

How To Email Your Camper Using **CampMinder**

You can now email your camper from the same account you created to sign up for camp. **All outgoing and incoming messages cost one CampStamp each. Each family automatically receives 5 CampStamps per parent/per camper/per week.** Simply follow these instructions to set up your email messaging system. You will also have the option to add guests to your account so friends and family can email your camper too.

If you ever encounter problems with the email system or any other part of your online account, contact CampMinder directly by calling 303.444.2267 extension 3 or click on HELP and submit an electronic Help Ticket.

STEP 1 - LOG IN to your online account. After logging in you will see your dashboard (below).

The dashboard includes sections for: Forms Dashboard (Forms & Documents, Your Camper, Your Family), Online Community (Email, Guest Accounts, Credit Card for CampStamps), and utility links like My Account, Help, and Log Out.

STEP 2 - Under the **Online Community** section click on:

STEP 3 - PRE-PRINT STATIONARY BEFORE CAMP (optional) - from the email screen (right) you have the option of pre-printing letters that your camper can take to camp and can be emailed back to you. If you want to pre-print stationary click on:

STEP 4 - CHOOSE YOUR RECIPIENT - if you have more than one camper at camp you can choose a specific camper or send the same message to multiple campers.

The email screen shows: recipient selection (Camper A, Camper B), a message box with a space calculator, a 'Send Email' button, and a 'Send a Smile!' button. It also includes a note about international characters and a 'Print Now' button for the eLetter Stack.

STEP 5 - WRITE YOUR MESSAGE - to send an email simply write your message in the message box. It will calculate how much space you have remaining to fit onto a single page.

STEP 6 - CHOOSE THE SENDER - if you've added guests to the account they can choose their name from the list.

STEP 7 - INCLUDE A HANDWRITTEN RESPONSE? - if you want your camper to write you a response to this message check the box.

STEP 8 - ATTACH A PHOTO (optional) - you can attach a photo to your email as well for an additional CampStamp.

STEP 9 - SEND YOUR MESSAGE!

How To Add Guests To Your Account

STEP 1 - **LOG IN** to your account and click on:

STEP 2 - ADD GUESTS - add your guests names and email address

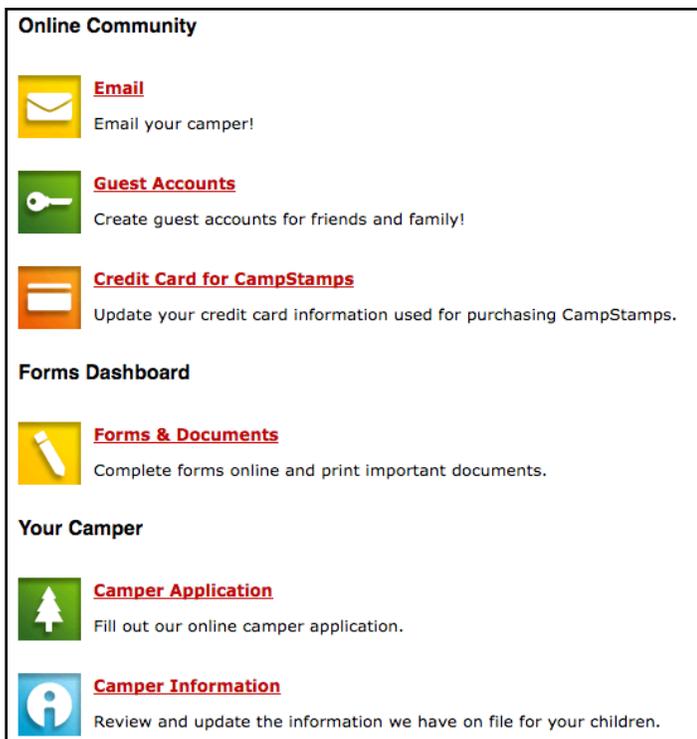
STEP 3 - SET PERMISSIONS - choose which camper your guests can email.

The form includes fields for: Your guest's first name (Required), Your guest's last name (Required), Your guest's email (Required), and Your guest may email (Camper A, Camper B). It also has an optional note field and a 'Create Guest Account' button.

