

Returning Camp InTouch Users

 Visit the <u>Girl Scouts of Western Washington Overnight Camps webpage</u> through your web browser (preferably <u>Chrome</u>) and click on the <u>green Log In Now button to log into your</u> <u>Camp InTouch account</u>.

Register for Camp with CampInTou	uch
Know what camp session you want to sign up for? Create a CampInTouch account to register for your session!	Already have a CampInTouch account? Log in to manage forms, update your information, and pr
CREATE ACCOUNT	LOG IN NOW

2. Enter your Camp InTouch email address and password and click log in.

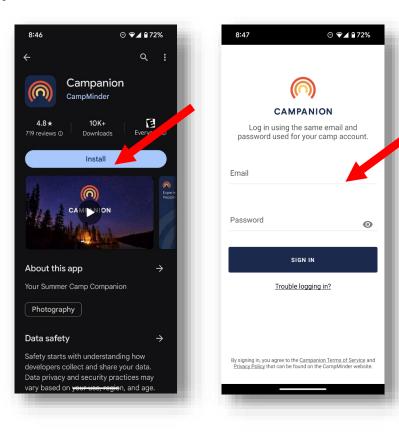
Email Ad	ldress	
Passwor	d	
Log In	Remember me	Retrieve/Set Password

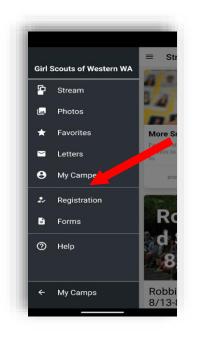
3. Click on the **Camper Application** to begin the registration process.

Forms & Documents	>
our Camper	
Camper Application	>
Clothing Labels	>
Camper Information	、 、



<u>OR REGISTER THROUGH THE CAMPANION APP</u>: Returning Camp InTouch users can also register for summer camp through the Campanion app on their mobile device by clicking the **Registration** section of the Campanion app and following the directions below. Download Campanion through the <u>iOS</u> or <u>Android</u> app store and log in with your Camp InTouch email and password.







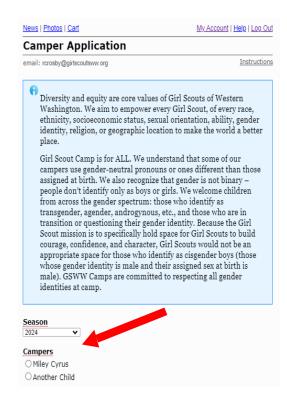
- 4. Your registration has begun! **Please note, the Camper Application will time out after 50 minutes.** The countdown timer is in the upper right-hand corner of the page. Be sure to save your progress at the bottom of each page.
- 5. Read and review the Camper Application instructions and cancellation policy and select **Close**.

	This form MUST be filled out by a custodial parent or legal guardian.
2.	A separate application must be completed for each child you want to
	register.
3.	Use the Continue and Back buttons on each page to navigate through this
	online form. Required fields are underlined in red.
	This application works best when using the following web browsers: Google
5.	Chrome or Mozilla FireFox.
6	All registrations require a \$100 deposit per program which is due
	immediately upon enrollment. Please have your payment method ready
	before beginning the enrollment process.
7.	If you have been pre-approved for Financial Assistance, please pay your
	\$100 deposit during enrollment as deposits are not covered by Financial Assistance.
8.	It is important that our system reflects your camper's correct school grade as
	our camp programs are based off the grade your camper will attend in the
	upcoming fall 2025 school year. If this information is incorrect in your
	registration, your camper may be enrolled in the wrong grade program, and
	we cannot guarantee your camper will be able to keep their spot if their
	grade needs to be changed after you have completed registration. If your
	camper's 2025 grade is incorrect, please contact our Customer Care Team a 1-800-541-9852 so we may update your camper's grade information before
	vou proceed forward.
9	A written request is required for all camp registration changes or
	cancellations. Your request must be submitted at least four weeks prior to the
	start of your camp session to receive a refund for camp and/or transportation
	fees less your \$100 non-refundable and non-transferable deposit.
10.	Your final camp payment is due my May 15, 2025, unless you have been
	pre-approved for Financial Assistance. Any accounts with a balance that
	have not been pre-approved for Financial Assistance after this date are
	subject to have their registration cancelled due to non-payment.
11.	Customers who register on or after May 15, 2025, must pay the full amount
	of their camp balance during enrollment unless they have been pre-approved
40	for Financial Assistance.
12.	We recommend getting pre-approved for Financial Assistance for the 2024- 2025 year prior to registering for camp. Otherwise, you may be at risk of
	losing your non-refundable and non-transferable deposit if you register for
	camp and then cancel due to being denied Financial Assistance.
	camp and then cancer due to being demed Financial Assistance.

