



WorkCamp

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WorkCamp 2023 Registration Guide

Before you begin

Before beginning the process of WorkCamp registration for 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>

New and Existing users | **NEW PROCESS**

In an effort to reduce the number of errors associated with duplicate records, we have implemented a registration system that is intended to provide a smoother registration experience. When you begin the registration process, you will be taken to a *WorkCamp Account Setup and Registration* page.

Please complete the form on this page.

If the system identifies your personal data, you will be taken to a screen with an opportunity to confirm that information in our system. When you have confirmed your identity, you'll select "continue" and a code will be sent to your email address. Enter that code and you will be taken to your *WorkCamp Registration Portal*.

The system will automatically create a new *WorkCamp Registration Portal* if the system determines that you are a new user.

Once you have accessed the WorkCamp Registration Portal, you may add family members and/or register yourself or other family member for WorkCamp as described below:

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**.

Help with Registration

If you encounter difficulty registering, please email to workcamp@arlingtondiocese.org. Please include your name and parish. Please also include a screenshot of error messages that may appear on your screen. You may also contact Clarissa Maciel at the Office of Youth, Campus, and Young Adult Ministries at 703-841-2559. When encountering a registration error, please do not make additional attempts to register but instead, contact our office.