

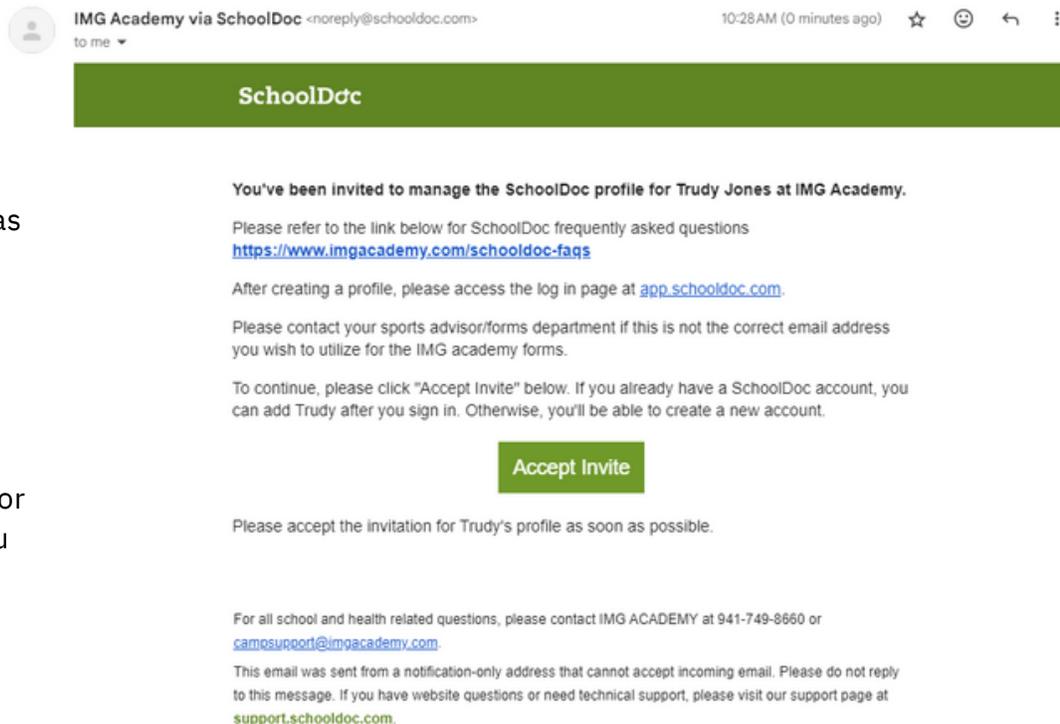
1. You will receive an email directly from SchoolDoc to “Accept Invite” to your campers/student’s health profile similar to the image on the right:

o **CAMPERS:**

- Once a camp reservation has been fully reserved & processed, parents will receive an email from SchoolDoc within 24-48 hours of registering.

o **BOARDING SCHOOL:**

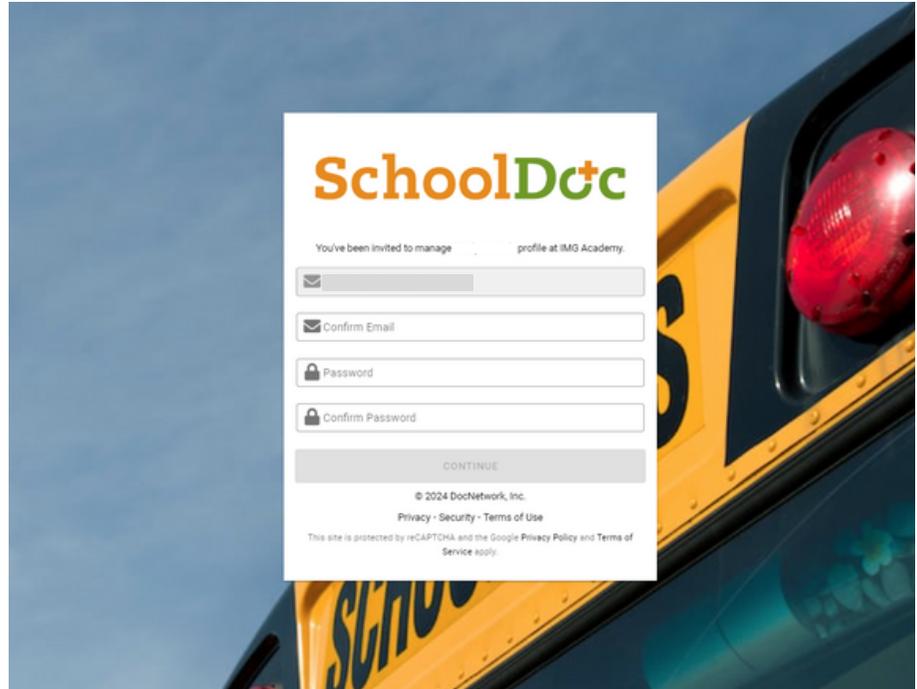
- Once notified by your advisor or enrollment team that you are fully enrolled into the Boarding School program, you will receive your invitation to SchoolDoc 24-48 hours after registering



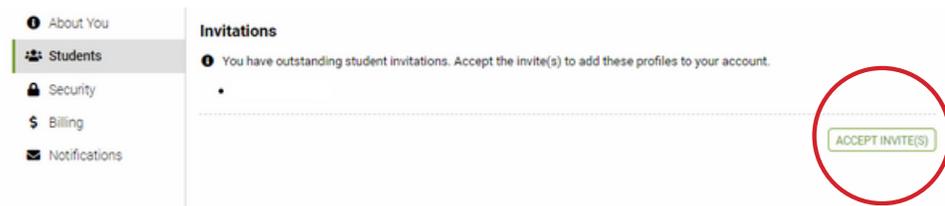
Troubleshooting Tips: If the **Accept Invite** link is invalid or expired:

- Visit **App.schooldoc.com** and select **Reset Password**
 - o Campers: Use the email that you used to register for camp. Your camp advisor can pull this email address for you if you cannot remember.
 - o Boarding School Students: The email will also be the same one that you’re receiving email notifications from IMG Academy as well as your initial invite from SchoolDoc.
- If you’re unable to do this:
 - o Campers: Reach out to camposupport@imgacademy.com or 941-749-8660
 - o Boarding School Students: Reach out to IMGA.SchoolSupport@imgacademy.com or 941-749-8757