Close



6. Select the **current camp season** from the drop-down menu and select the **name of the camper** you wish to register. Once the name is selected, additional registration information will populate on the right.





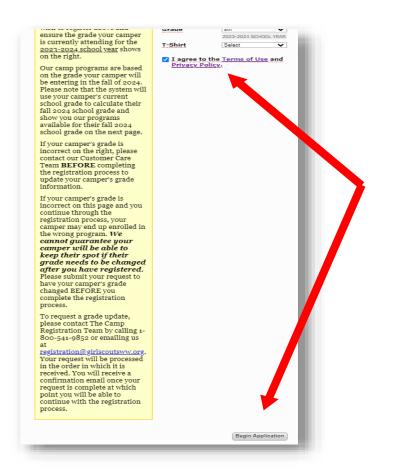
7. Fill in the information required for your camper including: **first name, last name, nickname** (preferred name), gender identity, pronouns, date of birth, fall 2025 grade, and T-shirt size.

Camper Application			
for		Instructions	
Diversity and equity are core Washington. We aim to empo ethnicity, socioeconomic statt identity, religion, or geograph place.	wer every Girl Scout 15, sexual orientation	t, of every race, n, ability, gender	
Girl Scout Camp is for ALL. W campers use gender-neutral p assigned at birth. We also rec- people don't identify only as b from across the gender spectr transgender, agender, androg transition or questioning thei Scout mission is to specifically courage, confidence, and char appropriate space for those w whose gender identity is male male). GSWW Camps are com identities at camp.	pronouns or ones dif ognize that gender is yoys or girls. We wel um: those who iden ynous, etc., and thoo r gender identity. Be y hold space for Girl racter, Girl Scouts w ho identify as cisgen and their assigned	ferent than those s not binary – come children tify as se who are in cause the Girl Scouts to build ould not be an der boys (those sex at birth is	
2025 🗸	Middle Name		
Campers	Last Name		
0	Preferred Name		
Another Child		NAME CAMPER GOES BY	
O Another Child	Suffix	None 🗸	Enter your camper's
	C 1 11 11		CURRENT
IMPORTANT INFORMATION	Gender Identity	Female 🗸	COMMENT
IMPORTANT INFORMATION ABOUT YOUR CAMPER'S	Gender Identity Pronouns	She/Her/Hers	2024 - 2025
		Contraction of the second s	2024 - 2025
ABOUT YOUR CAMPER'S GRADE! Please select the camper you	Pronouns	Contraction of the second s	
ABOUT YOUR CAMPER'S GRADE!	Pronouns Date of Birth	She/Her/Hers V	2024 – 2025 SCHOOL GRADE

- **Multiple Campers?** If you have multiple campers, you will start here with your first camper and return at the end of the application to submit separate applications for additional campers.
- Adult Campers? To register as an adult camper, use the same process as registering a child camper, set your grade as 12+ and, enter your birthdate.



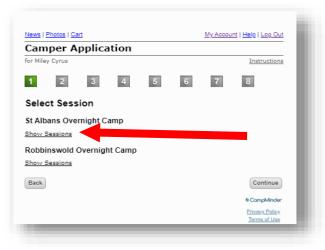
- Grade Our camps are organized by the grade your camper will enter in the fall of 2024. However, be sure to enter your camper's current school grade in this section as noted in the yellow text box. The Camp InTouch system will automatically populate camp programs for the grade your camper will enter in the fall of 2025. If you complete your application and your camper is enrolled in the wrong grade, we cannot guarantee they will be able to keep their spot if their grade needs to be changed after you have registered. Please contact the camp registration team immediately by emailing registration@girlscoutsww.org so that we can process a cancellation and enroll your camper in the correct grade.
- **T-Shirts** Shirts and apparel are not available for purchase during registration, but we do gather info on sizing for our campers to place an appropriate order for our camp apparel, which is available to purchase in the Camp Canteen at check in and check out of Camp Robbinswold and Camp St. Albans.
- 8. Check the box to **Agree to the Terms of Use and Privacy Policy** and scroll to the bottom to click **Begin Application**.





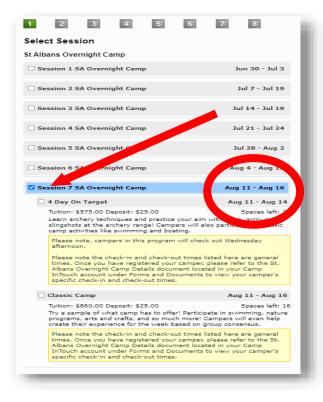
9. Next, select **Show Sessions** for each camp location to view all sessions for your camper's fall 2025 grade. You can sign up for multiple sessions on this page, but please note your camper cannot be enrolled or wait-listed in more than **one** program per session.

