

Tech Trek CampSite Family Rollout

May 2, 2022

Getting Ready

What's been done:

- Existing family and camper data has been loaded into CampSite.
 - Demographics
 - Custom data fields helpful to camp directors
 - Branch name
 - Branch coordinator name and email
 - Language preference
 - T-shirt size
 - Virtual camp technology details
- Forms were built to gather information needed prior to camp.
- Campers have been assigned to camps (sessions).

Rollout Process - Families

Families will receive two emails

1. A welcome letter with three actions
 - Login to the system
 - Review and update account information
 - Begin completing forms
2. An email with their login and password information

Welcome Email

Welcome to AAUW California Tech Trek

AAUW California via CampSite <services@mail.campsite-mail.com>

Sun 5/1/2022 11:06 PM

To: smgabe@gmail.com <smgabe@gmail.com>



Dear TEST-GABE Family,

Great news! Aliyanna is on her way to becoming an official Tech Trek STEM camper!

Aliyanna is enrolled in our online camp information system. You can now access the additional forms needed before camp.



Step One - Log in to AAUW California Tech Trek.

You will receive an email with the subject line "Password Reset for AAUW California Tech Trek." This email will contain your password and a link to login. Use your email address and the password supplied in the email to log in.



Step Two - Update your family and camper information.

Click "My Account" from the menu on the left. On this page you can use the tabs at the top of the screen to:

1. Update your family information.
2. Update your camper information.
3. Update your password.

Update your family information

1. Click on the family info tab.
2. Review the information and make any necessary changes.
3. Click "SAVE CHANGES" (bottom right).

Update your camper information

1. Click on the camper info tab.
2. Click on your camper's name.
3. Review the information and make any necessary changes.
4. Upload a picture by clicking on the image below your camper's name (optional).

5. Click "UPDATE" (bottom right).

Update your password

1. Click on the password tab.
2. Enter your old password (the one in the email you were sent).
3. Enter your new password (twice).
4. Click "UPDATE PASSWORD" (bottom right).



Step Three - Complete camp forms.

- Select "Forms" from the menu on the left.
- Click your child's name to open the library of forms that need to be completed.
 - Complete the "Release Forms."
 - Complete the "Other Forms."
 - Complete the "Medical/Health Forms" ONLY if your child is attending an in-person camp.
 - Follow instructions to upload documents where required.



If you need help with any part of this process, contact techtrek-support@aauw-ca.org.



If you have a question about the specific camp itself, click the "Home" icon button at the top of the left hand menu for a list of Camp Directors and their contact information.

Welcome to the Tech Trek family! Your child is in for an adventure!

Regards,

AAUW California Tech Trek

techtrek-support@aauw-ca.org



Parent dashboard

Click [HERE](#)

AAUW California Tech Trek Program

Password Change Email



Your password has been reset for the AAUW California Tech Trek Parent Dashboard.
Your new password is **7e0bnu**
[Click here](#) to log in to the AAUW California Tech Trek Parent Dashboard.



Camp Forms

Families will see forms specific to residential or virtual camp.
All campers see medical forms. Only residential campers need to complete them.

General Forms

- Covid Release
- Personal Property Release
- Camper Bio
- Transportation Plan
- Camp Rules

Health Forms

- Allergies and food restrictions
- Medication
- Health History
- Insurance and Providers

Document Uploads

- Vaccination Record
- Insurance Form

Camper Forms - Continued

Families can download a copy of their form submissions.



2022 Health Form (Residential Camps Only) - Allergies and Food Restrictions for [REDACTED]



The form was successfully submitted!

Download a .pdf version of your form submission

 [DOWNLOAD FORM](#)

[RETURN TO FORMS](#)

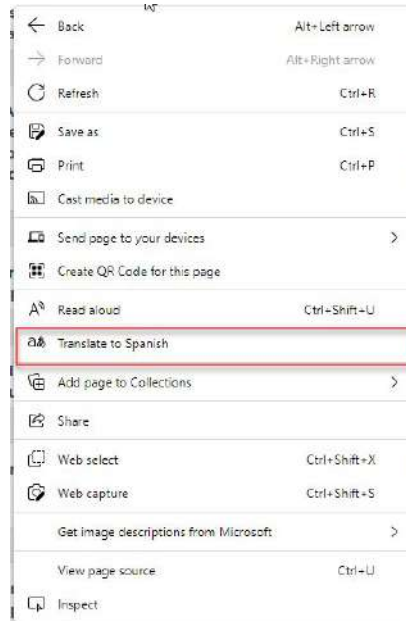
Support for Spanish Language Speakers

Forms can be viewed in Spanish

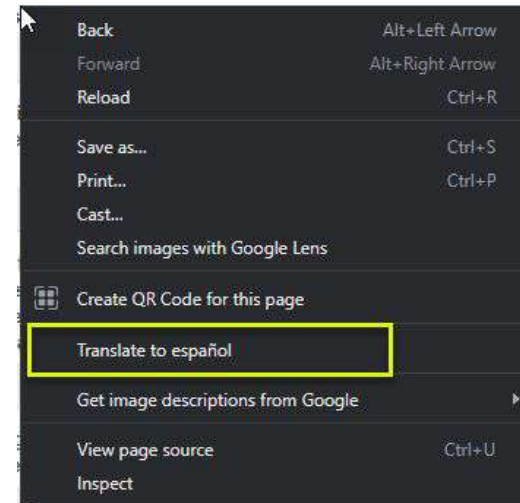
- Open form
- Right click in form
- Choose translation

Families who have indicated a preference for Spanish forms will receive an email with instructions on how to view the forms in Spanish

Microsoft Edge



Chrome



Camp Today

Camp Today is a blog feature that allows the camp to share

- Videos
- Picture albums - images can be downloaded or added to “My Photos”
- Text blogs

Who can see the blogs?

