



Directions for Uploading, Emailing Faxing & Mailing Physicals and Photos

After camp registration is completed, there are 3 options to send camper physicals and photos. **Registrations are not complete until we receive your camper's most current Immunization/Physical form** (must be dated within 1 year of June 17, 2019).

Uploading Physicals and Photos

You can upload Immunization/Physical forms and photos that are saved on the device you are using.

- Log in to your account if you have not already done so.
- Choose "Upload Physical or Photo" from the "What would you like to do" drop down menu on the top right of the screen
- On the next screen, click "Upload a New Document" located on the top right
- Note-only *ONE* document can be uploaded at a time
- In "Document Name" box, enter your Camper's Name + Physical or Photo + Date (example: Mary Smith Physical May 2019)
- Enter any comments about the document in the "Comments" box
- Click "Choose File" button and select the physical or photo you want to upload
- Click "Submit" and you should see the document you uploaded along with any other documents you uploaded in the past
- To upload another physical or photo, choose "Upload Physical or Photo" from the drop down menu at the top right and follow the steps above

Email Physicals and Photos

Email Immunization/Physical forms and camper pictures to programs@dedhamcommunityhouse.org.

Please put your Camper's Name + Physical or Photo + Date in the subject line of the email. (example: **Mary Smith Physical May 2019** or **John Smith Photo April 2019**)

If you are emailing photos for multiple children, please send each photo in a separate email.

Fax, Mail or Drop Off Physicals and Photos

- Our fax # is 781-329-4939
- Mail or drop off physicals/photos to the DCH Office at 671 High Street, 2nd Floor, Dedham, MA 02026, attn: DCH Camp. During off hours, use the mailbox next to the front door or the mail slot of the DCH Office on the second floor.