10.



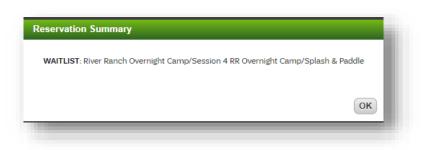
10. Note that the dates shown in blue on the Session Tab session reflect the dates for ALL programs in the session (including programs that run for 4–19 days).

Select the check box next to each session to see a full list of programs, prices, descriptions, and dates running that week for your camper's fall 2025 grade during that session.



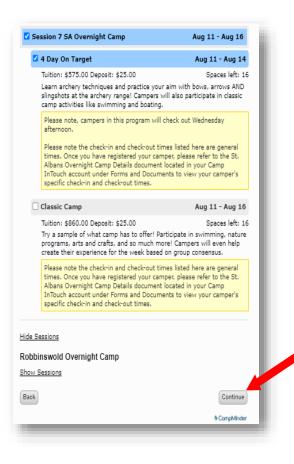


11. If the session you are registering for is wait-listed, you will see it highlighted in red and the following message.



- Please note, you must complete the Camper Application and enter a payment method at the end of it to successfully join the waiting list.
- You will not be charged to join a waiting list. Your payment information will be retained so we can run your deposit payment when a spot opens for your camper.

12. Select **Continue** at the bottom of the page once you have completed your session selection.





13. Next, complete the information required for your **Household Information** and **Emergency Contacts**. Information with a red underline is required to move on to the next page (**first name**, **last name**, **relationship to camper**, **login email**, **work phone**, **and cell phone**).

Country	United States 🗸	City	Olympia	
Address	123 Olympia Way	State	Washington 🗸	If there are multiple caregivers
		Zip	98513	1 0
Home Phone	555555555			you would like to give camp
	EX: 828-555-1212			authorization/access to, select
				Add second parent/guardian.
Your Persona	I Information			You may also set up a
First Name	Rachael	Last Name	Crosby	Parent/Guardian with a different
Title	Undefined 🗸	Suffix	None	address by clicking Add another
Relationship	Mother 🗸	Work Phone	55555555	parent/guardian who resides
Login Email	rcrosby@girlscoutsww.c	Cell Phone	JJ555555	at a different address.
Other Email		Other Pinne		at a uniter cirt adur C35.
Add second pare	ent/guardian			
Add another par	rent/guardian who resi	des at a different	address	

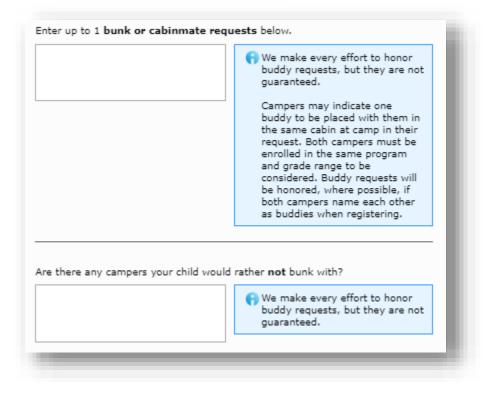
14. Click the **Continue** button after entering the required two emergency contacts we should contact if we are unable to contact the parent/guardian(s) listed above.

In the event yo two alternate of		n cannot be reached, please provid	•
	Name & Relationship	Telephone Number	
Contact 1	Mom	555555555	
	JOHN DOE (UNCLE)	303-555-7724	
Contact 2	Dad	555555555	
Back		Continu	



15. Upload a picture of your camper (options) and enter your **bunk information.** You can add buddies your camper would like to bunk with as well as campers you prefer your camper not to bunk with. Campers may indicate **one** buddy to be placed with them in the same cabin at camp. Buddy requests will be honored, where possible, **if both campers name their buddies when registering**. We will not be able to accommodate groups of buddies. Please be advised that buddies cannot be guaranteed.



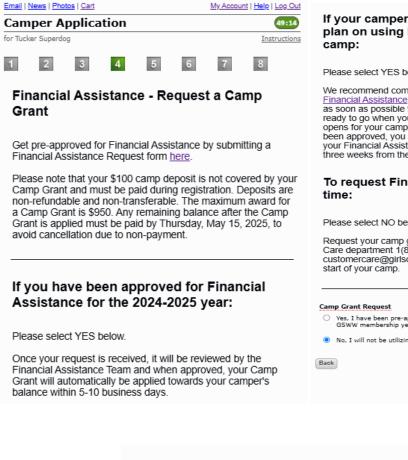




16. On the Financial Assistance page, select Yes or No to the question at the bottom of the page regarding using financial assistance for overnight summer camp.

