

## CampDoc Support Guide

Cherokee Scout Reservation uses a third-party tool to collect and review the Scouting America Annual Health & Medical Record (physical form), the event Code of Conduct form, and the appropriate hold harmless forms.

**These forms will only be accepted through the CampDoc tool.**

[Link to Scouting America Annual Health & Medical Record](#) (Physical Form)

[Physical with Parts A, B1 and B2](#) – used for most weekend camping trips (events are less than 72 hours).

[Physical form with Parts A, B1, B2 and C](#) – required for summer camp and other long-term camping events (events that are 72 hours or more).

Every registered participant must set up a CampDoc account even if one has been set up in the past.

The email entered for the CampDoc User Account Email will receive an email from CampDoc to enter health information.

For youth, only parents/guardians should have access to the CampDoc health information.

Adult participants should enter their own health information into CampDoc.

### Items you will need handy:

- 1) Picture or pdf for immunization record
- 2) Picture or pdf of insurance card
- 3) Picture or pdf (preferably, pdf scan) of Part C of physical form – completed and signed by an appropriate medical professional and dated no earlier than one year from the start date of the event.

### Benefit:

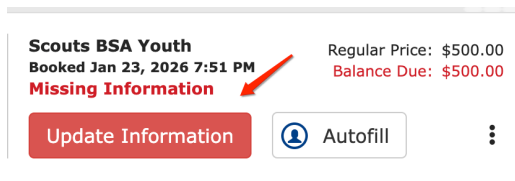
- Once you create a CampDoc account and upload a physical form, if you use the same email address each time as your CampDoc User Account Email, CampDoc will pull the physical form forward to all future events.
  - You will need to update the form if your health changes.
  - You will need to be sure Part C – the actual physical – remains current.

### Best Practice:

- Be sure you to use the same email address for the CampDoc User Account Email, when completing the CampDoc Profile in BlackPug each time you answer this question so CampDoc will pull an existing physical entry forward to future events.
- For Scouts 17 and younger, use a parent/guardian's email address as the CampDoc User Account Email. This is necessary as parent/guardian must sign the physical form and other event documents.

### Setting Up CampDoc Account Through BlackPug

- 1) Open your Black Pug reservation.
- 2) Under reach person, click on UPDATE INFORMATION – it should be a red box.



- 3) Scroll down to the CampDoc tool.

CampDoc Email **CampDoc**

This camp is using CampDoc electronic health records in place of the traditional Boy Scouts of America medical form. CampDoc will automatically create a profile for each camp participant to allow parents and adult participants to create their electronic health records.

Click the "Link to CampDoc" button to enter your profile information.

[Link to CampDoc](#)

CampDoc Completeness

- 4) Click the Link to CampDoc button.

5) The CampDoc profile will open.

×

### CampDoc Profile

Scouts BSA Youth

🚫 First Name

🚫 Last Name

Middle Name

🚫 Birth Date

Gender

🚫 CampDoc User Account Email

6) Enter the requested data.

- a. First Name
- b. Last Name
- c. Middle Name
- d. Date of Birth
- e. Gender
- f. CampDoc User Account Email – this is the email you want to be consistent each time you complete the CampDoc profile in Black Pug.

- 7) Black Pug and CampDoc interact with each other, but not instantaneously. Black Pug updates CampDoc with new data once every 4 hours. Once BlackPug shares your CampDoc User Account Email with CampDoc you will receive an email invitation from CampDoc to complete your health form and any other event forms associated with your event.

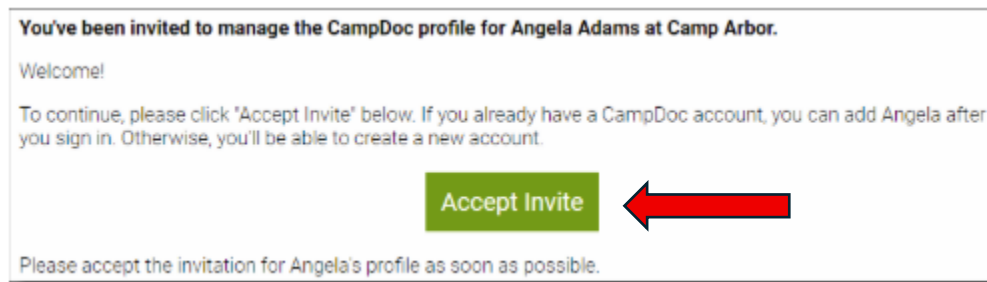
### Using CampDoc

You may want to watch this [introductory video](#) for using CampDoc.

