**Upload Immunization/Affidavit Record Instructions**

**These are very important step by step instructions to follow. Please have these uploaded as soon as possible after you register. This is REQUIRED to attend JKR Summer Camp.**

Scan a copy of camper’s CURRENT immunization record and save it as a .jpg or .pdf file.

Log into your account and click on the 3 bars on the top left of page.

Click “Document Center” in the dropdown menu.

Click on Upload Document.

Click on **Upload Immunization/Affidavit Record Instruction** (under JKR Camp Documents). **This is very IMPORTANT that you select this upload**.

Select the camper that you will upload immunization records for. Please upload appropriate camper and his/her immunization record (**Do not upload multiple camper’s record under one name).**

Click on Choose File (the one you saved with camper’s immunization records).

Click on Upload Document.

You will receive a message that your action was completed successfully once the file uploads (will be at the top of page in green).

To check your immunization records upload status, click on document center, click on upload document and all uploads will be listed under your uploaded document.