



# FAMILY CAMP REGISTRATION GUIDE

We are excited you're interested in joining us for Family Camp. This Registration Guide will review the requirements for the application and help walk you through the process. This guide will help with the three different types of applicants: Diagnosed campers, healthy siblings, and adults.

If you have any questions, please reach out to the Camper Admissions Team at [Camper@RoundupRiverRanch.org](mailto:Camper@RoundupRiverRanch.org) or 970.524.5713.

**New families:** to start an application, [click here](#). **Returning families:** login to your account by [clicking here](#).

**Home Page** (Please read the instructions on the Parent Dashboard Home Page)

- Use the tabs at the top left of the page (just under the Roundup River Ranch logo) to navigate the application.
- Begin by clicking on the Enrollment Tab.

**My Account** (top right corner of the page)

For a Family Camp application, **each person planning to attend camp (child and adult alike)**, needs to be listed as a camper and have their own application completed.

If you need to add a family member as a camper, **including adults and healthy siblings**, take the following steps:

- Click on "My Account" in the top right corner
- Click on "Add Camper" under the "Camper" section near the top of the page
- Complete the required fields and click "Add Camper" at the bottom of the form
- That person will be available as a camper on the Enrollment and Forms tabs from there

## FOR A CHILD WHO HAS A DIAGNOSIS

**Enrollment Page**

- On the Enrollment tab, select the session for your diagnosed camper under "Family Camp - Camper with a Diagnosis Application" and click "Save and Continue"
- Complete the Enrollment Questions on the next page. Then click "Save and Continue"
- After answering the enrollment questions, you will be advanced to the Forms page

**Forms Page**

- Click on the link that says Forms for (camper's name)
- Scroll to the bottom of the page to see the required forms
- Complete all required forms including:
  - On-site Camp Consent Waivers
  - Specialty Provider(s) Clinic Notes
    - This is a copy of their most recent visit(s) within a year of the camp session and provides details on all their current health conditions. This note must be from your specialty

medical provider(s), not an after-visit summary. We will accept Clinic Notes from a Telehealth visit.

- Colorado State Immunizations: Based on our licensing, it must be on the Colorado State Form, not a list of immunizations in any other format
- Behavioral Support Form
- Accommodations and Considerations Form
- Flu Vaccine
- COVID-19 Vaccine Card
- COVID-19 Testing Consent
- Medical Information Form (includes emergency contact, insurance, etc.)
- Allergies and Dietary Restrictions Form
- Session's Transportation Form
- Additional forms may appear as you answer questions on the forms listed above, based on your camper's medical needs. The additional forms may include:
  - Anaphylaxis Action Plan
  - Asthma Action Plan
  - Seizure Action Plan and Seizure Form
  - Type I Diabetes Form
  - IEP/BIP Upload

## FOR A HEALTHY CHILD (UNDER AGE 18)

### Enrollment Page

- On the Enrollment tab, select the session for your diagnosed camper under "Family Camp - Other Family Member Application" and click "Save and Continue"
- Complete the Enrollment Questions on the next page. Then click "Save and Continue"
- After answering the enrollment questions, you will be advanced to the Forms page

### Forms Page

- Click on the link that says Forms for (camper's name)
- Scroll to the bottom of the page to see the required forms
- Complete all required forms including:
  - On-site Camp Consent Waivers
  - Colorado State Immunizations: Based on our licensing, it must be on the Colorado State Form, not a list of immunizations in any other format
  - Behavioral Support Form
  - Accommodations and Considerations Form
  - Flu Vaccine
  - COVID-19 Vaccine Card
  - COVID-19 Testing Consent
  - Medical Information Form (includes emergency contact, insurance, etc.)
  - Allergies and Dietary Restrictions Form
  - Session's Transportation Form

## FOR AN ADULT (ANY CAMPER AGE 18+)

### Enrollment Page

- On the Enrollment tab, select the session for your diagnosed camper under "Family Camp - Other Family Member Application" and click "Save and Continue"

- [Complete the Enrollment Questions](#) on the next page. Then click “Save and Continue”
- After answering the enrollment questions, you will be advanced to the Forms page

## Forms Tab

- Click on the link that says Forms for (camper's name)
- Scroll to the bottom of the page to see the required forms
- Complete all required forms including:
  - On-site Camp Consent Waivers
  - Flu Vaccine
  - COVID-19 Vaccine Card
  - COVID-19 Testing Consent
  - Medical Information Form - Adult (includes emergency contact, insurance, etc.)
  - Allergies and Dietary Restrictions Form
  - Session’s Transportation Form

Notifications confirming that your Family Camp application is complete will be sent via email as soon as possible after review. Please contact us if you think you have completed the application but have not received an email confirmation. **Completion of the application means that your family has been added to the lottery selection process. It DOES NOT mean you have been accepted to camp.**

If you have any questions, or need assistance completing the application, please reach out to the Camper Admissions Team at [Camper@RoundupRiverRanch.org](mailto:Camper@RoundupRiverRanch.org) or 970.524.5713.

