

# ROSTER & REGISTRATION FUN!!!

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## RESOURCES TO TAKE YOUR ROSTER LEARNING FURTHER



### »»» REGISTRATION SETUP 101

DocNetwork University's **Registration Setup** online course will open your eyes to all the possibilities at your fingertips. In this interactive and self-paced course, learn about enrollment settings, roster options, customization & more!

[Sign-up here for free!](#)

### LEARN MORE «««

Explore our **New Provider Toolkit**, a valuable resource for both seasoned professionals and rookies. Whether you're onboarding or seeking information on health resources, tags, rosters, and more, this tool is your go-to guide.

Click [here](#) to check out this reference manual!



# REGISTRATION SETUP

## ➤➤➤ RESOURCES

Though your CampDoc/SchoolDoc team will initially setup your groups and sessions, there are many tasks you can **manage independently**. Take the opportunity to acquaint yourself with these resources and tailor your organization according to your specific needs. **The off-season is the ideal time to familiarize yourself with the system**, ensuring a smooth transition rather than a hurried one. If you have any questions, don't hesitate to contact your team.

## REGISTRATION AND FORMS ALL IN ONE PLACE!

NOT ALL CAMPDOC/SCHOOLDOC USERS UTILIZE OUR REGISTRATION PLATFORM, BUT THOSE WHO DO FIND IT ADVANTAGEOUS. COMBINING THINGS LIKE ROSTERS, WAITLISTS, AND HEALTH FORMS STREAMLINES ADMINISTRATION. REACH OUT TO YOUR CLIENT SUCCESS MANAGER FOR REGISTRATION INQUIRIES.

If your organization is using our online registration system, you can customize session information such as [enrollment dates and times](#), [capacity limits](#), and [add-ons](#) and [coupons](#) in [Registration Setup](#). Watch this [Registration Setup Overview](#) video for an overview of the Registration Setup features.

## ➤➤➤ REGISTRATION TERMS

- **Open date** - The date (and time if you wish) that *registration* opens to the public for that particular session.
- **Close date** - The date (and time) that *registration* closes to the public.

For more terms, check out our [Glossary of Terms](#).

## ➤➤➤ A GLIMPSE INSIDE

Each year, we bring our entire team together for two days to share an unforgettable experience filled with team bonding, learning, and reflection. 🍂

🌲 The retreat provides an opportunity for us to reflect on our growth and success over the past year, to reset our goals for the upcoming year, and to reconnect with each other across teams as we conquer high ropes, canoeing, trivia, karaoke, and more. 🌿🎄

❤️ We are grateful for this chance to relax together and recommit ourselves to our mission of empowering camps, schools, and youth organizations to help keep kids healthy and safe while away from home.



## ➤➤➤ ROSTER/REGISTRATIONS

Meet Roster/Registrations: your all-in-one tool for easy roster management! Whether you use our online registration or a separate system, it's got you covered. View, print, export, and download participant lists, including waitlist entries and add-on purchases. Easily check session capacities and filter groups. Quickly track participant progress, generate reports, and make registration changes on the go. Learn more about [Roster Management here!](#)

## REPORTS WITH ROSTERS <<<

- Want to run a report with health information of a session roster?
- Need a roster for a midweek field trip that contained authorizations and insurance information?

That's where our List Builder saves the day! [Create your list](#) and then run the appropriate report - whether that's one of our many [standard reports](#), or any [custom report](#) that you choose to build.

## MACRO VS MICRO

### MACRO

Go Roster / Registrations for ALL registrations

### MICRO

Go to profiles for individual registrations

## ➤➤➤ INDIVIDUAL PARTICIPANT REGISTRATIONS

Feel empowered! [Add](#), [deactivate](#), or [reactivate registrations](#) for your participants with a breeze. Plus, if your organization is rocking the capacity and [waitlist features](#), take control and manually promote participants from the waitlist when the time is right. It's all in your hands!

As a reminder, even if you've hit your capacity limit, you, as the provider, can still manually add participants to your session roster. Keep in mind, though, that once the capacity is reached, new participants won't be able to register.

