

Camp In Touch Instructions

Keystone Camp uses Camp In Touch “My Account” as our online system for camper forms and records, as well as for our email and photo management. The email you have on file with us is your username for the system. You may use that user name to retrieve your password.

The link to your account through Camp In Touch is found on our website at www.keystonecamp.com. Click the “Log In” button on the top right side of the page. Use your username and password to log in. Once you are logged in several sections will appear.

Forms & Documents

This section contains all forms you will need to complete for camp. The forms that have a computer icon to the left of the form name can be submitted online. Forms with a barcode icon to the left of the form name need to be printed out and returned to us by uploading through your account, mailing (101 Keystone Camp Rd, Brevard NC 28712), faxing (828-883-8234), or emailing the office at office@keystonecamp.com.

Your Camper

This section contains the camper application for the current season and allows you to submit changes to your camper’s information. You can buy clothing labels directly from Oliver’s Labels here to help you in your packing. You can also update camper information here.

Your Family

This section pertains to the financial information we have about your family in our database. Under Financial Management you can update the credit card we have on file, make a payment, or see a detailed statement of your account.

Your Account

This section gives you details about your current CampStamp balance and allows you to change your email address or password. CampStamps are the currency we use to send camper emails.

Online Community

This is the section with all of the links to our photo, email, and newsletter system. There will be more detailed information about this below.

The Online Community is separated into several different sections:

Email Your Camper

This is the system you will use to email your camper during her session.

- 1) Click the “Email” icon to go to the email page. You will select the camper you wish to write and then type your message in the message box below.
- 2) If you would like a hand-written reply letter, please click the box below the message. This prints out a blank response form for your camper to be able to reply to your email. **Please make sure your camper has pens for email replies. Replies written in pencil will not be sent as they are not read by the system.**

- 3) We print emails to campers each day at 12pm. We scan and send hand-written replies to parents each day around 5pm. The replies will go to the email address listed in your account. To view all received replies, click eLetter Inbox. To view previously sent email, click on Previous Emails.
- 4) You must purchase CampStamps in order to send email. Click the "CampStamps" link at the top of the page to manage your CampStamps
- 5) You may also choose an optional stationery for an additional CampStamp. ****We do not print our emails in color!****

News

- 1) Camp blogs will be posted here in addition to the website. We aim to post 1-2 blogs a week.
- 2) Click on the story to read the news!

Videos

- 1) Videos from the session will be posted here.

Photos

- 1) Photos will be displayed by date and album. There may be multiple albums for one date. Our photographer typically uploads photos twice a day.
- 2) Each photo in the gallery will have icons:
 - a) **Star**-use this icon to mark the photo as a favorite. The star will turn yellow when you mark it. These photos will be stored under the "Favorites" section for future viewing. Remove from Favorites by clicking the star again.
 - b) **Down Arrow**-download an unlimited number of hi-res versions of this picture for \$1.69
 - c) **Envelope**-use this icon to email this photo in low-res to a friend or relative
 - d) **Shopping Cart**-add the photo to your cart for purchase as a print or gift
 - e) **Stamp Arrow**-make this photo into a postcard to be sent to your camper

Cart

- 1) Purchase prints of the camp photos or make gifts for friends and relatives.

Guest Accounts

- 1) You may grant access to friends or relatives with this link. The guest must have a valid email address. After adding the guest you must click the "May Email" check box to give permission to the guest to email.
- 2) You may give CampStamps to your guests or purchase them for them.
- 3) Your guest may also purchase their own CampStamps and photos.

Credit Card for CampStamps & Photos

- 1) The credit card used under the Financial Management section above is used for tuition and other direct camp costs. The CampStamps and Photo system is separate from this and a credit card must be entered here in order to email your camper or purchase photos.

If you have any problems with the Online Community you may consult the Help section or contact CampMinder directly by creating a Help Ticket.