

SUBMITTING IMMUNIZATION RECORDS

FOR FIRST-TIME CAMPERS

You will upload a PDF* copy of your camper's immunization records directly into your CampBrain household account. Please make sure to combine multiple paged records into ONE document for upload; you cannot upload each page individually.

1. Login to your CampBrain portal (Click the "ENROLL NOW/JOIN THE WAITLIST" button at the top of each friendlypines.com webpage and log in at the bottom left of the landing page)
2. Click on "View Details" under the "View My Registrations/Summer 2024" header
3. On the "REGISTRATION DETAILS" page, scroll down until you find the "Upload Documents" section
4. Find the camper for whom you want to upload an immunization record. Click on the Upload button and follow the instructions.
5. Once the document has been successfully uploaded, you should see a "SUBMITTED" label next to the name of the uploaded document.

FOR RETURNING CAMPERS

If you attended camp in 2023, we likely still have your immunization records on file from when you submitted them in the Health History form or uploaded them to your household account for last summer. If we cannot locate the record, we will reach out to you to ask for a new record.

If your camper hasn't had any updates, the record from last year is fine as is. Please email medical@friendlypines.com to let us know to use the records from last year.

If your camper has had updates since last summer and you want to submit a new record, please follow the steps listed above for New Campers.

IMPORTANT: ONCE A DOCUMENT HAS BEEN UPLOADED/SUBMITTED, NO CHANGES CAN BE MADE ONLINE. IF YOU NEED TO CHANGE INFORMATION, PLEASE CONTACT FPC DIRECTLY:

EMAIL: medical@friendlypines.com

PHONE: (928) 445-2128

FAX: (928) 445-6065

**SCANNING TIP: We suggest using apps like Scannable, your iPhone's Notes app, Adobe Scan, Microsoft Lens, Google Drive scan, etc. to scan your camper's Physical Exam form into a PDF format. Please refrain from simply taking a picture of the document and sending that in, as most of the time doing so renders the document unreadable due to shadows, focus, paper position, etc. These apps are among the many available to use to capture documents successfully.*

MEDICAL PAPERWORK & FORMS DUE DATES BY SESSION

SESSION	DUE DATE
ADVENTURE CAMP ADVENTURE TRAILS ADVENTURE LIT (May 26 - June 1)	May 12
SESSION 1 PIONEER A & B LIT (June 2 - June 15)	May 19
SESSION 2 EXPLORER A & B CIT (June 16 - June 29)	June 2
SESSION 3 TRAILSEEKER A & B (June 30 - July 13)	June 16