

# Delegate Registration

# NON-LA METRO DELEGATIONS DELEGATE & ADVISOR REGISTRATION

These instructions are for non-LA Metro Association Delegations including:

Albany	Corona-Norco Family YMCA	Fremont	Oakland
Anaheim Family YMCA	Crescenta Valley	Fresno	Pittsburg
Antioch	Crescenta-Canada	Glendale	Santa Ana
Berkeley	DaVinci	Greater Long Beach-Avalon	Santa Monica Family YMCA
CapCo-El Dorado	Desert YMCA	Greater Long Beach-Fairfield	SDSC La Jolla
CapCo-Gold Country	Diablo Valley	Greater Long Beach-Lakewood	Sonoma
CapCo-Sac Central	Empire	Greater Long Beach-Los Altos	SRV/Valle Lobo
Channel Islands	EPIC-Costa Mesa	Greater Long Beach-Los Cerritos	SVC/East Palo Alto
Association	EPIC-OC	Miller	SVC/Northwest
Conejo Simi Valley	EPIC-Pomona	NHHS	SVC/Palo Alto
	EPIC-San Gabriel		Yarrow

***If your delegation is not listed here, head to this document to follow these instructions instead.***

## Step 1 - LOCAL DELEGATION REGISTRATION

Delegates should first complete registration with their local delegation. Ask your lead advisor for details.

## Step 2 - CONFERENCE REGISTRATION PART 1

### RETURNING DELEGATES AND ADVISORS: For Delegates that participated in the 2024-25 program year

Lead Advisors received a list of custom links via email on August 1 to provide to their delegates and advisors to update their record for this year. Delegates and Advisors will use their link to confirm their contact information and other details.

Next, you will need to head to ActiveNet and use the account you created last year to register for this year's program with your delegation. Proceed to [Step 4](#).

### NEW PARTICIPANTS: For Delegates and Advisors that did NOT participate in the 2024-25 program year

**DELEGATES:** [Use this form to create your initial registration \(bit.ly/newdelreg\)](#)

**Link and QR Code for New Delegates ONLY!**



Proceed to [Step 3](#) and activate your ActiveNet Account.

**ADVISORS:** [Use this form to create your initial registration \(bit.ly/newadvisorstaffreg\)](#)



Proceed to [Step 3](#) and activate your ActiveNet Account.

*Advisors should now also [register for your region's Advisor Training Conference](#)*

### Step 3 - ACTIVATE YOUR ACTIVENET ACCOUNT

Within 24-48 hours your parent will receive a confirmation email for the creation of your active net account. Click "Activate Now" and follow the instructions on the screen.

Proceed to Step 4.

#### Please verify your email

Dear Cali:

Thank you for registering our website.  
Press the button below to verify your email and activate your YMCA of Metropolitan Los Angeles account:

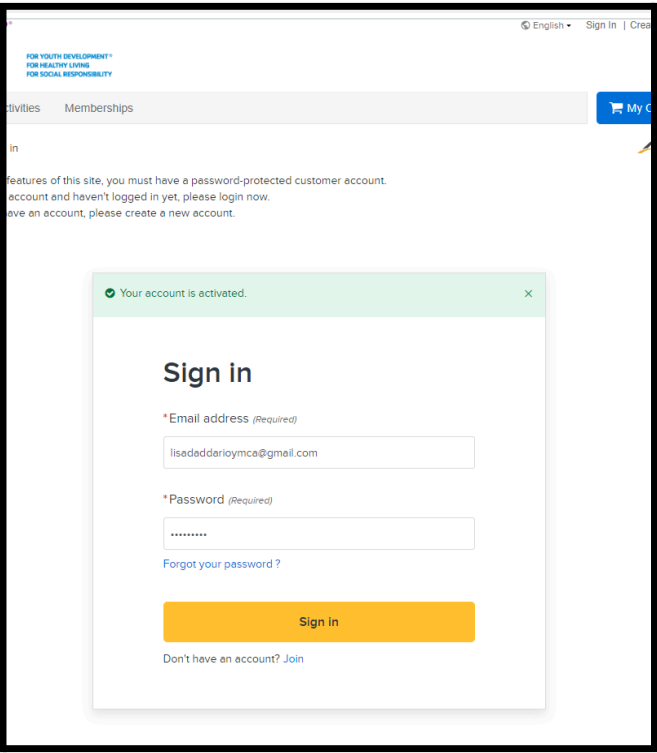
Activate Now

For your security, please keep your account login information safe.