If your camper will be using financial assistance for camp, please select the Yes, I have been preapproved for financial assistance for the 2024–2025 GSWW membership year and would like to request a camp grant radio button.

Note: If your camper will not be using financial assistance for camp, you may select the **No, I will** not be using financial assistance for camp option and move on to the next page.



ance for the 2024-2025 It a camp grant
amp
Continue
campminder
Privacy Policy

If your camper is joining a wait-list and you plan on using Financial Assistance for

Please select YES below

We recommend completing the process to get pre-approved for

as soon as possible to ensure your Financial Assistance is ready to go when your camper's wait-listed spot opens. If a spot opens for your camper and your Financial Assistance has not been approved, you may be unable to complete enrollment as your Financial Assistance needs to be pre-approved at least three weeks from the start of your camper's session.

To request Financial Assistance at a later

Please select NO below.

Request your camp grant later on by contacting our Customer Care department 1(800)-541-9852 or emailing customercare@girlscoutsww.org up to three weeks prior to the

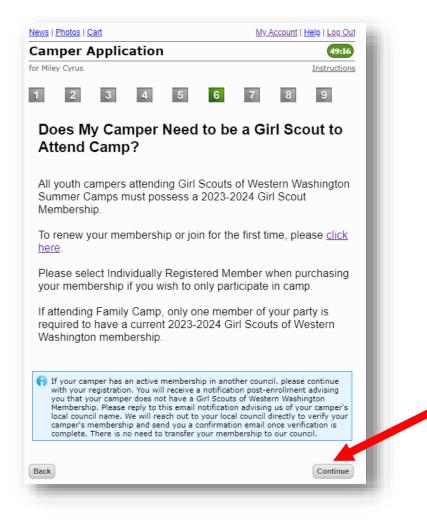
- Yes, I have been pre-approved for Financial Assistance for the 2024-2025 GSWW membership year and would like to request a camp grant
- No, I will not be utilizing Financial Assistance for camp

Continue

campminder Privacy Policy Terms of Use

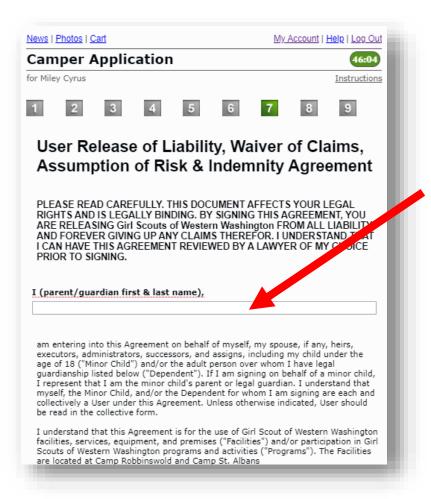


17. Review our Girl Scout Membership policy and click **Continue** to move on to the next page.





18. Review and sign Release of Liability Waiver/Hold Harmless Agreement by **signing the caregiver's first and last name at the top and again at the bottom** and then **click Continue** to move on to the next page of the application.





I understand that this Agreement will apply for each and every day any User uses Facilities or participates in Programs.

Waiver, Release, Indemnification & Covenant Not to Sue

Variet, Release, Indemninization a Covenant Not to Sue In consideration for any User?s use of Facilities and/or participation in Programs, I, the undersigned, on behalf of myself and my estate, heirs, executors, administrators, successors, and assigns, HEREBY RELEASE FROM LIABILITY the Girl Scouts of Western Washington, its current or future parents, subsidiaries, divisions, affiliates, predecessors, successors, and assigns and all current, former, and future officers, directors, agents, employees, volunteers, insurers, and representatives (collectively, ?Releasees?) for any personal injury, property damage, disability, death, sickness or disease incurred by myself, my family members, dependents, or guests, including minors, however occurring, and including, but not limited to the negligence of Releasees, except for claims arising from the Girl Scouts of Western Washington?s intentional wrongdoing, gross negligence or fraudulent conduct. I understand that I will be solely responsible for any loss or damage, including personal injury, property damage, disability, death, sickness, or disease sustained by any User from the use of Facilities and/or participation in Programs.

by only ober marked by the barrier of participation in regional I further agree, on behalf of myself and any and all legal successors and proxies, to RELEASE, WAIVE AND COVENANT NOT TO SUE Releasees from any causes of action, claims, suits, costs and expenses (including attorneys? fees), fines, penalities, liabilities or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I and any and all legal successors and proxies may have, now or in the future, against Releasees on account of personal injury, property damage, disability, death, sickness, diseases or accident of any kind (collectively, ?Claims?), anising out of or in any way related to the use of Facilities and/or participation in Programs by any User, regardless of whether that participation is supervised, instructed, or assisted, and however the injury or damage occurs, including, but not limited to the negligence of Releases, except for Claims arising from the Girl Scout of Western Washington?s intentional wrongdoing, gross negligence or fraudulent conduct.