2. You will be prompted to create an account with the email address you were invited with.

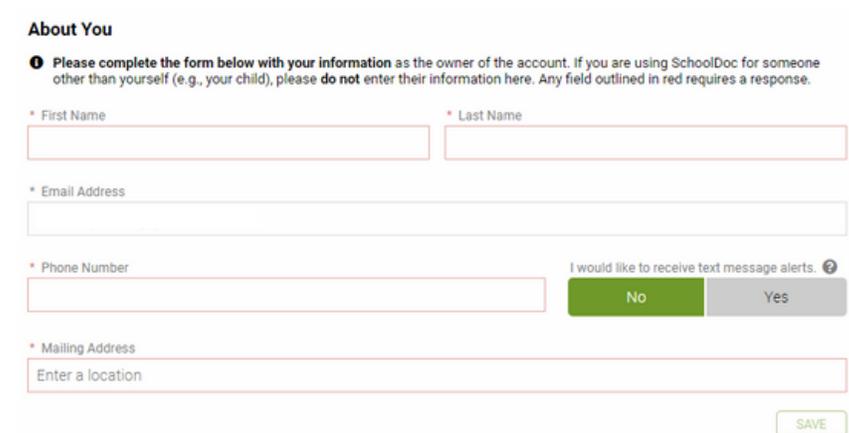


3. After you're signed in, you will be prompted to click "**Account Settings**" and then "**Accept Invite(s)**" depending on the amount of campers or students registered.



4. Once you've accepted the invite, you will be prompted to add your personal information as a parent/legal guardian (name, phone, address).

1. As a parent/legal guardian, you should fill in this section with your own contact information. You will be able to add additional contact information, including your camper or student's details, at a later time.
2. Click "**Confirm**" once all information is complete in this step, and then "**Save**" to move forward.



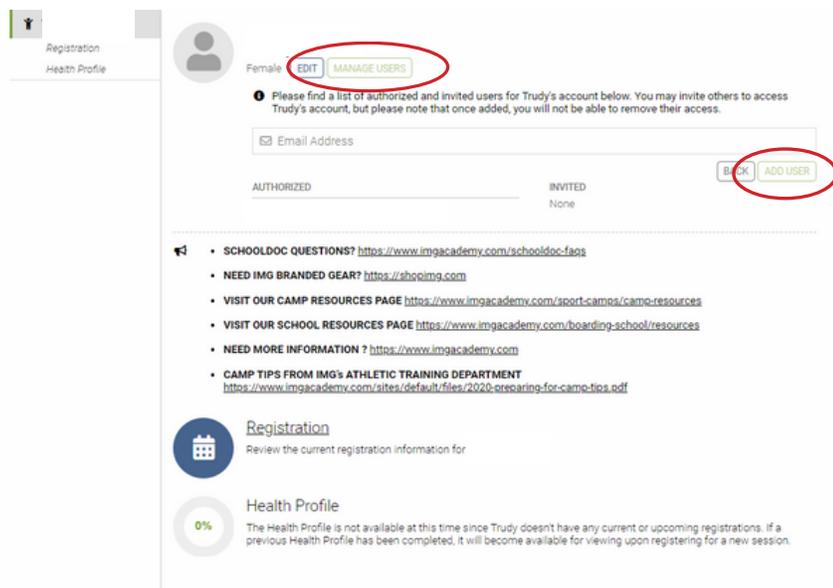
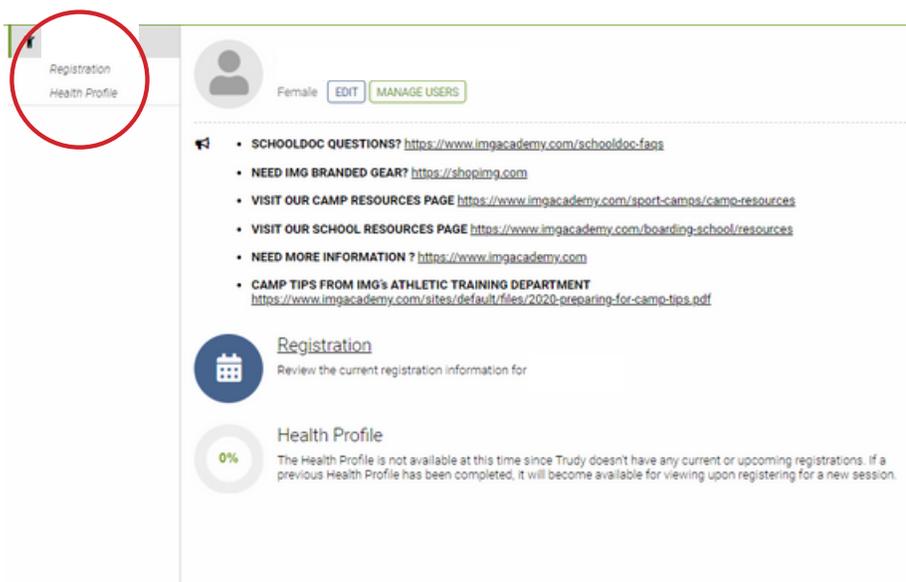
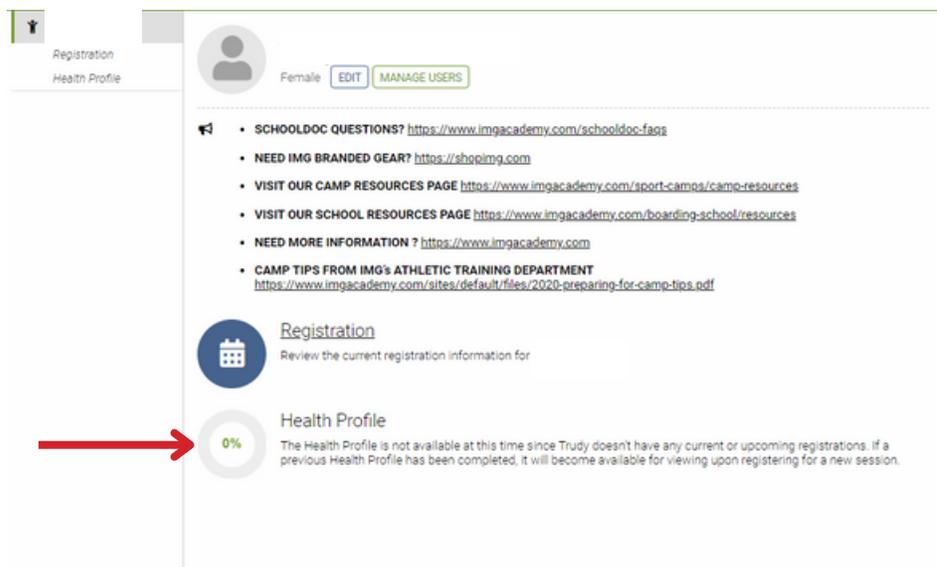
5. You will then be taken to your profile where you can manage your Registration and Health Profile. This is where you will see your progress on the Health Profile, as well as access important resources and documents.

