

Directions for Signing/Saving the electronic registration

- ✓ All forms are electronic and can be filled out on your computer. If you have any trouble with the form please print and fill out legibly by hand. Forms have been designed to auto-fill fields when possible so there is less for you to fill out.
- ✓ Here is how to save time filling in forms for more than one camper:
Fill out everything but the camper signatures, Click "File" at the top left of your screen, then "Save As", and select "PDF" form and save to that campers name. (example 2014 John Doe CBDI camp)
- ✓ For second camper, change just the name and pertinent demographic information, then follow the same pattern of "File" → "Save As" → "PDF" with new camper's name. (example 2014 John Doe CBDI camp)
- ✓ Now move on to the signatures:
- ✓ To sign,
 - click in the signature box
 - Where it says Sign as: choose **New ID** from the drop down
 - Click the **Sign** button at the bottom
 - Choose, "**A new digital ID I want to create now**"
 - Click the **Next** button
 - Choose the "**New PKCS#12 digital ID file**"
 - Click the **Next** Button at the bottom
 - Enter your identity information: (you will need to do this 2 x's, once when the parent signs and once for the camper's signature)
 - When signing as the parent/guardian for the first time
 1. Full Name
 2. Email address (parent email address can be used again for the camper)
 3. The rest should be left alone
 4. Click the **Next** button at the bottom
 5. You can choose where to save the signature file or just leave it in the default
 6. Create a password
 7. Confirm the password (you will need this each time you sign)
 8. Finish
 9. Use the dropdown to pick your signature,
 10. Type in your password
 11. Click **Sign**
 12. Now save the file – name it if you haven't already example
"2014 Camper Name CBDI Camp" (every time you sign you can sign over the previous save so you end up with one file with all the signatures on it.)
 13. Done
- ✓ Repeat steps 1-13 for Camper signature the 1st time
- ✓ Next signature for parent/ guardian / camper
 - Follow steps 9-13 after you click in the signature box.

- ✓ Return **signed forms** to:
 - For digitally signed or scanned forms: cbdi.camp@cchmc.org
 - For hard copies with hand-written signatures:

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*If you have any issues with the form,
please email cbdi.camp@cchmc.org or call (513)636-6569.*

**Thank you! We look forward
to seeing you soon!**