In further consideration of the use of Facilities and/or participation in Programs, I agree on behalf of myself and my estate to INDEMNIFY, DEFEND AND HOLD HARMLESS Releasees from any and all Claims arising out of or in any way related to the use of Facilities and/or participation in Programs by any User. The terms of this agreement shall serve as a release and indemnity agreement for myself and my estate, heirs, executors, administrators, successors, and assigns. This paragraph survives expiration or termination of this agreement.

Assumption of Risk

I understand that all Facilities and Programs carry certain risks, inherent and otherwise, including but not limited to: (1) equipment failure or improper use, (2) the natural rugged environment, (3) wildlife, (4) strenuous activity, (5) negligence of Facility or Program operator, instructor, or other Users. I understand that these risks may result in: (1) moderate and severe personal injury, (2) property damage, (3) disability, (4) death, and/or (5) sichness or disease including, without limitation, COVID-19. If or myself and other Users fully, voluntarily, irrevocably, and unconditionally ACCEPT AND ASSUME FULL RESPONSIBILITY FOR ALL RISKS as well as any and all other risks of the use of Facilities and/or participation in Programs, including risks and outcomes not described in this document, regardless of whether they are foreseen or unforeseen.

If signing on behalf of myself, I agree that I am responsible for evaluating whether I believe the Facilities and/or Programs that I or other Users wish to use or participate in are safe. If I do not believe the Facilities or Programs are safe, I agree that neither I nor any User will use or participate in them. I understand that, should I choose to accept the risks and use and/or participate in Facilities or Programs, I am responsible for following all available instructions and signage. I also understand that no User is to rely on any instructions or signage are intended only to help reduce accidents. I understand that for User Washington for safety, as they do not guarantee safety. Any instructions or signage are intended only to help reduce accidents. I understand that Girls Scouts of Western Washington is not liable for any injury or damage that may arise from adhering to instructions or signage. Finally, I understand that Girls Scouts or Western Washington is not responsible for enforcing instructions or signage, nor for inconsistent enforcement.

If signing on behalf of a Minor Child for whom I am a parent or legal guardian or a Dependent, I understand that I voluntary grant permission for my Minor Child or Dependent to use Facilities and/or participate in Programs despite any and all risks. I further warrant that (1) I have spoken to my Minor Child or Dependent about the Facilities and/or Programs, (2) my Minor Child or Dependent about the appreciates the risks of using the Facilities and/or participating in the Programs, (3) my Minor Child or Dependent understands and signage, and (4) my Minor Child or Dependent is voluntarily using the Facilities and/or participating in the Programs.

I represent that all Users are in good health and that there are no problems associated with any User?s physical or mental condition that would preclude Users from using the Facilities or participating in the Programs or create undue risk for Users using the Facilities or participating in the Programs. I authorize a licensed physician or other medical care provider to carry out any emergency medical care for User which may be necessary and agree to be fully responsible for any associated costs.

Insofar as this agreement pertains to use of Facilities only (not to include participation in official Programs), I understand that Girl Scouts of Western Washington has not inspected the location for the outing. I agree to accept any Facilities AS-IS, WITH ALL FAULTS AND WITH NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING WARRANTY OF FITNESS FOR THE INTENDED USE.

Girl Scouts of Western Washington expresses no comment regarding the safety measures or operating practices employed by any other entities or third parties that provide services and/or equipment at Facilities or for Programs for any User.

Governing Law

Date 01/03/2024

Continue

I, on behalf of myself, my family, my estate, and my Minor Child or Dependent, expressly acknowledge and agree that this Agreement is intended to be as broad and inclusive as permitted by the laws of the State of Washington, and that this Agreement shall be governed by and interpreted in accordance with the laws of the State of Washington. I agree that in the event that any clause or provision of this Agreement is deemed invalid, the enforceability of the remaining provisions of this Agreement shall not be affected.

Reformation; Severability.

If at any time any provision hereof proves to be or becomes invalid or unenforceable under any applicable law, then such provision will be deemed modified to the extent necessary in order to render such provision valid and enforceable. If any such provision cannot be reformed, the invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceability provision were omitted.