Note: your Camp + IMG Forms status OR School + IMG Forms status will need to be marked as CLEARED in order to participate in on-campus programming. Please be aware that your completion percentage may not be 100% if one of the following applies:

- Camp Only (Completed but not cleared) = 94%
- Academy Only (Completed but not cleared) = 94%
- Camp (not started) + Academy (cleared) = 80%
- Camp (Cleared) + Academy (not started) = 77%
- Camp (Cleared) + Academy (Completed but not cleared) = 96%

If you have **more than one child** attending camp or enrolled in boarding school, you will see both of their profiles on the left side of the screen. Select the child's name you would like to complete their information for to move forward from this screen.

IMPORTANT NOTE: If you'd like to invite another user to be able to view your SchoolDoc account, please navigate to your main Profile page, and then select **Manage Users**. You will then enter the email address and click **"Add User."**



6. Select “**Health Profile**” to continue. If you select “**Registration**” you will see the important documents as well as details about your upcoming registrations.

- **Note:**
 - Red dot: *incomplete*
 - Green Check: *complete*

a. Campers

- General Information
- Emergency Contacts
- Medications
- Allergies
- Participant Health Records
- Orthopedic History
- Immunizations
- Authorizations
- Johns Hopkins All Children's Hospital Forms
- ✓ College Recruiting Information
- ✓ -- ADDTL. CAMP FORMS --
- ✓ Camp: Informational Packets
- Camp: Physician's Report
- Camp: Insurance
- Camp: Medication & Supplement Requirements
- Camp: Authorizations
- Camp: Completion Authorization
- Camp: IMG forms approval status
- ✓ -- END CAMP FORMS --

b. Boarding School

- General Information
- Emergency Contacts
- Medications
- Allergies
- Participant Health Records
- Orthopedic History
- Immunizations
- Authorizations
- Johns Hopkins All Children's Hospital Forms
- ✓ -- SCHOOL FORMS --
- School: Calendar
- School: Uniform & Gear
- ✓ School: Residence Hall Supplies
- School: Local Guardian Info
- School: Insurance
- School: Physician's Report
- School: Soccer Program Handbook & Forms
- School: GSSI form
- School: Authorizations
- School: Completion Authorization
- School: IMG forms approval status
- ✓ -- END SCHOOL FORMS --

7. On the right-hand side, select general information to start the electronic forms process.

- You can complete the forms in any order, but they all must be completed in order to participate in on-campus programming.

- **Note:**

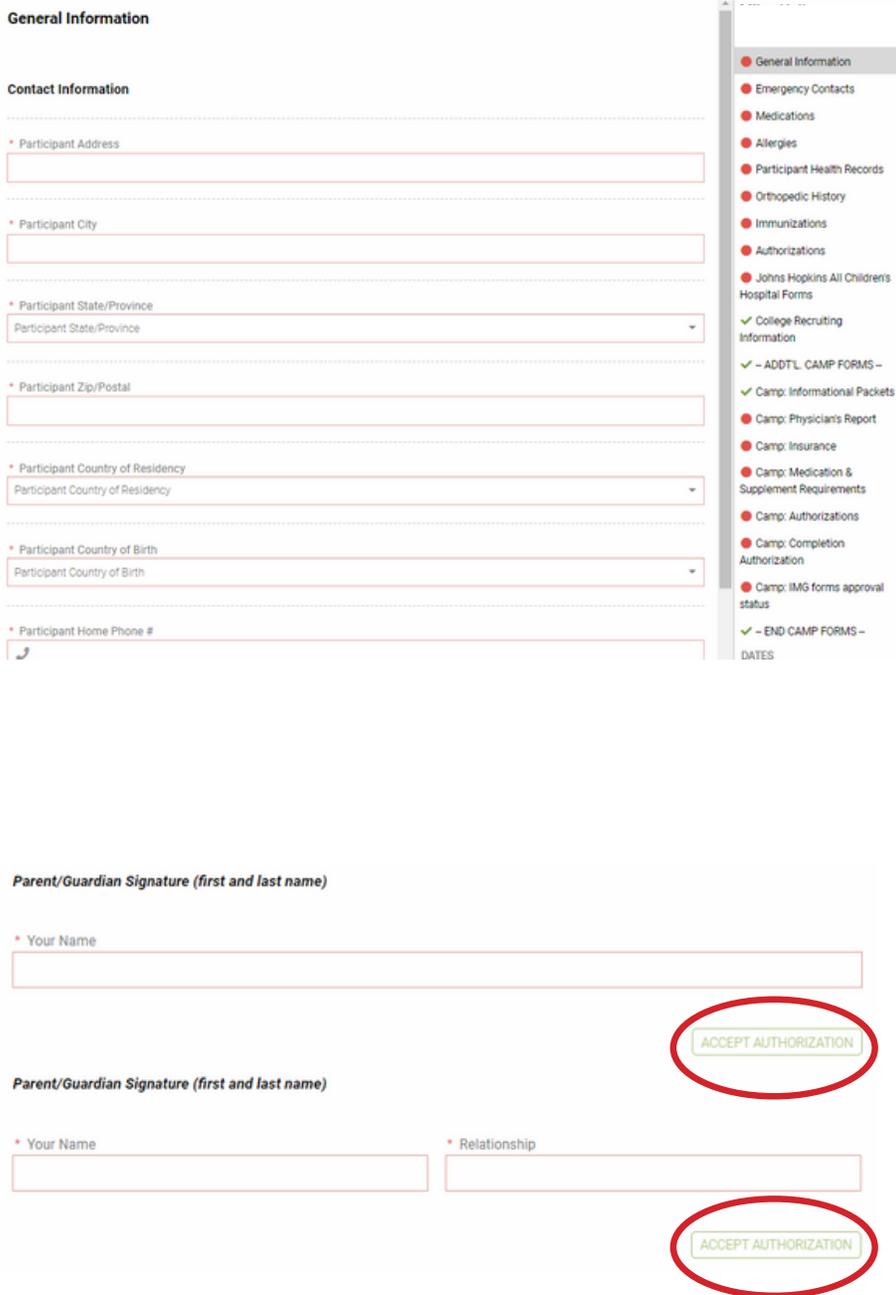
- i. Red dot: *incomplete*
 - ii. Green Check: *complete*

- For all signatures to be authorized, Parents must select Accept Authorization.

