

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.

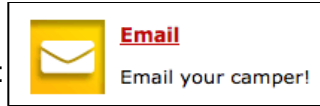
If you ever encounter problems with the email system or any other part of your online account, contact CampMinder directly by calling 303.444.2267 extension 3 or click on HELP and submit an electronic Help Ticket.

STEP 1 - LOG IN to your account (<https://astrocamp.campintouch.com/v2/login/>). After logging in you will see your dashboard (below).

The dashboard includes sections for:

- Forms Dashboard:** Forms & Documents, Your Camper (Camper Application, Camper Information), Your Family (Update Addresses/Phone Numbers, Financial Management, View Camp Store Account), Your Account (Login Details), and Online Community (Email, Guest Accounts, Credit Card for CampStamps).

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:

- Account navigation (My Account, Help, Log Out)
- Email status: 0 CampStamps, with options to buy more or give some.
- eLetter Stack button.
- Instructions: "Emails are printed once a day. BE SURE TO CLICK THE REPLY BOX AT THE BOTTOM OF YOUR EMAIL IF YOU WANT YOUR CHILD TO BE ABLE TO REPLY TO YOUR MESSAGE! [b]"
- Recipient selection: "Check to select camper as recipient" with radio buttons for Camper A and Camper B.
- Message box: "Click here to type your message. Email must fit on one printed page. Click the button above at any time to calculate space remaining."
- Handwritten reply option: "I would like a handwritten eLetter reply to this email. What's this?"
- Attachments: "Send a Smile!", "Attach a photo to this email", "Add Photo"
- Cost: "This email will use 0 CampStamps"
- Send Email button.

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.

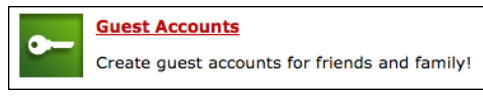
STEP 7 - INCLUDE A HANDWRITTEN RESPONSE? - if you want your camper to write you a response to this message check the box.

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 (<https://astrocamp.campintouch.com/v2/login/>) 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:

- Instructions: "Invite friends & family to log in with their own guest account. As your guest, they will be able to read news and view photos. Check the box next to your camper's name to give your guest the ability to send emails."
- Fields: "Your guest's first name:", "Your guest's last name:", "Your guest's email:" (all Required).
- Permissions: "Your guest may email:" with radio buttons for Avery Hazard, Camper A, and Camper B.
- Optional note: "Optional note to your guest: Your guest will be emailed log in instructions."
- Create Guest Account button.