Signature

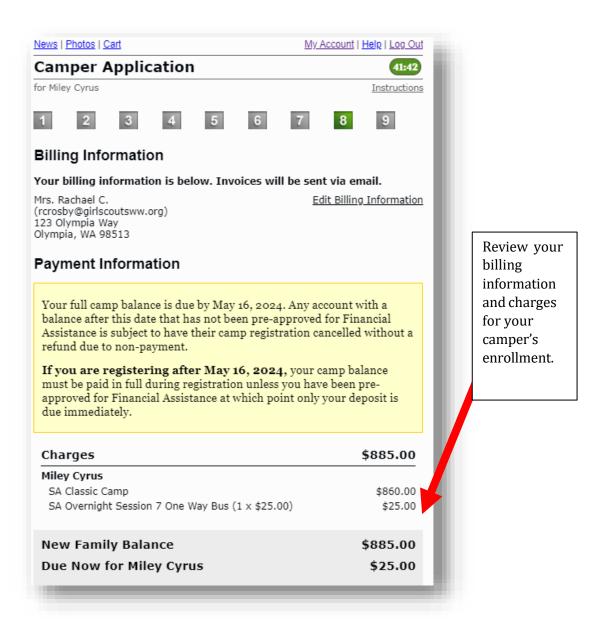
By signing below, I represent and warrant that I have fully read this User Release of Liability, Waiver of Claims, Assumption of Risk & Indemnity Agreement and understand its terms. I request to use and/or participate in the above-described Facilities and/or Programs and acknowledge that this involves an assumed risk of injury. I further acknowledge that I am freely and voluntarily executing this User Release of Liability, Waiver of Claims, Assumption of Risk & Indemnity Agreement after having ample time to review and consider its terms. I further acknowledge that I enter into this User Release of Liability, Waiver of Claims, Assumption of Risk & Indemnity Agreement willingly and voluntarily.

Parent/Guardian First & Last Name

Back



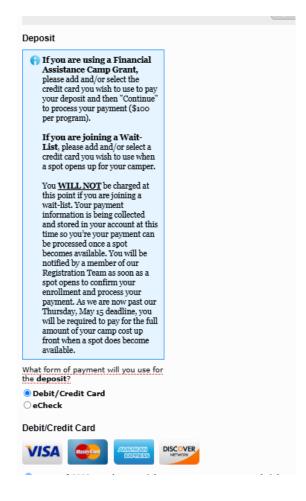
19. Review your registration charges and deposits.



- If you are joining a waiting list, please add a credit card payment method to pay your deposit and complete your registration. You WILL NOT be charged if you are only joining a waiting list. Your payment information will be stored for when a spot becomes available.
- **If you are pre-approved for financial assistance**, please add a credit card payment method to complete your registration and pay your \$100 deposit. Be sure you select the option on the Financial Assistance page (previous page) to request your camp grant. After we receive your camp grant request from your registration, your financial assistance camp grant request will be reviewed by our financial assistance team, and you will receive an email notification with your application status.



- If you did not submit your camp grant request in your Camper Application, you may do so post-registration by contacting our customer care team at 1(800) 541-9852.
- If you <u>HAVE NOT</u> been pre-approved for financial assistance, you may continue with the enrollment process, pay your \$100 deposit per program to hold your camper's spot (which is not covered by financial assistance), and begin the process to get pre-approved for financial assistance on our website <u>by clicking here</u>. You will receive an email from our financial assistance team about your financial assistance application's status. If approved, please contact our customer care team at 1(800) 541-982 to request your camp grant. Your camp grant **WILL NOT** be applied to your account unless you specifically request the grant.
- 20. Review information about deposits, future payments, waitlists, and financial assistance.





21. Add a credit card by clicking the **Credit Card** button and then the **Add a Credit Card**" link to add your payment method. You **must** add a payment method to complete your registration and save your profile information.

If you are joining a Wait-List, please add and/or select a card you wish to use when a spot opens up for your camper in the future. You WILL NOT be charged today if you are joining a waitlist. Your payment information is being collected and stored in your account at this time so that your payment can be processed once a spot becomes available. You will be notified by a member of our Registration Team as soon as a spot opens to confirm your enrollment and process your payment. What form of payment will you use for the deposit? O Debit/Credit Card \bigcirc eCheck Back Continue What form of payment will you use for the deposit? Debit/Credit Card OeCheck Debit/Credit Card DISCOVER VISA You currently have no debit/credit cards on file. Add a debit/credit card Back Continue

Click **Save Your Card** once you have added your card payment information to continue.

• If the Add a Debit Credit Card pop-up screen does not populate for you, you may need to clear your browsing history, clear your cache, or try using a different browser.



dd Debit/Credit Card				
	Save Yo	our Credit Card		
VISA 🤤 📖	DISC OVER ISSN INCHORE			
Debit/Credit Card Num	ber	Billing Country		
0000 0000 0000	0000	United States 🗸		
Expiration Date	CVV	Billing Address		
MM / YYYY	***	123 Olympia Way		
First Name		Suite/Apt/etc. (optional)		
Last Name		City		
		Olympia		
		State Zip		
		Washington V 98513		
		Cancel Save Your Card		
Your debit/credi	it card information is being sto	ored in a Level 1 PCI compliant vault for future purchases.		
Your debit/credi	it card information is being sto	ored in a Level 1 PCI compliant vault for future purchases.		