If you need support, the CampDoc Support Team is also available to help families and troop leaders via email at [support@campdoc.com](mailto:support@campdoc.com) and via phone at 734-619-8300.

This [link](#) may also be helpful in completing forms via CampDoc.

- 1) Look for an email from Old North State Council via CampDoc <noreply@campdoc.com>.
- 2) Accept the invitation to open CampDoc.



3) Click on HEALTH PROFILE and enter the requested data.

4) Once you click Health Profile, the screen will look like this. Hit continue to start entering your health information,



Lists all the sections that require data entry.

An orange circle means the section needs to be reviewed and approved.

A red dot means the section is incomplete.

A green checkmark means that the section is complete.

5) Update Unit Leader and Troop Number information.

**Please Review**  
Old North State Council requests that you review the information on this page and make any necessary updates. You may confirm that the information is up-to-date at the bottom of the page.

**Unit Information**

\* Unit Leader  
Clif Morris

Unit Leader's Phone Number  
3363789166

\* Council Name/Number  
Old North State 070

\* Unit Number  
4226

I have reviewed the above information, made any necessary changes, and confirm that it is up-to-date to the best of my knowledge.

[CONFIRM INFORMATION](#)

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6% Complete [NEXT STEP](#)

For summer camp, be sure you enter the correct adult leader information and unit number.

\*\*If you are attending with our Provisional Troop, list Provisional as your Unit Number.

\*\*If you are attending as a Day Camper, list Day Camper as your Unit Number.

Click NEXT STEP after each section. You may move forward or backwards as needed.

6) Continue to enter your data.

7) Upload a copy of your insurance card.

**CampDoc** Camper Test / Health Profile  
Old North State Council

- Camper Test
  - Registration
  - Health Profile**
  - Custom Labels
- Cub Camper Test
- Staff Test

**Please Review**  
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**B - Insurance**

\* Is the participant covered by family health/accident insurance?  
 Yes  No

\* Health/Accident Insurance Company  
\_\_\_\_\_

\* Policy/Member #  
\_\_\_\_\_

**!** Please upload a photocopy of both sides of the insurance card.

\* Insurance Card  
 Drag Files Here or Click to Upload  
 Permitted file types: PDF, JPG, GIF, PNG  
 Maximum file size: 5MB

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[PREVIOUS STEP](#) 6% Complete / Last saved a few seconds ago [NEXT STEP](#)

Insurance cards may be uploaded. Be careful of file size.

- 8) Continue to enter data.
- 9) Enter medications.

All medications must be listed including over the counter. This applies to all adults and campers.

For those needing EpiPens and/or inhalers, please list these under medications.

10) Over-the-counter Medications

If you would like for us to administer over-the-counter medications to your Scout when providing treatment, be sure to click Yes on this box.

We are unable to administer over-the-counter medication to Scouts without parent/guardian permission.

### 11) Immunizations can be entered manually.

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#### B - Immunizations

**i** The following immunizations are recommended by the BSA. Tetanus immunization is required and must have been received within the last 10 years.

- Tetanus
- Pertussis
- Diphtheria
- Measles/mumps/rubella
- Polio
- Chicken Pox
- Hepatitis A
- Hepatitis B
- Meningitis
- Influenza
- Other (i.e., HIB)

Manual Entry | Scan and Upload

**Tetanus Booster (Tdap)**


Dose 1: Month [v], Day [v], Year [v]  Not received

**Tuberculosis (TB) Test**

Tested: Month [v], Day [v], Year [v]  Not received

Positive | Negative

6% Complete / Last saved 16 minutes ago



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Immunization manual entry.

### 12) Or, you can scan and upload the immunization record.

**CampDoc** Camper Test / Health Profile  
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- Other (i.e., HIB)

Manual Entry | **Scan and Upload**


\* Upload Scanned Immunization Records

Drag Files Here or Click to Upload  
Permitted file types: PDF, JPG, GIF, PNG  
Maximum file size: 5MB

\* Approximate Date of Last Tetanus Shot

Jan [v], 4 [v], 2008 [v]

6% Complete / Last saved 18 minutes ago



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Scan and upload immunization record.

