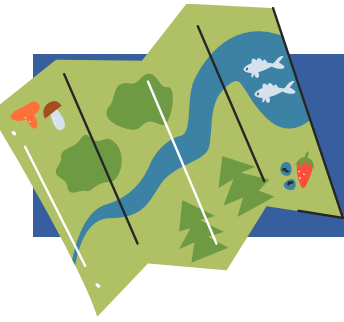


CampSafe® Instructions



Educated Staff Equals Safer Camps.



Directions for Camp Directors to register/purchase CampSafe®:



1. Register and purchase CampSafe® [here](#).
2. Below the photo: click here to purchase
3. Choose number of staff members in the Drop Down Menu and then click "add to cart"
4. Fill in Billing Details
 - a. Under Camp/Organization Name: Write your full camp name (for example: Camp Wampanoca for Girls)
5. At the end of the form, click Place Order. Accept terms and conditions.
6. A Thank You page will confirm your order went through. You will receive an email confirmation.

NOTE: The person who registers and purchases CampSafe® for the camp will be the CampSafe® administrator for your camp.

Directors take Director CampSafe® Certification:

To log back into system: go to <https://learn.kidsafefoundation.org/> Go to top right and click on login. Fill in your username and password.

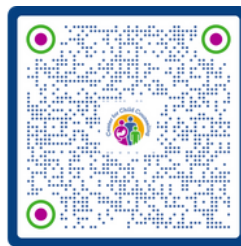
1. On the top right corner of the page you will see the first name of the person who registered the camp. Click to see drop down menu: click on My Account, choose Director CampSafe® Certification.
2. Director takes the Director CampSafe® Certification training.

NOTE: Other leadership can also be added to take this training. View instructions to add other leadership to the director training [here](#).

Uploading camp staff (enrolling new users) to take the CampSafe® training:

1. Once the designated CampSafe® leader has taken the Director training, upload your staff names and emails (template provided) to the CampSafe course for staff. (Sample letter to staff is found in the resource section of the Director training.) [Click here for How to Add Staff – Enroll New Users](#)
2. Once added to your camp's account, staff will automatically receive an email inviting them to take the training.
3. The CampSafe® administrator will be able to monitor in the Admin Dashboard, who has taken the training, who has not started, progress, and quiz scores.
4. New employees can be added individually upon hire.

For any questions reach out to: campsafe@centerforchildcounseling.org



Visit Website

8895 N. Military Trail, Suite 300C
Palm Beach Gardens, FL 33410
561.244.9499

info@centerforchildcounseling.org