



CAMP GRAVATT 2024 CAMPWISE REGISTRATION DIRECTIONS

We get it... Campwise can be frustrating. While it's not perfect, Campwise is one of the leading camp registration software systems, and it allows us to have all the information we need to ensure your child has a safe and healthy session at Camp Gravatt. While every Campwise question is not intended to be answered in this document, we do hope these tips and tricks will ease your registration experience. As always, feel free to reach out to Gravatt if you have any questions at all.

ACCESSING CAMPWISE

- Please use a laptop or desktop computer to access Campwise. We suggest using Chrome as your browser. **Please do not use your cell phone or tablet**, even with Chrome, to access Campwise as we have found that there can be multiple errors and issues that arise when using a mobile device. If you are using your phone and you are receiving error notifications, please use a computer before calling the camp office.
- Please access Campwise via the link on our web site **ONLY**. This is a unique link and will direct you to Gravatt's unique registration portal. Do **NOT** go to the main Campwise web site as this will not allow you to register for Camp Gravatt.
- If this is your first time registering any of your children for Campwise, you will be directed to create a new Campwise account. Please be sure to note and save your password for future use. Once you create an account, you will be able to add your camper.
- If you already have a Campwise account that you have used to register a past camper and would like to register another or an additional child for this summer, all you need to do is add the additional camper to your existing Campwise account.
- All questions regarding your Campwise login credentials should be directed to Emily Smith at emily@campgravatt.org. She can help you recover/reset your password and assist with general issues that you may be having in Campwise. **If you have forgotten your account information, please do not make a new account**; please reach out to Emily first!

FORMS

You will need to complete two sets of forms in order to complete registration: **Online Forms** and **Uploaded Forms**. Here is what you need to know about both sets of forms:

Online Forms

These forms you can easily complete in Campwise itself. They should be filled out with your camper and are set up to receive electronic signatures from you and your camper.

The required Online Forms you will be asked to complete are:

- 2024 Camper Profile Sheet
- 2024 Community Covenant
- 2024 Camper Medical Information Form
- 2024 Food Allergies Dietary Restrictions
- 2024 Signature Form

Uploaded Forms

These forms are required to be uploaded by you into Campwise and **they must be in pdf or Word document format–NOT images or pictures**. If you take a picture, you can convert it to a pdf or paste it in a Word document and then upload it to the system. You have the option to upload a copy of your camper's current Physical **OR** you can download the Camper Physical Form, have your physician fill it out, and then upload it to Campwise.

***Please note that you will need to navigate to **Download Forms** in order to download these forms and complete them. Once you complete them, then you will navigate to **Upload Forms** and upload them into Campwise.*

The forms (**ONLY in pdf or Word document formats**) you are required to upload into Campwise are:

- Front of Insurance Card
- Back of Insurance Card
- Front of Driver's License
- Immunization Record
- Camper Physical Form

***Please note that we do need the front and back of your health insurance card, and that each of these are separate uploads. We realize this is inconvenient, but Campwise limits the number of files in each upload, and we appreciate your understanding.*

DEPOSITS/PAYMENTS

Your camper's spot at Camp Gravatt 2024 will be reserved by your \$150 non-refundable deposit. Before January 1st, 2024, you will only need to complete the Online Forms in order to make your deposit and register your camper. After January 1st, you must complete both sets of forms before you will be allowed to make your deposit and/or pay your balance. Additionally, if you have made a deposit prior to January 1st, you will not be able to pay your remaining balance until you have completed and/or uploaded both sets of forms. Regardless, no camper is allowed to attend Camp Gravatt unless/until all forms have been correctly submitted and all payments have been received.