22. Add an eCheck payment method by clicking the **eCheck** button and then the **Add an eCheck Account** link to add your payment method.





What form of payment will you use for the deposit?		
Debit/Credit Card		
○ eCheck		
Debit/Credit Card		_
VISA AMERICAN EXCRESS DISCOVER		
Use card ****9903 (Mastercard Credit), Expires Dec, 2024	(<u>Edit</u>)	
Add a debit/credit card		
Back	Continue	Continue
	6 CompMinder	

Fill in the **Routing Number, Account Number, Account Type, First Name, Last Name, Country, Address, City, State**, and **Zip** for the eCheck account and click **Save** to move forward.

Add eCheck Acco	ount		×
YOUR NAME			0123
CRy, AA 00000 PAY TO THE		DATE	
CRDER OF			DOLLARS
FOR			
123456784	00123456	1890 0123	
Routing Number	Accoun Numbe		
Routing Number		Account Number	
Account Type	Select Type 🗸 🗸]	
Please enter the n First Name	ame and address exa	tly as they appear o	n the bank statement.
The default billing <u>this address</u>	address is: 72 Super	dog Lane, Coupev	ille, WA 98239 <u>use</u>
Country	United States 🛛 🗸	City	
Address		State	Select State 🗸
		Zip	
Cancel			Save



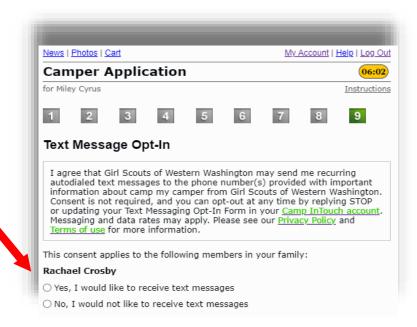
Click **Continue** once you have successfully added your payment method to move on.

Debit/Credit Card			
⊖ eCheck			
Debit/Credit Card			
• Use card ****9903 (Mastercard C	edit), Expires Dec. 2	024 (Edit)	
Add a debit/credit card		(2011)	
Back		Continue	
		6 CompMind	er -

23. Select to **opt-in** or **opt-out** of text message alerts from the Girl Scouts of Western Washington camp team on important camp information and updates.

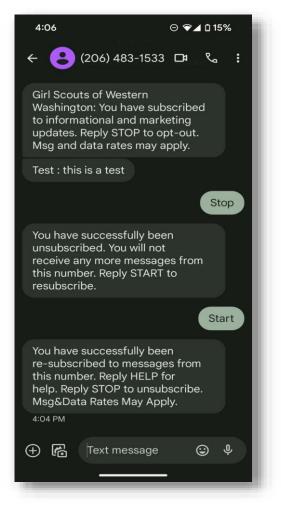
All customers are considered opted out until they select **YES** in the **Text Message Opt-In** portion of the Camper Application or update their **Text Messaging Opt-In Form** in the Forms & Documents section of their Camp InTouch account or Campanion app.

Customers can also opt-out or back in again by texting Stop or Start to the opt-in welcome text message.





Example:



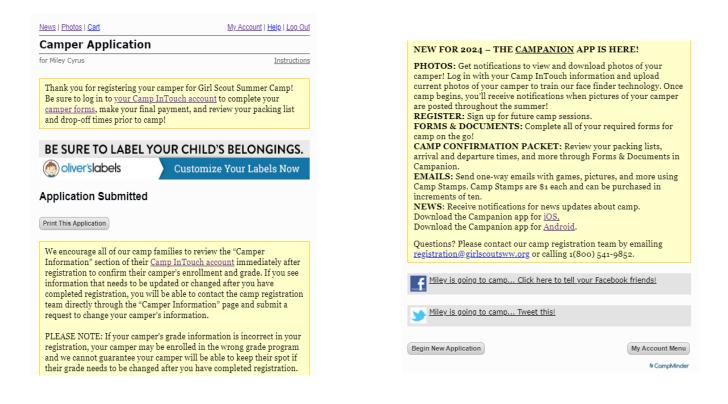
NOTE: Customer care and registration are not able to opt-in or opt-out of text messages on behalf of customers.



24. Scroll to the bottom of the page to indicate you have reviewed the Terms and Conditions by clicking the **checkbox** and typing in **your signature**. Click **Submit** to complete enrollment.

