

# YMCA CAMP **COSBY**

## How to Upload Forms

First time uploading your camper's health forms or need a refresher?

Here's a step by step guide to uploading forms:

1. Scan your camper's health forms as a PDF document. (Create a folder on your desktop called "\_\_\_\_\_'s Camp Forms" and save them all for easy access)
2. Log into your [CampInTouch](#) account using a desktop or laptop.
3. Locate the Forms & Documents section.
4. Locate the name of the specific form that you're uploading. (If you have multiple campers, please be sure to upload forms specific to each camper).
5. Click Upload to the right of the form. A window will pop up and prompt you to select a file.
6. Locate the PDF form (on your computer) that needs to be uploaded and select.
7. Click Upload.
8. For web based forms, a green dot will appear to each form within your [CampInTouch](#) account once forms have been completed. However, uploaded forms will not turn green until they have been accepted in by the Forms Administrator. You can verify receipt of forms anytime through your [CampInTouch](#) account.

For additional assistance on uploading forms view our [Tips and Tricks](#) page.

Please **do not** email, fax or mail your required paper forms. [CampInTouch](#) assures that forms are matched to your camper and kept securely in your account. If you need assistance with uploading your forms, please call the office or tech support for assistance.

For questions regarding forms, call us! Office hours are Monday – Friday 9am to 5pm – (256) 268-2007 or email [cosbyforms@ymcabham.org](mailto:cosbyforms@ymcabham.org)

For issues with forms uploading, site down issues or browser issues outside of questions directly related to Camp Cosby, call CampMinder's Parent Hotline Monday-Friday from 7am-5pm (Mountain Time) (303) 444-2267 option 3.

