:30 - 1:00 Dinner 6:00 - 6:30				A Campers = 8-9 years old B Campers = 10-11 years old C Campers = 12-13 years old				
		9:00-10:30	10:45-12:15	1:00-2:00	2:00-3:30	3:45-5:15	6:30-7:30	7:30-9:00	9:00-10:00	
Saturday		<b>Camper Arrival &amp; Check-In 1:00pm - 3:00pm</b> Blast Off (3:00 - 3:30) Move In (3:30 - 4:00) Cabin Bonding (4:00 - 5:45)						🔥 Opening Campfire 🔥	Dom Talks	
Sunday		CORE ACTIVITIES  Siesta Time  Rec Time						Crew Night	A Space Night	
Monday						A - CORE ACTIVITIES B & C - ELECTIVES			Elective Night	🔥 Campfire 🔥 C Space Night
Tuesday						🌊 Freestyle Day 🌊			Crew Night	B Space Night
Wednesday						ELECTIVES			🌟 AstroParty 🌟	Dom Time
Thursday						ELECTIVES			<b>Final Night Extravaganza!</b>	
Friday	Camper Pick Up 9am - 11:00am	<b>SEE YOU NEXT SUMMER!</b>								

### 2. HOW DOES THE CAMP STORE WORK?

Once you have registered your camper, you have the option to fund the camp store account at any time prior to your camper's arrival at camp. We generally recommend an average of \$50.00 per week. To fund the camp store account, please log on to your camper's account and click the link named "View Camp Store Account". Please note, at the time you fund the camp store account, your credit card will be charged for the selected amount.

At the end of the summer any remaining balance of \$10.00 or less will NOT be refunded to your credit card and will be added to our camp financial aid fund. Any remaining balance over \$10.00 will be refunded to your credit card on file. If you would like to change your selection that was made upon registration, please contact the AstroCamp Registrar at 1-800-645-1423.

Below are some of the items available in the camp store:

Soap/shampoo

Postcards/stamps

Toothbrushes

T-shirts

Snacks

Sweatshirts

Batteries

Mementos

Sunglasses

Hats

## **SECTION II FORMS**

### **1-WEEK ASTROCAMP**

#### **A. CHECKLIST**

**ALL REQUIRED CHECKLISTS ITEMS BELOW MUST  
BE COMPLETED BY APRIL 1, 2019  
ALL FORMS CAN BE FOUND ON YOUR CAMPERS'  
ACCOUNT ONLINE.**

- CAMP TUITION & FEES**
- HEALTH HISTORY**
- PHYSICIANS EXAMINATION**
- PARENT AUTHORIZATION**
- CAMPER EXPERIENCE**
- CAMPER CODE OF CONDUCT**
- TRANSPORTATION**
- CAMP STORE ACCOUNT**

## B. CAMP TUITION AND FEES

**Camp fees are due by MAY 1, 2019.**

	<b>SESSION 1</b>	<b>SESSION 2 &amp; 3</b>
2019 Tuition	\$1,500.00	\$1,600.00
Non-Refundable Deposit	\$ 300.00	\$ 300.00
Total Tuition Due	\$1,200.00	\$1,300.00

Please Note: No postdated checks. Please make checks payable to “GUIDED DISCOVERIES”. Checks may not be processed immediately. When your credit card is charged, “GUIDED DISCOVERIES” will show on your statement.

## C. TRANSPORTATION

Please login to your camper account and complete the transportation form with what arrangements have been made to drop off and/or pick up your camper for camp. If your camper is going to be picked up in a vehicle by someone other than the primary guardians listed in your camper account, then the Name and Contact number **MUST** be provided for the individual who will be the pick up person. If you plan to make flight travel arrangements for your camper then please refer to **“WHAT IS REQUIRED IF I WANT MY CAMPER PICKED UP AND/OR DROPPED OFF AT THE AIRPORT?”** section for the required information that **MUST** be provided.

## D. HOUSING POLICIES

AstroCamp believes that meeting new people is an essential part of the camp experience. We encourage you and your camper to think of camp as an opportunity to meet as many new friends as possible. Summer camp is a great way to develop life skills, especially friend-making skills.

- Roommate requests are not guaranteed. We will do our best to accommodate reasonable requests.
- Roommates must be the same gender and in the same age group.
- Age Groups:
  - “A” campers 8-9 years old
  - “B” campers 10-11 years old
  - “C” campers 12-13 years old
- Roommates are grouped by **AGE, NOT GRADE** in school. This applies to all campers, including those who have skipped grades. The age cutoff date is August 31st.
- Campers will **NOT** be moved up to the next age group. Campers may move to a younger group, if appropriate and space allows.
- Only reciprocal requests are granted. Please make arrangements with friends at least one month prior to camp requests can be made by logging into your camper account and clicking the “Forms & Documents” link.

## A SPECIAL NOTE REGARDING PERSONAL INFORMATION ABOUT YOUR CHILD

We hope you noticed the Camper Experience report included in the online registration materials. We would like to take a moment to discuss this particular report.

