



SUBMITTING IMMUNIZATION RECORDS - 2019

• **FOR NEW CAMPERS THERE ARE BASICALLY TWO OPTIONS FOR SUBMITTING IMMUNIZATION RECORDS.**

Option 1: You can complete the online form on page 4 of your **Camper Health History**. This is pretty straight forward and simple.

Option 2: You can upload a document. This may be a little more complicated; however, if your camper is up-to-date on immunizations and doesn't need any additional shots, it will keep you from having to repeat the process the next year (if you enroll). Here is how it will work.

- A. You will need to bypass the Immunization section of Health History. You will need to make some kind of response in the Immunization portion. So simply mark "NO" for each immunization.
- B. Once you've marked "NO" in each of the immunizations you will see a text box at the bottom of the page. This is for additional information. In this box please type "**Uploaded Immunization Records**".
- C. Now you have to upload the immunization records. After you've completed the **Camper Health History**, go back to the Home Page. Once you're there click on the **View Registration Details**.
- D. You should now be on the **Registration Details** page. Scroll down until you find the **Upload Document** section.
- E. Find the camper for whom you want to upload an immunization record. Click on the **Upload** button and follow the instructions. You will need to have a copy of the document in pdf form on your computer. If you have never done anything like this, you may want to skip this method all together and fill out the form as described in Option 1. Or find someone in your household who knows how to do it.

• **FOR CAMPERS WHO ATTENDED IN 2018, THERE ARE 3 OPTIONS FOR SUBMITTING IMMUNIZATION RECORDS.**

Option 1: If you completed the online form in the Online Camper Health History in 2018, it should be still completed. If your camper hasn't had any updates, the form is fine as is. No need to do anything. If your camper has had additional immunizations, they can be added to the form.

Option 2: If your camper has had updates since last summer and you want to submit a new paper form, you can upload the form as described in Option 2 above. You can also email (medical@friendlypines.com), fax (928-445-6065), or mail the paper record.

Option 3: If your camper attended in 2018, we probably have a copy of last summer's immunization. If no updates are needed, the 2018 form will do for 2019. Email us at medical@friendlypines.com to check and see if we have your camper's copy.

Scanning a Camper Physical Exam Form or an Immunization Record.

If you are going to scan your documents let us suggest that you get a scanning app for your phone. **Google Drive** also has the ability to scan something to a pdf.

A lot of parents take a picture of the document and send it to us. In many cases the document is unreadable. There are lots of shadows. The paper doesn't lay flat. These scanning apps will flatten the document, adjust contrasts, and square the document. These scanning apps make the document much more readable. Please try one of these phone apps as opposed to just taking a picture. These medical documents are important and we need them to be readable to avoid any errors. Thanks