### 13) Pre-participation Physical (Part C of the Health Form)

CampDoc Camper Test / Health Profile  
Old North State Council

- Camper Test
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- Staff Test

Please Review

Old North State Council requests that you review the information on this page and make any necessary updates. You may confirm that the information is up-to-date at the bottom of the page.

C - Pre-Participation Physical

1 Please download and print a blank template.

This part must be completed by certified and licensed physicians (MD, DO), nurse practitioners, or physician assistants.

Once complete, scan and upload the document below.

\* Part C: Pre-Participation Physical Upload

Drag Files Here or Click to Upload  
Permitted file types: PDF, JPG, GIF, PNG  
Maximum file size: 5MB

\* Has the healthcare provider identified any restrictions to the participant's activity in a Scouting experience?

Yes
No

I have reviewed the above information, made any necessary changes, and confirm that it is up-to-date to the best of my knowledge.

DOWNLOAD TEMPLATE  
  
CONFIRM INFORMATION

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PREVIOUS STEP
6% Complete / Last saved 20 minutes ago
NEXT STEP

You can upload a scan or photo of the completed pre-participation physical.

Be careful of file size.

Physical must be signed by an appropriate medical professional and dated no earlier than one year from the start date of the event

### 14) Sign the appropriate authorizations and forms.

CampDoc Camper Test / Health Profile  
Old North State Council

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- Staff Test

Code of Conduct

Cherokee Scout Reservation  
3296 Boy Scout Camp Road, Yanceyville, NC

This code of conduct applies to all campers, adult volunteers, and visitors.

The following guidelines are designed to make your experience at Cherokee Scout Reservation satisfying to you and others attending. The individual rights, safety, and property of others must be respected.

**Cherokee Scout Reservation operations are governed by:**

- a. Federal, state, and local laws
- b. The Scout Oath, Scout Law, and the Outdoor Code
- c. Guide to Safe Scouting
- d. National Camping Accreditation Program (NCAP)
- e. Scouting America's Youth Protection policies and Scouting's Barriers to Abuse

1. **Respect the rights and property of others:**
  - a. I will keep my hands and unwelcome comments to myself.
  - b. I will not touch other people's belongings.
  - c. I will not use disrespectful and abusive language - No profanity, slurs, or putdowns.
  - d. I will not harass or haze others.
  - e. I will be respectful of others (this includes personal space, religious and other deeply held beliefs, ethnic and life histories, gender, and life choices).
  - f. I will follow my unit's dress code.
  - g. I will not bring my pet to camp.
2. **Respect the camp's property:**
  - a. I will not damage or deface camp facilities or property.
  - b. I will respect the camp conservation easements.
3. **Be concerned for the safety of campers and staff:**
  - a. I will be in my campsite from taps to reveille except when necessary for health and safety reasons.
  - b. No personal firearms should be brought on camp property. The only firearms and ammunition allowed in camp must be owned by the council.
  - c. I will follow the safety procedures reviewed in each program area.
  - d. I will wear the safety equipment and clothing required for each program activity. Prescription and over-the-counter drugs will be under the control of an adult (unit leader or staff member).
4. **The following items are strictly prohibited (there will be no second chances):**  
 Campers, adult volunteers, and visitors participating in these actions will be sent home at the first infraction at their own expense.
  - a. Alcoholic beverages, fireworks, illegal drugs, and tobacco (or any of its derivatives such as vapes) are not allowed.
  - b. No personal firearms should be brought on camp property. The only firearms and ammunition allowed in camp must be owned by the council.
  - c. Gambling or betting for money, public displays of affection between anyone, fighting, threatening/physical abuse, stealing, tampering with emergency equipment, being under the influence of drugs or alcohol will not be allowed at camp.

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PREVIOUS STEP
6% Complete / Last saved a few seconds ago
NEXT STEP

Everyone signs the Code of Conduct.

If Scouts or adults want to participate in Range & Target Activities while in camp, they should complete the Range & Target Hold Harmless even if they aren't enrolled in a shooting merit badge

People enrolled in the ATV program must complete the ATV waiver.

Scouts enrolled in Horsemanship Merit Badge must complete the Horsemanship Hold Harmless.

15) Verify data entry is complete.



Verify that all the sections have a green check mark.

If they have an orange or red dot, you need to edit the section,

16) Print a copy for your records.

Be sure to print or download a copy for your records. You may want to give a copy to your unit leader for future unit camping trips.

You will only be able to access CampDoc when you have an active event registration.

17) You are done.