- **Note:** The red bars will go green if you type in them but will not save if you do not select the green *Accept Authorization* button.

- Your First and Last Name – is for whom ever is signing/filling out the forms (a parent/legal guardian)

- **Note:** Some sections may require the camper/student’s signature. Please ensure to review ALL signatures to make sure the appropriate person signs with their First AND Last name.



General Information

Contact Information

* Participant Address

* Participant City

* Participant State/Province

* Participant Zip/Postal

* Participant Country of Residency

* Participant Country of Birth

* Participant Home Phone #

Parent/Guardian Signature (first and last name)

* Your Name

ACCEPT AUTHORIZATION

Parent/Guardian Signature (first and last name)

* Your Name

* Relationship

ACCEPT AUTHORIZATION

8. Selecting the Next Step button will move you from one section to the next. You will need to complete each blank section or item on a screen in order to change the section from red (incomplete) to green (complete.)

NOTE: Some sections will require you to click **“Accept Authorization”** or **“Accept Section”** before you click **“Next Step”** in order to be marked as complete.

OTHER AGREEMENTS: This Agreement is made in addition to, and shall not serve to reduce or limit in any manner whatsoever any of the rights of IMG or any of the Released Parties or expand any of the obligations of IMG or any of the Released Parties under any other agreement between IMG or any of the Released Parties, on the one hand, and the Releasers or any of the Releasing Parties, on the other hand; provided, that, notwithstanding the foregoing, to the extent of any conflict between any term or provision of this Agreement and any term or provision of any other agreement relating to the Activities or otherwise that would, in each case, reduce or limit the rights, or expand the obligations or liabilities of, IMG and/or the Released Parties, in relation to the matters contemplated hereby, the terms and provisions of this Agreement shall govern and control exclusively and the conflicting terms and provisions of such other agreement shall be of no force or effect.

THIRD-PARTY BENEFICIARIES: Each Released Party is an express third-party beneficiary to this Agreement; provided, that no Released Party (other than IMG) may enforce this Agreement except at the direction of IMG. This Agreement shall not be construed as giving to any person, other than the Released Parties, any legal or equitable right, remedy or claim under or in respect of this Agreement.

ACKNOWLEDGMENT OF UNDERSTANDING: Releasers hereby represent, warrant and certify that he/she/they (a) have the full right, power and authority to enter into this Agreement; (b) are aware that this Agreement is, among other things, a release of liability for future injuries and a contract between the Releasers and IMG and the other Released Parties and that the Releaser(s) is/are signing this Agreement of his, her or their own free will and is not subject to duress of any kind; (c) received the opportunity to review this Agreement and further acknowledge to have carefully read and fully understand the contents of this Agreement and have asked, or had the opportunity to ask, and received answers to all questions he/she/they may have; (d) have made such an investigation into the facts pertinent to this Agreement and of all matters pertaining thereto as they have deemed necessary; that the Releasers fully understand the contents of this Agreement; (e) have reviewed this document with their own legal counsel prior to signing (or, alternatively, the Releasers have been afforded the opportunity to review this Agreement with their own legal counsel prior to signing, and has decided, in her, his or their sole determination, not to do so); and (f) are of sound mind, have duly executed this Agreement freely and voluntarily, intending and agreeing to be fully bound by the terms. If any portion is held invalid, the remaining portion of this Agreement will continue in full legal force and effect. This Agreement shall be governed by the laws of the State of Florida and shall be interpreted as broadly as permitted by F.S.A. 744.301 or other applicable Florida law.

I AM SIGNING THIS AGREEMENT REPRESENTING THAT I HAVE THE LEGAL AUTHORITY TO ENTER INTO THIS AGREEMENT ON BEHALF OF MYSELF AND MY MINOR CHILD (AS APPLICABLE), KNOWING THAT I AM WAIVING THE ABILITY TO BRING CERTAIN CLAIMS AND TO SEEK CERTAIN REMEDIES ON BEHALF OF MYSELF AND MY MINOR CHILD, THAT I AM WAIVING MY AND MY MINOR CHILD'S RIGHTS TO BRING CLAIMS IN COURT, AND THAT I AM ACCEPTING, ON BEHALF OF MYSELF AND MY MINOR CHILD, VARIOUS RISKS (KNOWN AND UNKNOWN). I AM INTENTIONALLY WAIVING SUCH RIGHTS AND ACCEPTING SUCH RISKS BECAUSE I DESIRE THAT I AND/OR MY MINOR CHILD WILL ATTEND AND/OR PARTICIPATE IN THE EVENT(S), ACTIVITY(IES) AND OTHER EVENTS AND ACTIVITIES RELATED THERETO.

Parent/Guardian Signature (first and last name)

* Your Name

IMG ACADEMY COVID ACKNOWLEDGEMENT AND WAIVER

I UNDERSTAND THAT THIS IS AN IMPORTANT LEGAL DOCUMENT RELATING TO MY AND/OR MY MINOR CHILD

21% Complete

- General Information
- Emergency Contacts
- Medications
- Allergies
- Participant Health Records
- Orthopedic History
- Immunizations
- Authorizations
- Johns Hopkins All Children's Hospital Forms
- College Recruiting Information
- ✓ --ADD'L CAMP FORMS--
- ✓ Camp: Informational Packets
- Camp: Physician's Report
- Camp: Insurance
- Camp: Medication & Supplement Requirements
- Camp: Authorizations
- Camp: Completion Authorization
- Camp: IMG forms approval status
- ✓ -- END CAMP FORMS --
- DATES
- Date: July 14, 2024
- Lockout: July 14, 2024
- CONTACT
- IMG ACADEMY
- 941-749-8660
- www.johns-hopkins.edu/imgacademy.com

I understand that any information regarding me/my child's evaluation and treatment may be gathered for research and/or teaching purposes.

