



How to Complete Your Family Camp Forms

Follow this checklist to be sure your Family Camp forms are complete. *Note that all families who have registered for camp have an online account, whether you sent us a paper registration or registered online.*

We encourage you to complete your forms online, if possible. However, if you prefer to fill out paper forms, please call the camp office to request that paper forms to be mailed to you.

Login to your account at www.campwestminster.com. Click the My Account link under Quick Links at the bottom of the homepage. If you don't know your username and/or password, click "Forgot your login information?" and enter the email address you gave us when you registered.

- Complete each child's *Online* Health History. From My Account, under Account Members, click each child's name. Scroll down to Camp Health History under the Forms section, and click the Edit button to enter, review and confirm that the information is complete and accurate. Be sure to click Yes, this information is complete and accurate, and sign the form.
- Complete each adult's *printable* Adult Health History. Print a copy of the Adult Health and Emergency Information form for each adult from the Family Camp section of the Document Center. Send to the camp office, along with a copy of every person's health insurance card, by June 1.
- Complete the Family Camp Confidential Information. From My Account, under Account Members, click on the name of the primary contact. Scroll down to the Forms section and select View/Edit to the right of Family Camp Confidential Information. Answer the questions completely and honestly. Be sure to save.
- Add Secondary Contact information. From My Account, look for the Alternate Contacts section. Click Add/Edit Contacts and add contact information for a responsible adult (other than those attending Family Camp) that we may contact in an emergency.
- Final payment is due June 1. You can make or schedule a payment by clicking View Finances or Make a Payment from your Account Detail page.

If you've completed all these items, then you are ready to come to camp! Check the Family Camp section of the Document Center for the **Family Camp Arrival and Packing Information**.

Feel free to call or email if you have questions!