

How To Email Your Camper Using CampMinder

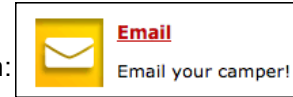
You can now email your camper from the same account you created to sign up for camp. **All outgoing and incoming messages cost one CampStamp each. Each family automatically receives 5 CampStamps per parent/per camper/per week.** Simply follow these instructions to set up your email messaging system. 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 & 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 options for CampStamps, eLetter Stack, and a recipient list with radio buttons for 'Camper A' and 'Camper B'. It includes a message box with a character count and a 'Send Email' button at the bottom.

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.

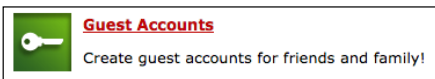
STEP 7 - INCLUDE A HANDWRITTEN RESPONSE? - if you want your camper to write you a response to this message check the box.

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 fields for 'Your guest's first name', 'Your guest's last name', and 'Your guest's email'. It also has radio buttons for 'Camper A' and 'Camper B' under 'Your guest may email:'. An optional note field is at the bottom.

How To Retrieve Camper eLetters Using CampMinder

Once you've sent an email to your camper, you can see if they have written you back by logging into your account. Remember **all outgoing and incoming messages cost one CampStamp each. Each family automatically receives 5 CampStamps per parent/per camper/per week to use.** We recommend not purchasing more until you've used up your free CampStamps. To purchase more Camp Stamps simply click on Credit Card For CampStamps on your account's dashboard. You must enter a new credit card number to purchase more CampStamps.

STEP 1 - LOG IN to your account . After logging in you will see your dashboard (below).

The dashboard is divided into several sections:

- Online Community**
 - Email**: Email your camper!
 - Guest Accounts**: Create guest accounts for friends and family!
 - Credit Card for CampStamps**: Update your credit card information used for purchasing CampStamps.
- Forms Dashboard**
 - Forms & Documents**: Complete forms online and print important documents.
- Your Camper**
 - Camper Application**: Fill out our online camper application.
 - Camper Information**: Review and update the information we have on file for your children.

STEP 2 -Under the **Online Community** section click on:

The button features a yellow envelope icon and the text "Email" in red, with "Email your camper!" below it.

STEP 3 - Once you click on Email you will see the following screen. To see your messages, simply click on eLetter Inbox:

The page has a header "Email" and navigation links: "My Account | Help | Log Out", "CampStamps | Previous Emails | eLetter Inbox", and "About Email". An arrow points to the "eLetter Inbox" link.

STEP 5 - Your inbox will look like the following screen to the right. You can choose if you'd like your camper eLetters to be forwarded to your personal email address, check this box.

STEP 6 - If you have an eLetter they will appear here. Simply click on the message to view it's contents.

The page title is "EMAIL - eLETTER INBOX". It includes a dropdown menu for the year "2017" and a message: "You have not yet received any eLetters for the selected season." There is a "Go Back" button and a "CampMinder Privacy Policy" link at the bottom right.

SPECIAL NOTICE!

You **WILL NOT** be charged a camp stamp if you don't access your eLetters through your CampMinder account while your camper is at camp.

YOU WILL be charged a camp stamp if you choose to have your eLetters forwarded to your email.