I have been provided with the Johns Hopkins All Children's Hospital Notice of Privacy Practices.

I have been provided with the Johns Hopkins All Children's Patient Rights and Responsibilities.

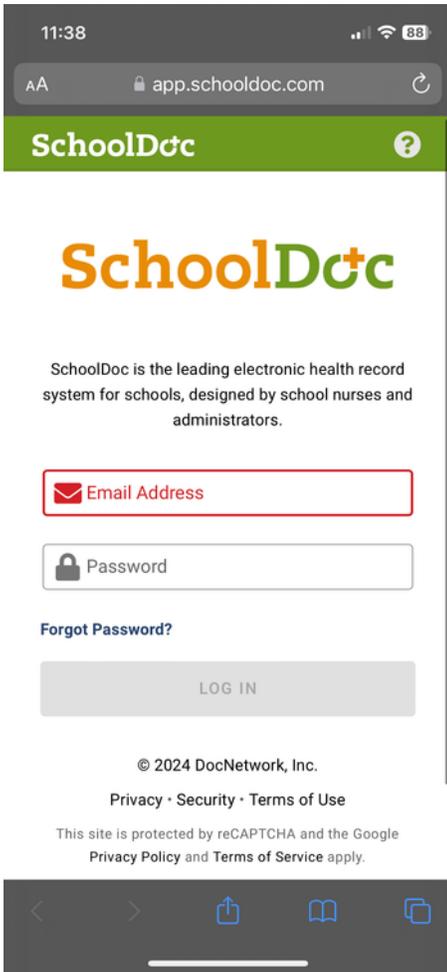
* (Adult Patient or Parent/Legal Guardian Signature)

* Relationship

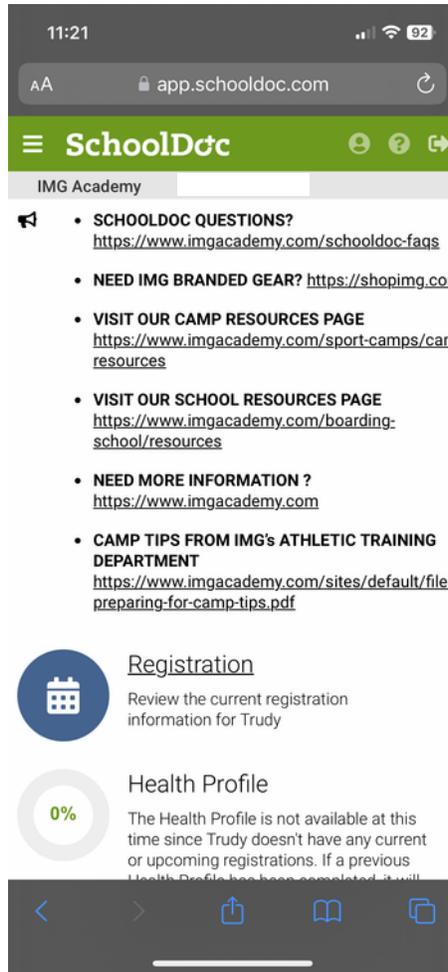
- I agree to pay for any and all charges not covered or fully covered by the insurance, HMO, PPO, or third party payer, which covers the patient/participant, including but not limited to co-payments, deductible, out of plan services rendered by a nonparticipating provider and non-covered services regardless of whether determination of non-coverage is justified or mistaken.
- I agree to pay for the total charges (balance in full) if admission/service is denied by my insurance, HMO, PPO or other payer for any reason whether such denial is justified or mistaken.
- I also agree that, regardless of any collection action, the responsibility to perform any and all other actions necessary to

21% Complete / Last saved a minute ago

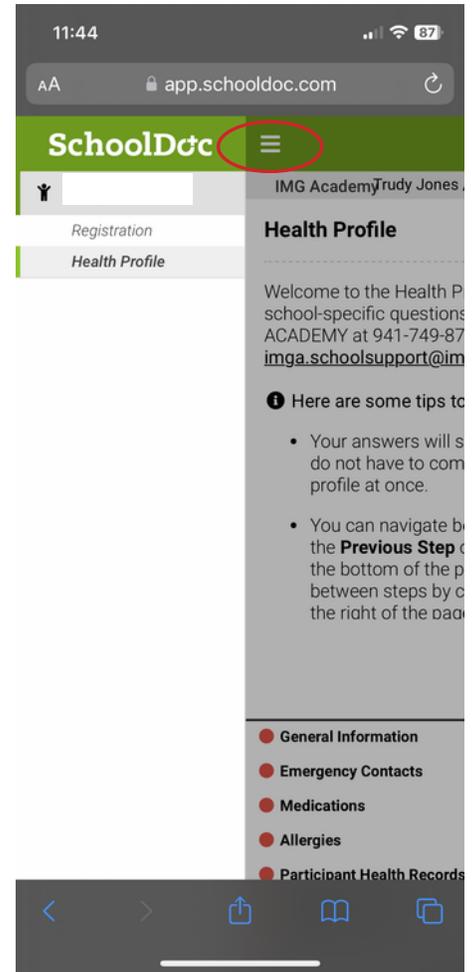
1. Parents can log in from their smartphone/tablet to upload photos directly to each section that requires an upload.
 - a. Go to **App.schooldoc.com** – Login in using the email address used to sign up for an IMG program.
(Please contact either Camp or School Support if you need assistance)
 - i. If you have more than one participant, you should select the student/camper you wish to complete forms for from top left drop down menu.
 - b. Once the student or camper is selected, scroll down to select the health profile.
 - c. From there, your screen will split into two halves.
 - The **top half** of screen is the current form you are working on.
 - The **bottom half** of screen can be used to navigate from section to section. You must complete the entire section and receive a green dot for the form to be complete. Refreshing the screen will show the information that you added has saved. Any red dots are incomplete forms. The IMG Forms approval section is reserved for the Support Department approval process.
 - d. Navigate to the section that you need to complete to locate items that you still need to submit images/documents for.
 - **Example:** Navigate to the Immunization section
 - Select/click into upload box (the grey box area)
 - Select from two options: .
 - Option 1: Take a photo
 - Align the form to take photo on a flat surface.
 - Once the photo is taken, you can see the image and either retake or use the photo.
 - The Image must be legible, and the entire form must be visible to be accepted.
Then you may select done.
 - If the upload is more than one page, each page will require their own photo upload.
 - A check mark will appear once the form is fully uploaded.
 - You may safely move from this section once a check mark has appeared for each upload.
 - Option 2: Upload a photo
 - The image must be legible, and the entire form must be visible. Select photo, add, and allow for the image to completely load/save. A check mark will appear once the upload is saved. You may now move onto the next section.



