

WorkCamp 2019 Registration Guide

Before you begin

Before going on to the WorkCamp site to register yourself or your family, it will help to have some information handy for each person who is going to register.

Required information for each participant includes:

- Name, address, and at least one phone number
- Date of birth
- Parish name
(the name of the parish you and/or your family member(s) are going to WorkCamp with)
- T-Shirt size
- High School (for youth participants)
- Any dietary needs, including vegetarian preference, gluten free or other food concerns, or if you need special storage for food.
- Physician's name and phone number
- Health insurance company, policy, and group number
- Allergies, including allergies to medications
- Any other medical concerns that might affect the ability to fully participate in WorkCamp
- Any current prescription medications
- The name and number of an emergency contact outside the family.

The Registration Process

Access the WorkCamp registration site at <https://secure4.arlingtondiocese.org/workcamp>

Existing users

If you have logged in to the diocesan website before – as an employee or a previous WorkCamp participant, for example – please use that login information to log on.

Click the **I don't know my username** link to receive your username by email. You will need to supply the email address associated with your account.

Click the **I don't know my ... password** link to receive a password reset email. You will need to supply your user name.

New Users

1. In the registration screen, click **Create your account today**.
2. When you create your account, fill in the requested information.
 - a. The red asterisk (*) indicates required fields.
3. Choose a user ID. If you wish, you may check the **Use email as username** checkbox.

4. Enter a password in both the **Password** and **Confirm Password** fields.
 - a. The password must have at least 7 characters.
5. Click **Continue** to create your account. You will now see the **WorkCamp Registration Portal**.

Add a family member

1. To add more family members, log in to the **WorkCamp Registration Portal** (if necessary) and click the **Add Family Member** link.
2. Fill out the information and click **Continue**. Each family member will be listed showing their age and their registration option
 - a. Individuals who are 20 and older may only register as adults
 - b. Individuals who are 19 and younger may register as youth
 - c. Individuals who are 18 or 19 and wish to register as adults will need to access a separate website. Please contact WorkCamp@arlingtondiocese.org for more information.

Registering a family member for WorkCamp

1. For adult participants:
 - a. Click the **Register Adult Volunteer** next to their name.
 - b. Select a role for the adult participant
 - i. Crew Leader, Homebase Volunteer, or Contractor
 - ii. Please contact your Stakeholder if you need additional information
2. OR For youth participants, click the **Register Youth Volunteer** link.
3. Click the **Select Parish** drop-down list and select the parish associated with your registration and click **Continue**.
4. Enter the demographic information.
 - a. The red asterisk (*) indicates required fields.
5. Click the **code of conduct** link to read the code of conduct.
6. Click the **I agree to the code of conduct** checkbox.
7. Click **Continue**.
8. Enter the required family and medical information and click **Continue**.
9. Youth, Adult Crew Leaders, and Contractors will complete the **Skills** page.
10. Homebase volunteers will select a role, and associated options.
11. If necessary, click **Continue**. You will be taken to the **Application Review** page.
12. When you have reviewed the application, click **Submit Registration**.

Electronically Signing the Forms

Each participant in WorkCamp will need to sign the WorkCamp participant covenant, and the final registration form, after reviewing the information. The forms will be delivered and signed electronically. Adult participants will sign their own forms. Youth participants' forms will be signed by their parents or guardians, after reviewing the covenant with the youth participants.

There are two ways for a participant to receive a form for signature:

- First, if you have registered yourself as an adult, or you have registered one of your children as a youth participant, you may review and sign the forms immediately upon completion of the registration.
- Second, by email: All adult registration forms will be sent to the participant's email address. Youth forms will be emailed to the address of the person who filled out the registration.

For emailed forms, the participant will receive an email from **Arlington Diocese via DocuSign**. In that email, click the **Review Documents** button to see and sign the form.

For those forms that can be completed immediately, click the **Sign Documents** button on the final page.

To sign the forms, do the following:

1. Click either **Review Documents** in the email or **Sign Documents** as indicated above. You will see the DocuSign form.
2. If you have never signed a DocuSign form before, click the checkbox for **I agree to use electronic records and signatures**. Then click **Continue**.
3. You will see a tab say **Start** on the left side. Click it to scroll to the first signature.
4. Click the **Sign** icon on the page. If this is the first time you have signed a DocuSign document, you will be asked to choose a signature style, including your full name, your initials, and a specific style. You may also draw your own signature. When you have selected a style, click **Adopt and Sign**.
5. Scroll down to review the information on the next page. Then, click the **Next** tab on the left side of the screen.
6. Click the **Sign** icon at the bottom of the screen to sign the second page.
7. Click **Finish** to submit the signed form.

After the form has been signed and submitted, if you go to the **WorkCamp Registration Portal** web page, you will see that the **Action Needed** for that family member is set to **Registration Complete**.