How To Retrieve Camper eLetters Using CampMinder

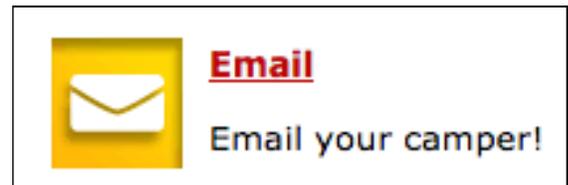
Once you've sent an email to your camper, you can see if they have written you back by logging into your account. Remember **all outgoing and incoming messages cost one CampStamp each. Each family automatically receives 5 CampStamps per parent/per camper/per week to use.** We recommend not purchasing more until you've used up your free CampStamps. To purchase more Camp Stamps simply click on Credit Card For CampStamps on your account's dashboard. You must enter a new credit card number to purchase more CampStamps.

STEP 1 - LOG IN to your account . After logging in you will see your dashboard (below).



The dashboard is divided into three main sections: Online Community, Forms Dashboard, and Your Camper. Under Online Community, there are links for Email (Email your camper!), Guest Accounts (Create guest accounts for friends and family!), and Credit Card for CampStamps (Update your credit card information used for purchasing CampStamps). Under Forms Dashboard, there is a link for Forms & Documents (Complete forms online and print important documents.). Under Your Camper, there are links for Camper Application (Fill out our online camper application.) and Camper Information (Review and update the information we have on file for your children.).

STEP 2 -Under the **Online Community** section click on:



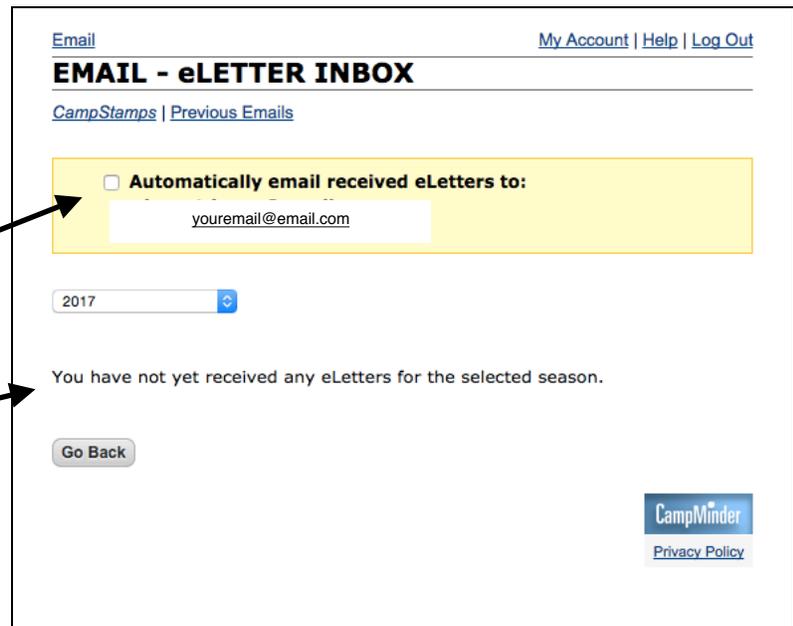
A yellow button with a white envelope icon and the text "Email" in red, followed by "Email your camper!" in blue.

STEP 3 - Once you click on Email you will see the following screen. To see your messages, simply click on eLetter Inbox:



The page shows "Email" in the header with navigation links for "My Account | Help | Log Out". Below the header, there are links for "CampStamps", "Previous Emails", and "eLetter Inbox". An arrow points from the text in Step 3 to the "eLetter Inbox" link.

STEP 5 - Your inbox will look like the following screen to the right. You can choose if you'd like your camper eLetters to be forwarded to your personal email address, check this box.



The page shows "EMAIL - eLETTER INBOX" in the header with navigation links for "My Account | Help | Log Out". Below the header, there are links for "CampStamps" and "Previous Emails". A yellow box contains a checkbox labeled "Automatically email received eLetters to:" followed by the email address "youremail@email.com". Below this is a year selector set to "2017" and a message: "You have not yet received any eLetters for the selected season." A "Go Back" button is at the bottom left. The CampMinder logo and Privacy Policy link are at the bottom right. An arrow points from the text in Step 5 to the checkbox.

STEP 6 - If you have an eLetter they will appear here. Simply click on the message to view it's contents.

SPECIAL NOTICE!

You **WILL NOT** be charged a camp stamp if you don't access your eLetters through your CampMinder account while your camper is at camp.

YOU WILL be charged a camp stamp if you choose to have your eLetters forwarded to your email.