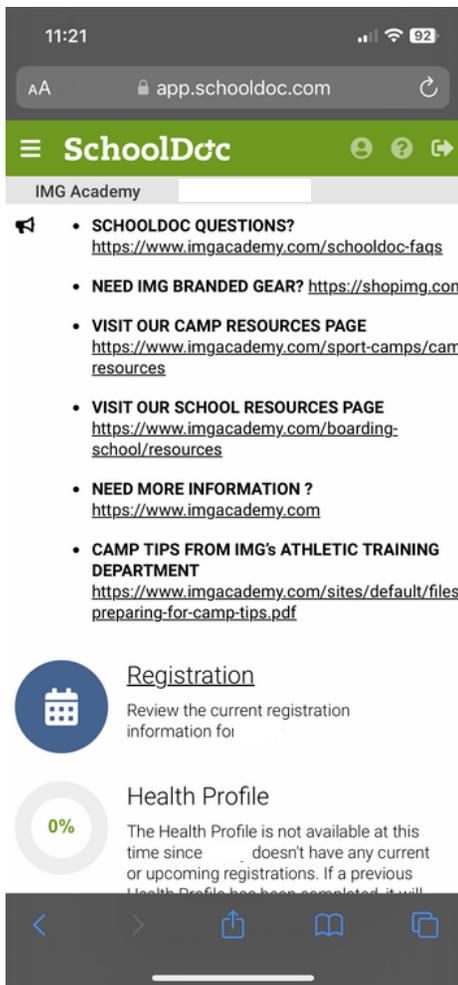
Login page



Screen after login.

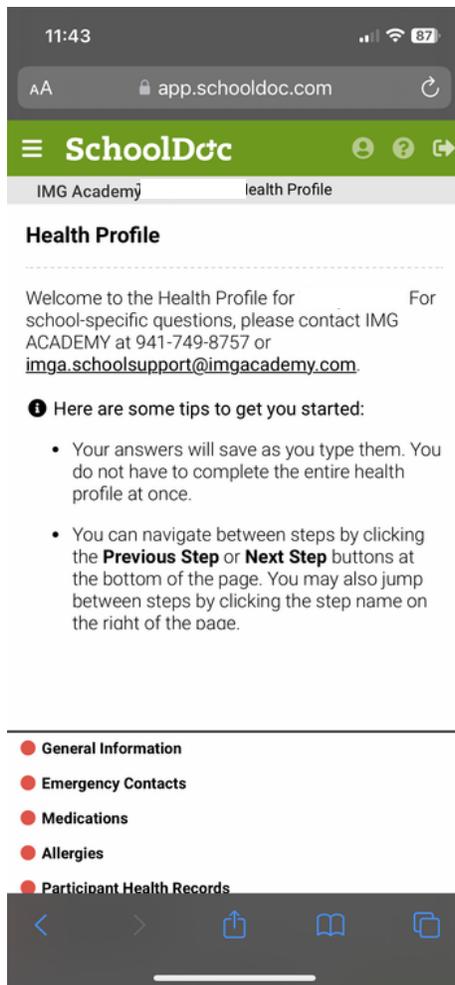


If you have more than one participant, you can navigate from either participant by selecting the drop-down menu in the top left hand corner. You may select the participant you wish to work on.



Once the correct participant is selected, you must scroll down to reach their health profile.

Select health profile.

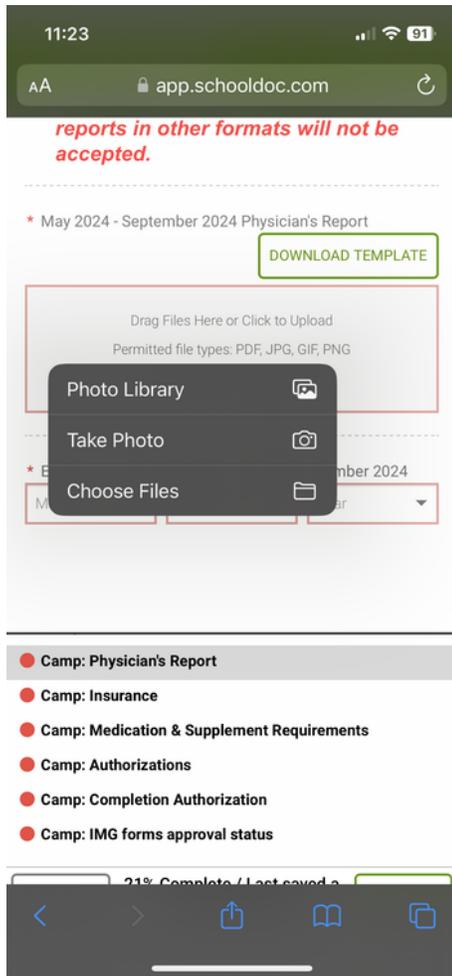


Here the screen splits in two. The top half of the screen is the form you are currently on/have selected. The bottom half can be used to navigate to a section that requires an upload/must be completed.