Some parents are ambivalent about providing camps with information about personal aspects of their child's behavior or past experiences. Some parents fear that the information may be misused, while others are concerned about their child being "labeled," singled out or treated differently. All parents want to see their child have a good start at camp, unencumbered by past problems.

As seasoned camp directors who are ourselves parents we appreciate these concerns. We also know how invaluable such information can be in assisting us to help your child make as smooth and happy adjustment to camp as possible, something we know all parents want! Very often having prior knowledge about a learning difficulty, a recent loss in or out of the family, a major change in the family or in the child's life can be the crucial factor in helping us be sensitive to your camper's need for patience, understanding, and reassurance. Since children often automatically use their behavior rather than their words to tell us what's bothering them, having advanced knowledge of areas that might be difficult for your child really helps us understand the message in his/her actions so we can assure him/her of a better summer.

Our commitment is never to misuse such information or to release it to unauthorized persons. It will never be used at camp unless necessary, and then only with the greatest discretion. We will certainly let you know if your child is having difficulty. If you have any special concerns about this information or about your child, please feel free to call us. Or, if something comes up before camp begins, please send us a note or call us. As a team we can better assure your child of a successful time at camp!

## ADDITIONAL RESOURCES

The [American Camp Association](#) (ACA) has many wonderful resources to help you and your child prepare for camp. Here are some suggested articles;

- Conversations to Have Before Camp - [Conversations Before Camp](#)
- Emotional Readiness for Camp - [Emotional Readiness](#)
- Top Tips to Prepare for Camp - [Preparing for Camp](#)
- 13 Tips for Managing Pre-Camp Anxiety in Children - [Pre-Camp Anxiety](#)

If you would like further assistance preparing your child for camp, our Summer Camp Director is always happy to help.

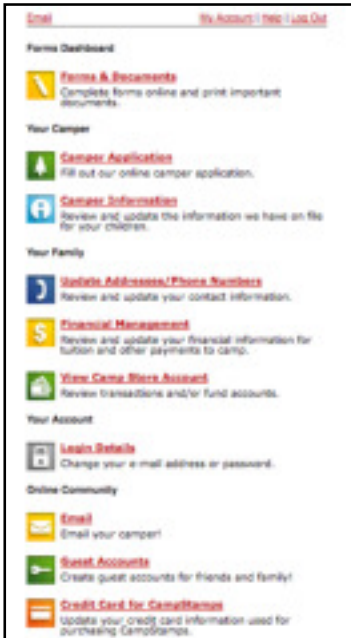
Contact Diana at [diana@astrocamp.org](mailto:diana@astrocamp.org)

# How To Email Your Camper Using CampMinder

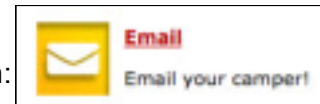
You can now email your camper from the same account you created to sign up for camp. **All outgoing and incoming messages cost one CampStamp each. Each family automatically receives 5 CampStamps per parent/per camper/per week.** Simply follow these instructions to set up your email messaging system. You will also have the option to add guests to your account so friends and family can email your camper too.

*If you ever encounter problems with the email system or any other part of your online account, contact CampMinder directly by calling 303.444.2267 extension 3 or click on HELP and submit an electronic Help Ticket.*

**STEP 1 - LOG IN** to your online account. After logging in you will see your dashboard (below).



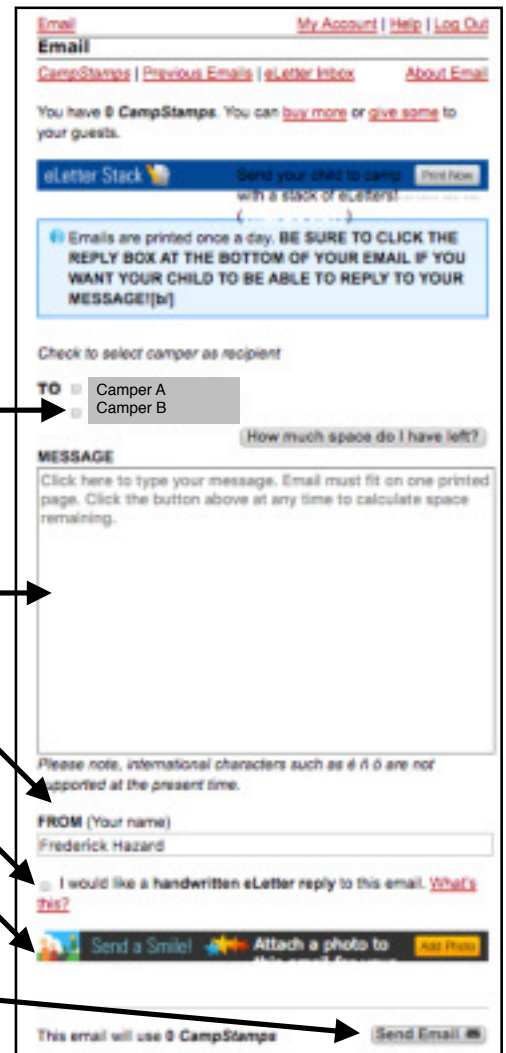
**STEP 2** - Under the **Online Community** section click on:



**STEP 3 - PRE-PRINT STATIONARY BEFORE CAMP (optional)** - from the email screen (right) you have the option of pre-printing letters that your camper can take to camp and can be emailed back to you. If you want to pre-print stationary click on:



**STEP 4 - CHOOSE YOUR RECIPIENT** - if you have more than one camper at camp you can choose a specific camper or send the same message to multiple campers.



