

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.

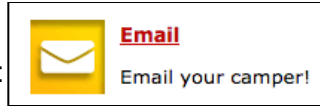
If you ever encounter problems with the email system or any other part of your online account, contact CampMinder directly by calling 303.444.2267 extension 3 or click on HELP and submit an electronic Help Ticket.

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, Camper Application, Camper Information.
- Your Camper:** Camper Application, Camper Information.
- Your Family:** Update Addresses/Phone Numbers, Financial Management, View Camp Store Account.
- Your Account:** Login Details, Credit Card for CampStamps.
- 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:

- Header: Email, My Account | Help | Log Out
- Navigation: CampStamps | Previous Emails | eLetter Inbox | About Email
- Status: You have 0 CampStamps. You can buy more or give some to your guests.
- Buttons: eLetter Stack, Send your child to camp, Print Now
- Message Box: Click here to type your message. Email must fit on one printed page.
- Recipient Selection: TO: Camper A, Camper B
- Buttons: Send a Smile!, Attach a photo to this email, Add Photo
- Bottom: This email will use 0 CampStamps, Send Email

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.

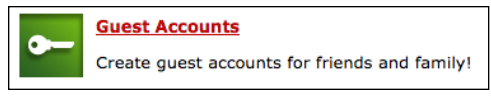
STEP 7 - INCLUDE A HANDWRITTEN RESPONSE? - if you want your camper to write you a response to this message check the box.

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.

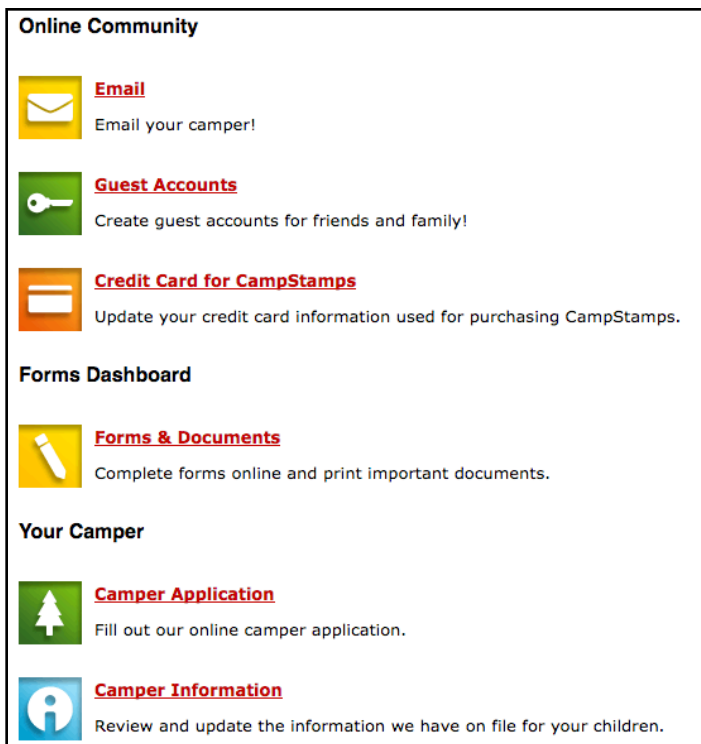
The form includes:

- Header: Email, My Account | Help | Log Out
- Title: Friends & Family Guest Accounts
- Text: 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 (Required), Your guest's last name (Required), Your guest's email (Required), Your guest may email: Avery Hazard, Camper A, Camper B
- Text: Optional note to your guest: Your guest will be emailed log in instructions.
- Button: Create Guest Account

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.

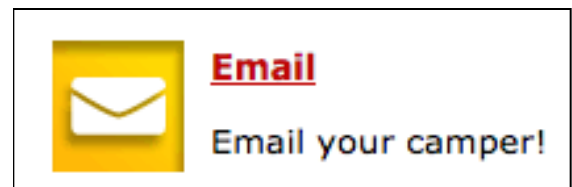
STEP 1 LOG IN to your account (<https://astrocamp.campintouch.com/v2/login/>). After logging in you will see your dashboard (below).



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:



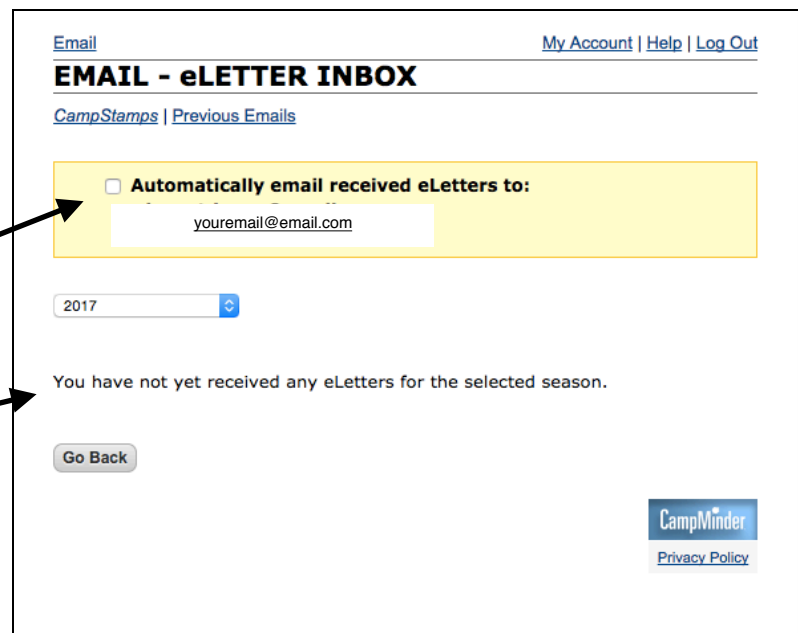
A yellow button with an envelope icon and the text "Email" and "Email your camper!"

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 with "Email" and "My Account | Help | Log Out". Below the header is a navigation bar with "Email" in bold, "CampStamps", "Previous Emails", "eLetter Inbox", and "About Email". An arrow points from the text above 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.



The page has a header with "Email" and "My Account | Help | Log Out". Below the header is a navigation bar with "EMAIL - eLETTER INBOX" in bold, "CampStamps", and "Previous Emails". A yellow box contains a checkbox labeled "Automatically email received eLetters to:" with the email address "youremail@email.com" below it. Below this is a year selector set to "2017" and the text "You have not yet received any eLetters for the selected season." with a "Go Back" button. The CampMinder logo and "Privacy Policy" link are in the bottom right corner. An arrow points from the text above to the checkbox.

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

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.