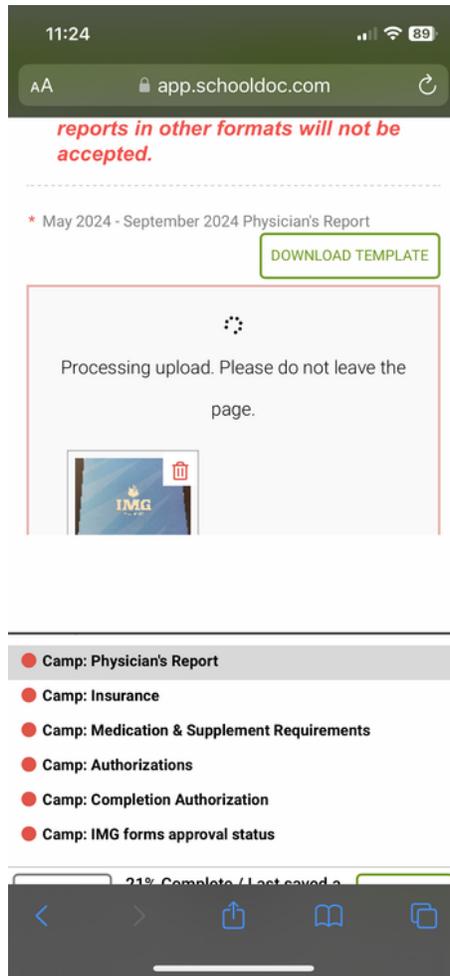


How to upload hard copy forms if unable to upload forms using a computer.

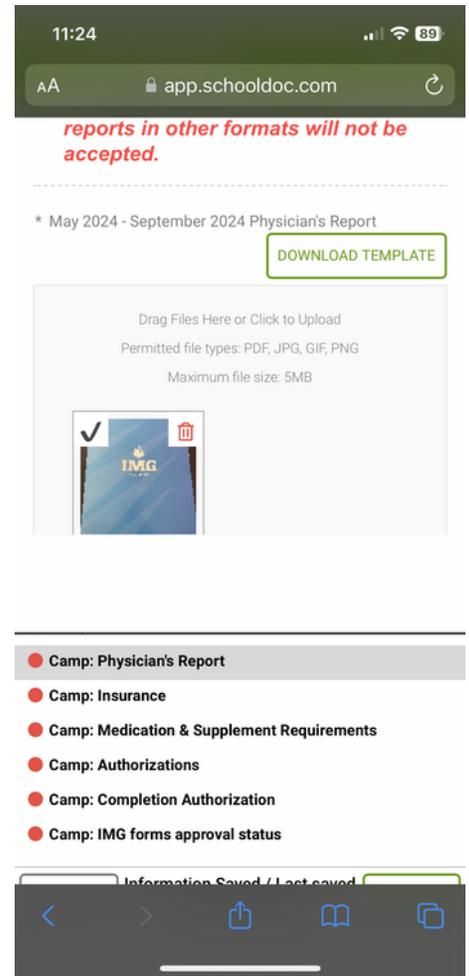
Select/click into upload box.



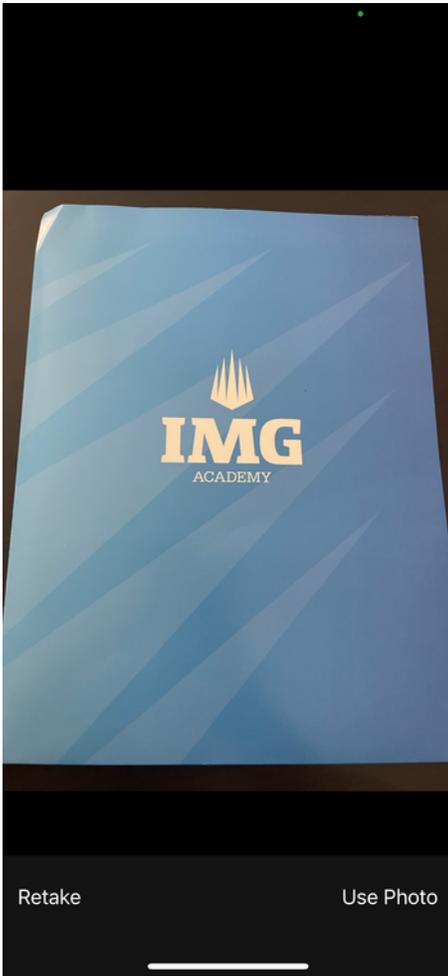
Select from the two options to take/upload a photo from photo library.



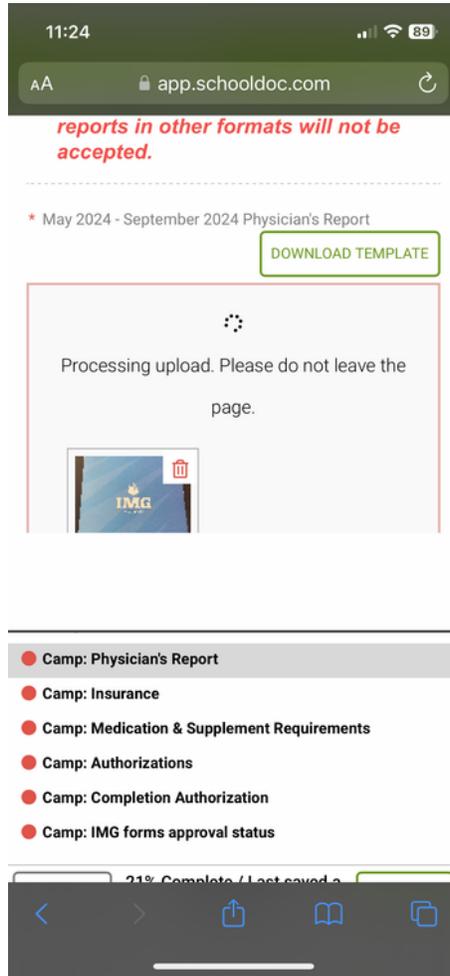
Once photo has been taken or chosen from the library, SchoolDoc will take a moment to upload/save form.



