# 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 online account. After logging in you will see your dashboard (below).

STEP 2 -Under the **Online Community** section click on:
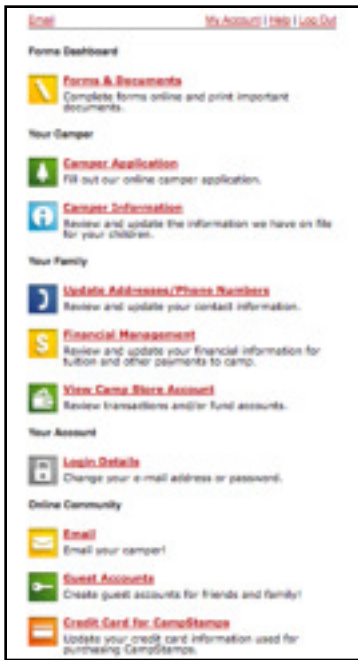
> **Email**
> Email your camper!
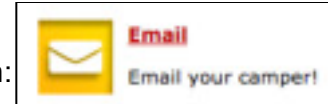
STEP 3 - **PRE-PRINT STATIONARY BEFORE CAMP (optional)** - from the email screen (right) you have the option of pre-printing letters that your camper can take to camp and can be emailed back to you. If you want to pre-print stationary click on:

> eLetter Stack — Send your child to camp with a stack of eLetters! — Print Now

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.
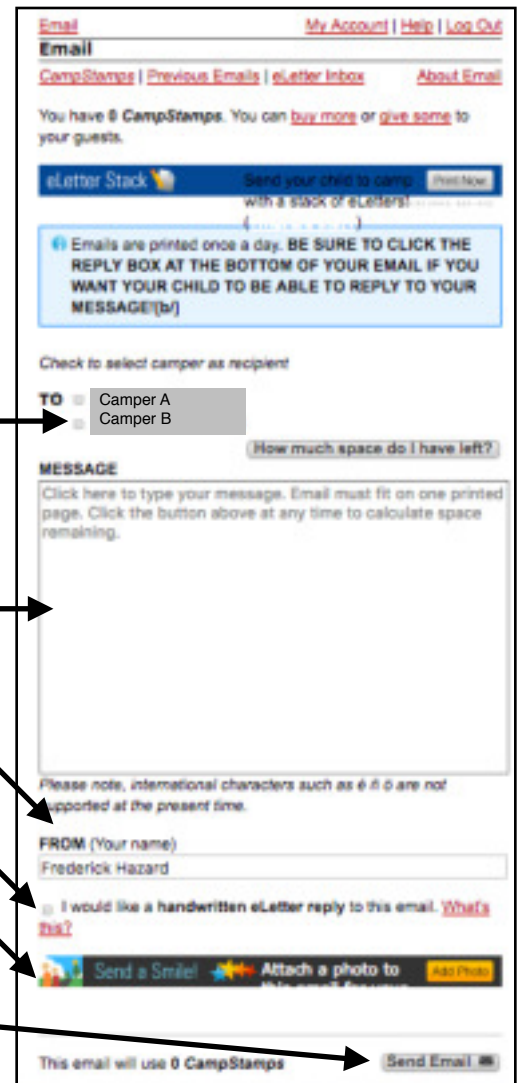
STEP 5 - **WRITE YOUR MESSAGE** - to send an email simply write your message in the message box. It will calculate how much space you have remaining to fit onto a single page.

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.
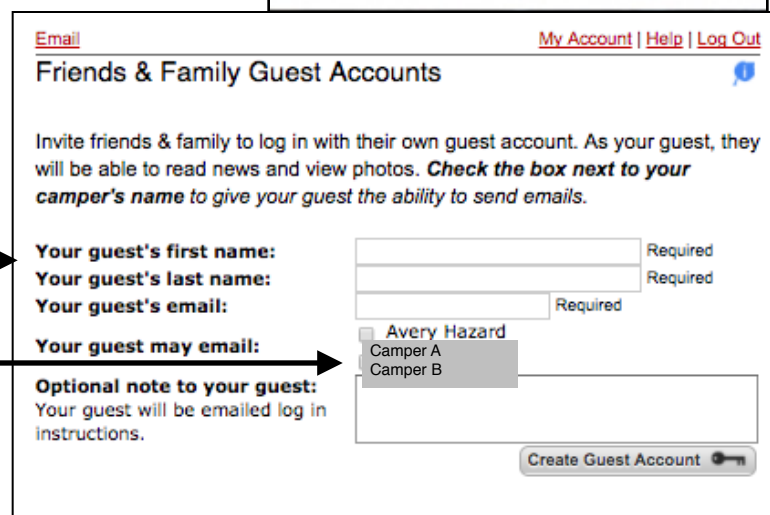
STEP 9 - **SEND YOUR MESSAGE!**

