![Madeline Moore Summer Camp Grant logo]

Provider & Program Management (PPM) Unit
of the Department of Behavioral Health and Intellectual disAbility Services (DBHIDS)

Summer Camp Web-based Access and Instructions

On-line access is now available for summer camps who participate with the camp grant program. Review all guidelines before applying to participate with this program.

What's available?
1. Register your camp and upload documents online.
2. Add multiple camp sites.
3. Give access to Super Admins and Users.
4. View grant applications submitted for your camp.
5. See the status of each grant application (Pending, Incomplete, Approved, Withdrawn).
6. View and/or print documents (Grant applications, Registration forms, Incomplete notice, Approval letter, Withdrawal letter).

Summer Camp Online Registration Process

The person registering your camp for the first time becomes the Super Admin and will have access to view data for multiple sites.

Go to the following link to register: *https://dbhidsapps.phila.gov/SCCamp/SummerCamp/Account/LogOn*. Choose Register to the right in the blue box or Logon if you have a username and password.

Login Screen/Register

For new registrations you will need to register your site. When you have completed the initial registration, PPM will see you as a New camp. Wait for an email response stating that you have been moved from New to Pending.

Returning camps are already in Pending status. Review, manage, and add any new sites. Add or delete users.

New Camp-Admin Profile: Enter your information. Choose a strong password. Remember the password entered. You will need it to login.

Camp Site Profile: Enter information for your first site.

Camp Business Office Profile (Optional): Enter information for your business office, if applicable.

When complete, choose Register button.

Register New Camp

When you receive the email from SummerCamp that your camp is now in Pending status, you can login. This will open the Home Page. From here choose to manage camp sites and users.

Home Page
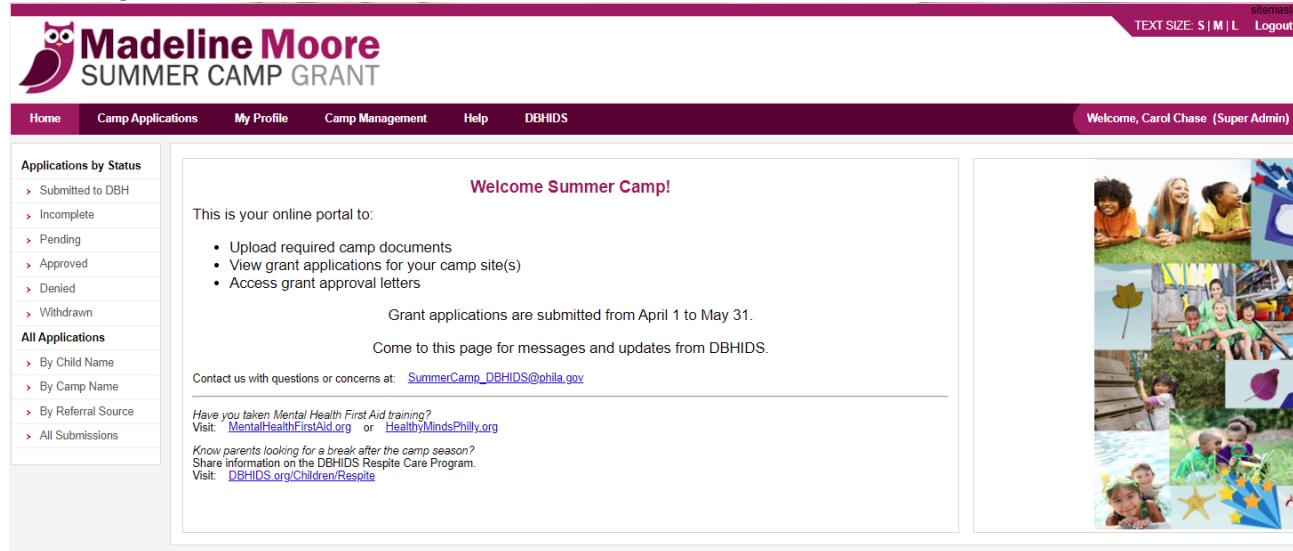
One-Site Camp Management

If you are a one-site camp, you are ready to upload required documents. You have been listed as the Super Admin. Choose Camp Management from the top bar, then Manage Camp Sites from the list to the left. You will see the camp site you added as well as your current status. Status will always be Pending until documents are uploaded and reviewed. Select Attachments in the far-right column.