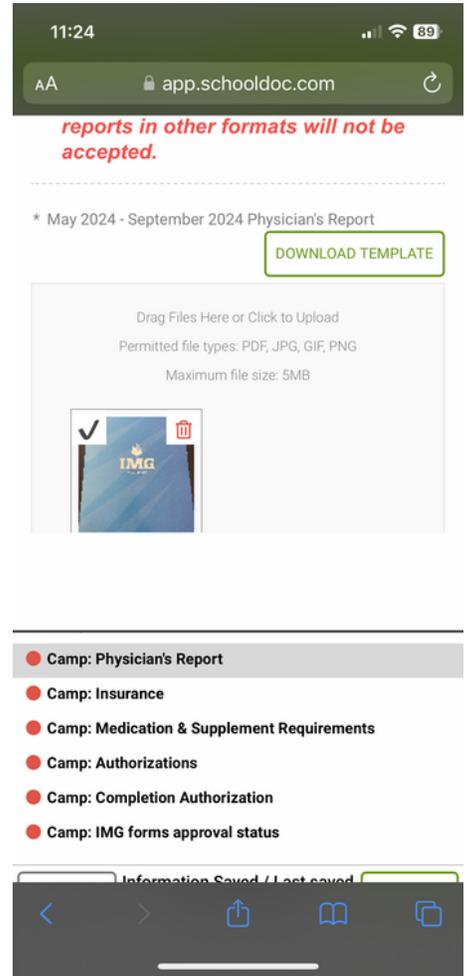
Once the photo/form is completely uploaded, a check mark will appear.



This is what the image looks like when you take a photo. If library option is used, then their photo library will pop up, and you can select the correct image.



This image shows SchoolDoc processing an image upload.



A photo was successfully uploaded when a check mark appears.

- **When will I receive an email from SchoolDoc?**
 - **CAMPERS:** You will receive a welcome email from SchoolDoc within 24 hours of registering for camp. The email will be sent out to the email address used to sign up with IMG.
 - **BOARDING SCHOOL:** You will receive a link to SchoolDoc within your enrollment confirmation email. If you are not yet fully enrolled, you can reach out to the enrollment team to finalize the process at IMG.Academy.SchoolSupport@imgacademy.com.
- **Will I have to create a new log in each time I register for camp?**
 - A new login will not be required each time. SchoolDoc will send an incomplete profile reminder email for returning campers or another camper associated with the same parent in CRM.
- **What should I do if I haven't received the email from SchoolDoc?**
 - **CAMPERS:** Please contact IMG Academy's Camp Support Office at campsupport@imgacademy.com or call them at 941-749-8660. Campers may also need to contact their advisor to ensure they have completed the registration process. *SchoolDoc invite link can only be used once due to the sensitive nature of the health profile.*
 - **BOARDING SCHOOL:** You must be completely enrolled via the enrollment team before you will receive an email from SchoolDoc. SchoolDoc links are only sent out when your participant is fully enrolled with IMG for camp/academic year. If your student is fully enrolled and you have not received the link, please contact IMG Academy's School Support at IMG.Academy.SchoolSupport@imgacademy.com or 941-749-8757. *SchoolDoc invite link can only be used once due to the sensitive nature of the health profile.*
- **What if I have two children coming to camp?**
 - If you have more than one child enrolled in camps, you will see all of their names after you register in SchoolDoc. This appears on the left panel after you login.
- **If I'm a returning camper / parent of a camper, do I need to log back in to SchoolDoc?**
 - About 50% of a camper's profile will be carried over to the next camp (general information, parent contact, etc.). As per IMG Academy's policy, returning campers will need to review information previously submitted, update authorizations, and provide a new IMG Academy Physical & Immunization document. If the document from the prior camp is still valid, you can re-upload these to the profile. *NOTE: The IMG Academy Physician Report is ONLY valid for 1 year post the exam date. For example, if the physical was done on June 20th 2023, the physical will EXPIRE June 20th 2024.*
- **Can I complete the forms on my mobile device?**
 - SchoolDoc can be used on mobile device however there is no App version available. The system is reactive to mobile devices.
- **What if my Accept Invite link is invalid or is expired?**
 - Visit app.schooldoc.com and select 'Reset Password'.
 - **CAMPERS:** Use the email you used to register for camp. Your camp advisor can pull this email address for you if you cannot remember
 - **BOARDING SCHOOL STUDENTS:** The email will be the same one that you're receiving email notifications from IMG Academy.
 - If you are unable to do this, please reach out to:
 - **Camp:** campsupport@imgacademy.com 941-749-8660
 - **Boarding School:** IMG.Academy.SchoolSupport@imgacademy.com 941-749-8757
- **When do I need to complete the forms in SchoolDoc by?**
 - No later than 14 days before arrival date would be for both campers and students.
- **Do I have the option to complete forms and fax/email them versus setting up the account?**
 - Per Academy policy, all forms should be submitted electronically via app.schooldoc.com. The electronic submission process will assist our teams with continuing to provide you with excellent service. If you have issues uploading the documents, please reach out to your respective Support team.
- **What is the process if I need to edit my forms?**
 - Forms get locked only when they are 100% complete. Users can continue to edit/add information for their participant's health profile until their lockout date.

- **What do I need to do if the forms are locked out and I need to update information?**
 - Please contact your respected Support department:
 - Camp Support: campsupport@imgacademy.com or 941-749-8660
 - School Support: IMGA.SchoolSupport@imgacademy.com or 941-749-8757
- **Are there are certain browsers that SchoolDoc works best on?**
 - Google Chrome, Firefox, Microsoft Edge and Safari. **Internet Explorer is not supported**
- **Can I add an authorized user for my child in SchoolDoc?**
 - If you are an authorized user of a participant's profile, you can add new authorized users to the profile through the 'Manage Users' option. An invite will be sent to the additional user. Additionally, you can reach out to your respective Support team and they can aid in adding in the authorized user.
- **Why am I receiving reminder emails even if all the steps are complete from the camper perspective?**
 - The highest that can be completed by a parent/legal guardian in the profile is 94%. When the profile hits this percentage, the Support departments will review all of the forms. If something is completed incorrectly, items missing, and/or more information is needed, the Support department(s) will reach out directly to let you know. If upon review the profile is completed correctly, we will provide an approval in the last step: 'IMG forms approval status', moving the percentage to 100%. If you are unsure of the issue, please reach out to your Camp Support Specialist/School Support Specialist for assistance.
- **Will SchoolDoc send me reminders?**
 - Subsequent reminders will be sent to those who's profiles are incomplete.

If you have any questions or concerns, please connect with:

Campers:

campsupport@imgacademy.com or 941-749-8660

Boarding School Students:

IMGA.SchoolSupport@imgacademy.com or 941-749-8757