Girl Scouts of Western Washington works to provide for many conditions and special need able to do so for every situation. If you have ques Girl Scout Camp is right for you/your camper, pl. 541-9852 as early as possible.	perience. While we ds, we may not be stions as to whether
As parent/guardian having legal custody of the ca is voluntarily enrolled as a participant in the Girl Washington resident campulogram. I agree to in observe rules and response governing the activi- that camping process and associated activities	Scouts of Western astruct my child to rities. I understand
I have read the statements above. I years information, agree to the terms of a cond to allow my child to participation camp.	litions, and agree
yournamehere	01/03/2024
Back	Submit

25. Once your application is submitted, you will see the screen below.





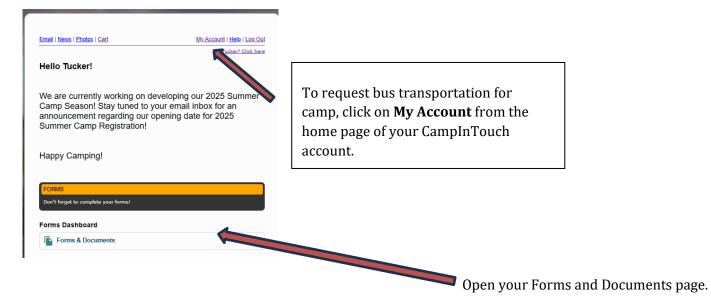
- Click **Print This Application** for a receipt. You will receive an email confirming your camp registration.
- After you enroll at least one camper on your account, the following sections will populate in your Camp InTouch account for you to interact with: Forms & Documents, Camper Information, and Financial Management. The forms must be completed prior to attending camp.
- After successfully enrolling, you will receive an enrollment confirmation email with the next steps to get your camper ready for summer camp through your Camp InTouch account or Campanion app.
- Start an application for another camper by clicking **Begin New Application.** Your profile information gathered from your first camper will be transferred.

BUS TRANSPORTATION TO STAFF-LED OVERNIGHT CAMP

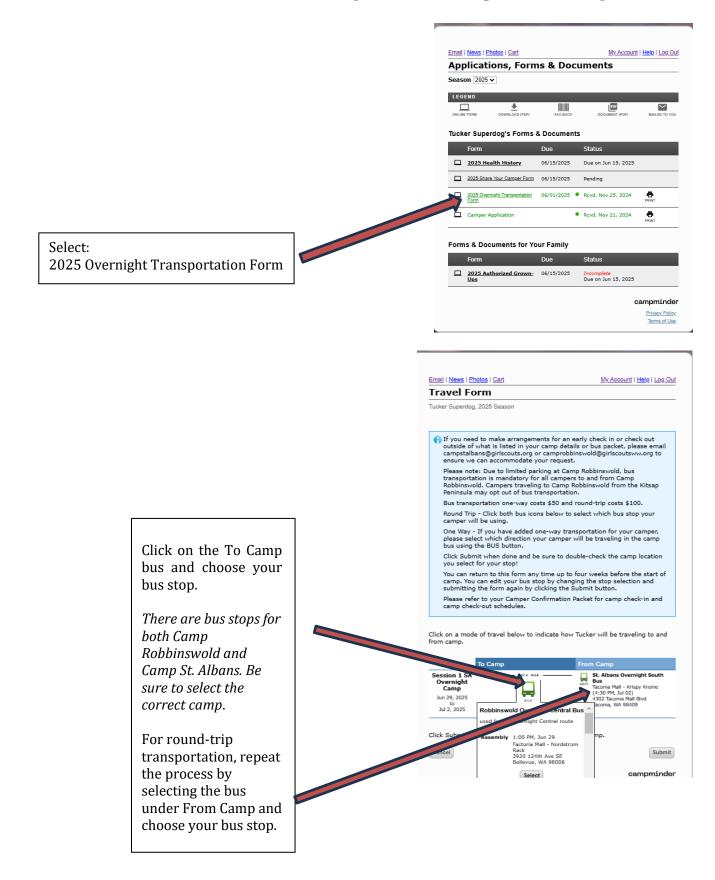
Due to limitations on parking, *bus transportation to and from Camp Robbinswold is mandatory for all campers.* Bus transportation to and from Camp St. Albans is optional.

Campers traveling from the Kitsap Peninsula may opt out of bus transportation to and from Camp Robbinswold.

Bus transportation one-way costs \$50 and round-trip costs \$100.









Add Transportation After Registration – If you didn't indicate on your Camper Application that you would like to add one-way or round-trip bus transportation for your camper's session(s), you may do so anytime post-registration by completing and submitting the **2025 Overnight Transportation Form** located in the Forms & Documents section of your Camp InTouch account or Campanion app.