How To Add Guests To Your Account

STEP 1 - **LOG IN** to your account and click on:

> **Guest Accounts**
> Create guest accounts for friends and family!
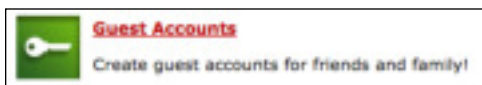
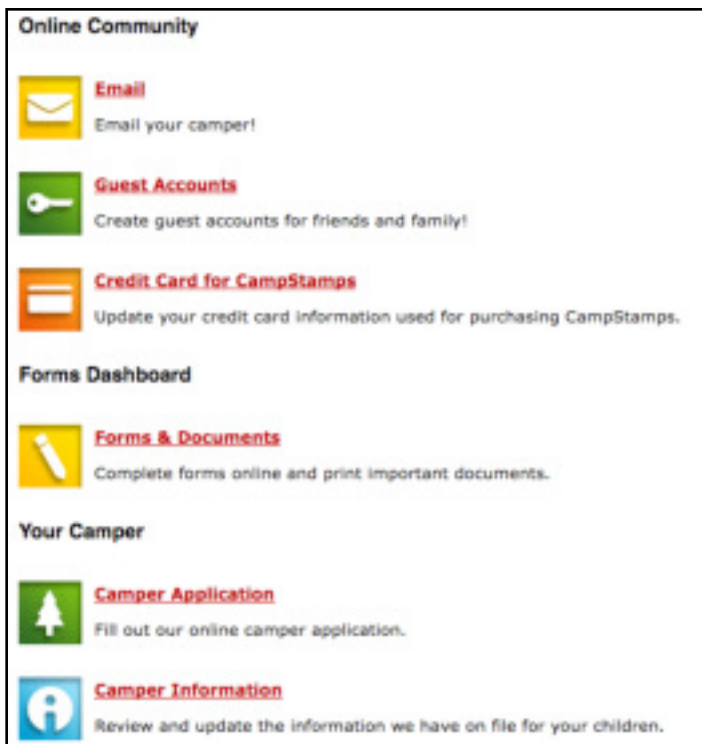**STEP 2** - **ADD GUESTS** - add your guests names and email address

STEP 3 - **SET PERMISSIONS -** choose which camper your guests can email.

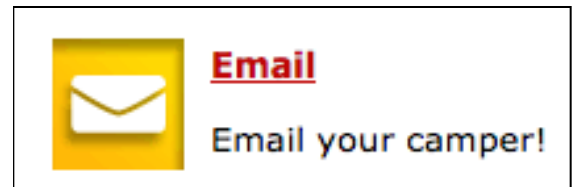# How To Retrieve Camper eLetters Using

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).

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.

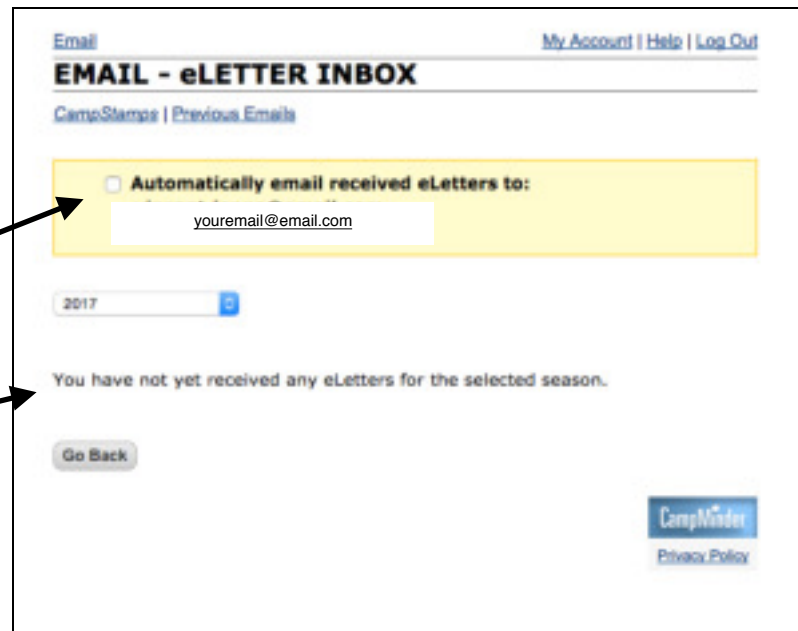**STEP 2** -Under the **Online Community** section click on:

Email
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:

Email   My Account | Help | Log Out

Email

CampStamps | Previous Emails | eLetter Inbox   About Email

Email   My Account | Help | Log Out

EMAIL - eLETTER INBOX

CampStamps | Previous Emails

☐ **Automatically email received eLetters to:**
youremail@email.com

2017

You have not yet received any eLetters for the selected season.

Go Back

CampMinder
Privacy Policy

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.

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.