Please note: previous year's documents are removed prior to the new season.
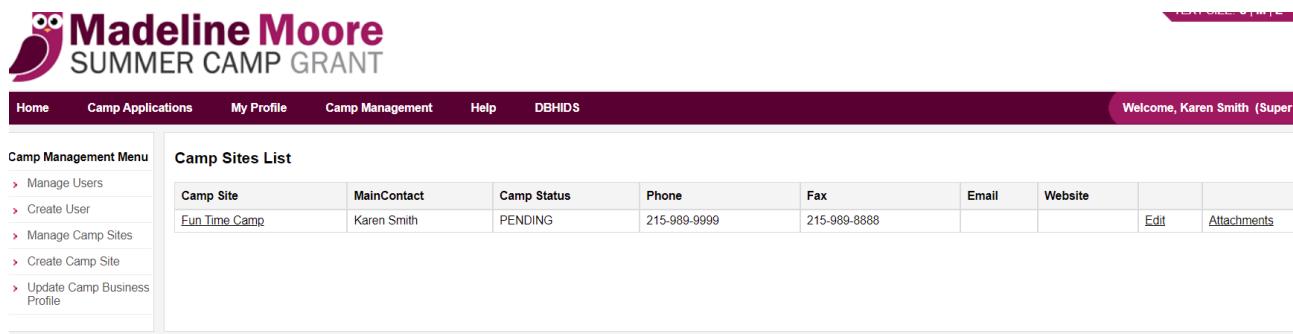
Choose the Attach button.
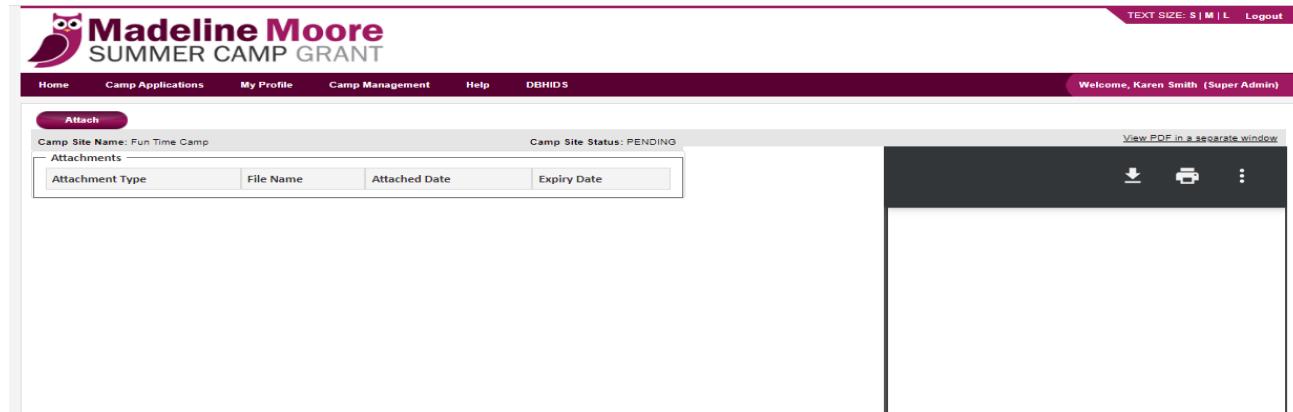
Add required documents using the drop down menus. Documents must be in PDF format and less than 5MB in size. Choose the file, label the document. Choose an accurate label for documents as documents are shared based on document label. For date sensitive doucments, enter the expiration date (Insurance Certificate, DHS Compliance). Multiple pages must be saved into one document (ex. 3 brochure pages-save as one PDF document). Three documents can be added at a time. Select the Attach button at the bottom. Begin again to add additional documents. (See page 6 for a list of required documents.)

Attached documents will appear in the list.

You may add an additional Super Admin to your camp site.

After attaching documents and adding users, contact SummerCamp_DBHIDS@phila.gov. Let us know your documents are ready for review. Documents will be reviewed, and email response sent within 5 to 7 business days.

Multiple Camp Sites

You are now ready to add additional sites. You have been listed as the Super Admin. Super Admins have authority to add sites, additional Super Admins and Users. Under Camp Management choose Create Camp Site. Complete the camp form. Choose your name as the main contact. Main contact information can be changed as users are added. Choose the Create button. Follow the same steps to create additional camp sites. As sites are added required documents for each site can be uploaded. (See previous pages.)

A User can be added as the Main Contact for one site. A user who manages multiple sites must be a Super Admin. User or Super Admin listed for each site will become the Main Contact for that site. Users receive an email with a temporary password to login. Super Admins see data for all sites. Users see data for their assigned site.

When all sites, Users and Super Admins, and documents have been added, send an email to SummerCamp_DBHIDS@phila.gov. Let us know your documents are ready for review. Documents will be reviewed, and email response sent within 5 to 7 business days.

Required Documents to be Uploaded

1. Signed Application/Agreement
2. Certificate of Occupancy and/or DHS Certificate of Compliance
3. Insurance Certificate
4. Established Emergency Protocol
5. Camp Brochure
6. Camper Registration Form
7. Request for W-9
8. American Camp Association membership certificate (if affiliated)

Super Admin can:

Create new sites

Add additional Super Admins

Add Users

See data for all camp sites

See grant applications for all camp sites

User can:

View data for assigned camp site

 See grant applications for assigned camp site