

Online Instructions

To *complete your online camper forms*, follow these steps:

1. Go to www.herzlcamp.org and click on "Account Login" in the upper right-hand corner of the page.
2. Scroll to the bottom of the page and enter your username and password and click "log in".
3. Scroll down to "Uncompleted Tasks/Forms".
4. Click "View" in blue for each form.
5. Complete appropriate forms (please refer to the Camp Form Checklist).
6. Click "This form is complete" and "Save" at the end of each form.
7. When finished updating forms for one camper, click on "My Account" at the top of the page to return to your account detail. If applicable, begin forms for a second or third camper.
8. Repeat steps 3-6 for EACH additional camper attending. Make sure to complete all appropriate forms listed below for each camper.



SAVE THIS PAGE
We have created these
step-by-step instructions
to help you complete your
online forms. If you have
any questions or
problems, call our office at
952-927-4002.

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To *add money to your camper's Chanut (Camp Store) Account*, follow these steps:

1. Go to www.herzlcamp.org and click on "Account Login" in the upper right-hand corner of the page.
2. Scroll to the bottom of the page and enter your username and password and click "log in".
3. Go to vertical bar on the left side of the page. Click on "Store" with the icon of the shopping cart.
4. Enter dollar amount in the empty box under "Add Money" on the far right of the page. Hit "Next".
5. Click "Review items in my cart and checkout"
6. Click "Proceed to payment"
7. Click on either "E-Check" or "Credit Card"
8. Enter information for your preferred method of payment and click "Process Order".
9. Note:
 - A balance of \$20 or less at the end of the summer will be donated to the Herzl Scholarship Fund.
 - If your camper has a balance of more than \$20 at the end of the summer, it will be returned to you OR you may choose to donate it to the Herzl Scholarship Fund.
 - If you have an unpaid balance any remaining camp store monies will be used toward the account balance at the end of the summer.

To *email your camper*, follow these steps:

1. Go to www.herzlcamp.org and click on "Account Login" in the upper right-hand corner of the page.
2. Scroll to the bottom of the page and enter your username and password and click "log in".
3. Click "Email a Camper" on the left side of the screen.

To *register for Camper's Pharmacy*, follow these steps:

1. Gather the following information
 - The name of your camper's program (i.e., Taste, Noar, Kadimah, etc)
 - A scanned copy (PDF) of your insurance card (front and back) to upload to their site
 - All details from your insurance card
 - A credit card
 - Hard copies of your camper's prescriptions from your physician.
 - A stamped envelope
2. Go to www.camperspharmacy.com
3. Enter your name, insurance information and credit card information
4. Select "Herzl Camp" from the drop down list
5. Select your camper's session from the next drop down list (i.e. Taste, Noar, Ha'atid, Yesod, Habonim, Kadimah, B'yachad, or Teva Trek)
6. When you complete the online portion of the registration, you will receive a confirmation email. It will instruct you to **mail hard copies** of your campers prescription(s). In addition to the prescription, include this identifying information: "Herzl Camp," your child's program name, and the enrollment number provided in your confirmation email.