- Families
- Extended family - added by family members
- Authorized users such as camp staff and branch coordinators

Parent Dashboard Login

[AAUW California Tech Trek \(campmanagement.com\)](https://techtrek.campmanagement.com) *Link is embedded*

https://techtrek.campmanagement.com/p/campers/login_m.php

Need assistance?

Email techtrek-support@aauw-ca.org



The screenshot shows the login interface for the AAUW California Tech Trek Parent Dashboard. At the top is the AAUW Tech Trek logo, which consists of a stylized 'W' in a red circle followed by the text 'AAUW TECH TREK'. Below the logo, the text 'AAUW California Tech Trek' and 'Parent Dashboard' are displayed. There are two input fields: 'E-mail address' and 'Password'. Below the password field is a link that says 'What's my password?'. A blue 'SIGN IN' button is positioned below the link. At the bottom right of the page, there is a copyright notice: '© 2022 CampSite by EZFacility, Inc.'

Report Examples

Campers by session - many flavors possible

AAUW TECH TREK
 Camper report: Session Report
 Generated date + time: 05-02-2022 7:38 am
 Generated by: Sarah Gabo
 California State University, Fresno (26 rows)

	Camper ID	Last name	First name	T-shirt size	Camper Cell	PI last name	PI e-mail address	Language preference	Branch	Branch Coordinator name	Branch Coordinator email	2026 Session
1				S				English	Mariposa	Tresh Carey	tdcarey1@gmail.com	Calton Univer Fresno
2				S	(659) 879-0949			English	Visalia-Sequoia	Jeanne Evans	guyec02@comcast.net	Calton Univer Fresno
3				M				English	Madera	Linda Leach	lueanoth@gmail.com	Calton Univer Fresno
4				M				English	Lodi	Mame Simpson	mamesimpson@att.net	Calton Univer Fresno
5	2							English	Turlock	Valerie Doherty	valeried@charter.net	Calton Univer Fresno
6	2							English	San Francisco	Elaine Butler	elainebutler124@comcast.net	Calton Univer Fresno
7	2							English	Danville-Alamo-Walnut Creek	Deborah Wechsler	deborah.wechsler@gmail.com	Calton Univer Fresno
8	2							English	Merced-Pomona	Patricia Pictor	ppictor2@gmail.com	Calton Univer Fresno
9	2							English	Turlock	Beverly Schlegel	bebev@sbqglobal.net	Calton Univer Fresno
10	2							English	Madera	Linda Leach	lueanoth@gmail.com	Calton Univer Fresno
11	2							English	Bakersfield	Sue Guanetta	sueguanetta1@gmail.com	Calton Univer Fresno
12	2							English	Danville-Alamo-Walnut Creek	Deborah Wechsler	deborah.wechsler@gmail.com	Calton Univer Fresno
13	2							English	Visalia-Sequoia	Jeanne Evans	guyec02@comcast.net	Calton Univer Fresno
14	2							English	Colusa-Riverbank	Traci Kilborn	tkilborn@charter.net	Calton Univer Fresno

Report Examples

Missing Forms

Options

Permanent forms
 Yearly forms
 Session forms

Medical forms

Print
Export
E-mail

Last name	First name	# of missing forms	Missing forms
A	A	13	<ul style="list-style-type: none"> 2022 Camper Bio 2022 COVID Release 2022 Transportation Plan 2022 Release from Responsibility for Personal Property 2022 Camp Rules 2022 Health Form (Residential Camps Only) - Allergies and Food Restrictions 2022 Health Form (Residential Camps Only)- Immunizations 2022 Health Form (Residential Camps Only) - Medications 2022 Health Form (Residential Camps Only) - Health History 2022 Health Form (Residential Camps Only) - Insurance and Provider(s) 2022 Upload Vaccination Record Printed Medical Form 2022 Upload Insurance Card Printed Medical Form 2022 Upload Immunization Waiver Printed Medical Form
A	A	13	<ul style="list-style-type: none"> 2022 Camper Bio 2022 COVID Release 2022 Transportation Plan 2022 Release from Responsibility for Personal Property 2022 Camp Rules 2022 Health Form (Residential Camps Only) - Allergies and Food Restrictions 2022 Health Form (Residential Camps Only)- Immunizations 2022 Health Form (Residential Camps Only) - Medications 2022 Health Form (Residential Camps Only) - Health History 2022 Health Form (Residential Camps Only) - Insurance and Provider(s) 2022 Upload Vaccination Record Printed Medical Form 2022 Upload Insurance Card Printed Medical Form 2022 Upload Immunization Waiver Printed Medical Form

Report Examples

Immunization records

Insurance cards

	Last name	First name	2022 > Upload Vaccination Record: Submitted date	2022 > Upload Insurance Card: Submitted date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12	Chao	Julia		