**STEP 5 - WRITE YOUR MESSAGE** - to send an email simply write your message in the message box. It will calculate how much space you have remaining to fit onto a single page.

**STEP 6 - CHOOSE THE SENDER** - if you've added guests to the account they can choose their name from the list.

**STEP 7 - INCLUDE A HANDWRITTEN RESPONSE?** - if you want your camper to write you a response to this message check the box.

**STEP 8 - ATTACH A PHOTO (optional)** - you can attach a photo to your email as well for an additional CampStamp.

**STEP 9 - SEND YOUR MESSAGE!**

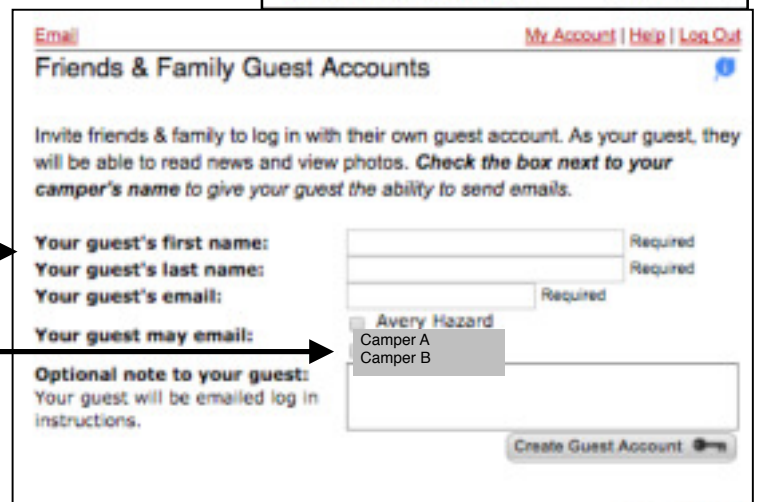
## How To Add Guests To Your Account

**STEP 1** - LOG IN to your account and click on:



**STEP 2 - ADD GUESTS** - add your guests names and email address

**STEP 3 - SET PERMISSIONS** - choose which camper your guests can email.





# How To Retrieve Camper eLetters Using CampMinder

Once you've sent an email to your camper, you can see if they have written you back by logging into your account. Remember **all outgoing and incoming messages cost one CampStamp each. Each family automatically receives 5 CampStamps per parent/per camper/per week to use.** We recommend not purchasing more until you've used up your free CampStamps. To purchase more Camp Stamps simply click on Credit Card For CampStamps on your account's dashboard. You must enter a new credit card number to purchase more CampStamps.

**STEP 1 - LOG IN** to your account . After logging in you will see your dashboard (below).

The screenshot shows the CampMinder dashboard with the following sections:

- Online Community**
  - Email**: Email your camper!
  - Guest Accounts**: Create guest accounts for friends and family!
  - Credit Card for CampStamps**: Update your credit card information used for purchasing CampStamps.
- Forms Dashboard**
  - Forms & Documents**: Complete forms online and print important documents.
- Your Camper**
  - Camper Application**: Fill out our online camper application.
  - Camper Information**: Review and update the information we have on file for your children.

**STEP 2** -Under the **Online Community** section click on:

The screenshot shows a yellow envelope icon next to the text "Email" and "Email your camper!".

**STEP 3** - Once you click on Email you will see the following screen. To see your messages, simply click on eLetter Inbox:

The screenshot shows the "Email" page with navigation links: "Email", "My Account | Help | Log Out", "CampStamps | Previous Emails | eLetter Inbox", and "About Email". An arrow points to the "eLetter Inbox" link.

**STEP 5** - Your inbox will look like the following screen to the right. You can choose if you'd like your camper eLetters to be forwarded to your personal email address, check this box.

**STEP 6** - If you have an eLetter they will appear here. Simply click on the message to view it's contents.

The screenshot shows the "EMAIL - eLETTER INBOX" page with the following elements:

- Navigation: "Email", "My Account | Help | Log Out", "CampStamps | Previous Emails", "About Email"
- Form: "Automatically email received eLetters to:" with a text input field containing "youremail@email.com".
- Year selector: "2017" with a dropdown arrow.
- Message: "You have not yet received any eLetters for the selected season."
- Buttons: "Go Back" and "CampMinder Privacy Policy".

## SPECIAL NOTICE!

You **WILL NOT** be charged a camp stamp if you don't access your eLetters through your CampMinder account while your camper is at camp.

**YOU WILL** be charged a camp stamp if you choose to have your eLetters forwarded to your email.