### Step 4 - REGISTER WITH YOUR DELEGATION IN ACTIVENET

Log into your ActiveNet Account

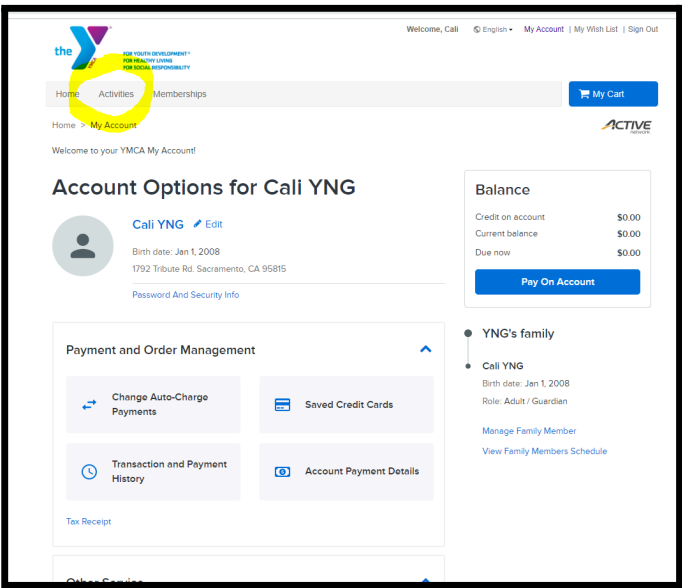
(For new accounts, agree to the waiver and click “submit”.)



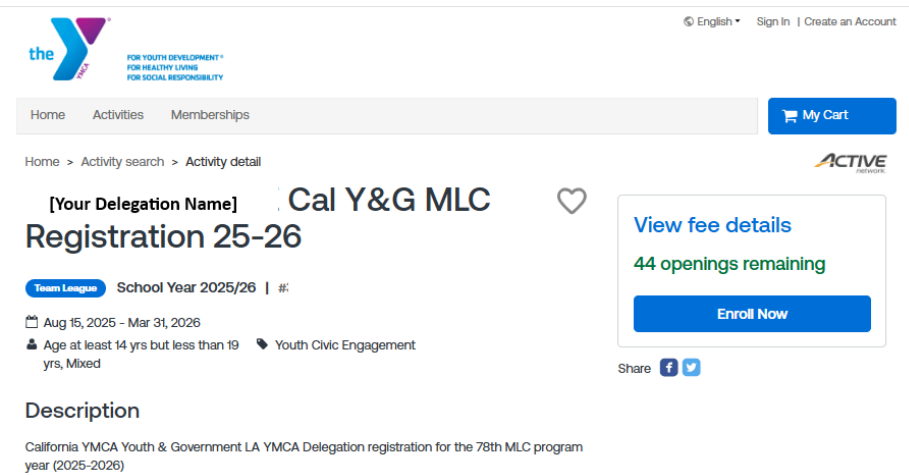
Now you're at your home screen. Click the link for "Activities"

In the search bar, enter your delegation activity code then click "search" - select the delegation that comes up (you may need to open the statewide menu)

Delegation Activity Codes and direct links can be found here: [calyg.pory.app/delegations](https://calyg.pory.app/delegations)



Click "enroll now" (the following screenshots may have a different delegation name than yours, but that's okay, these are just illustrations!)



Use the dropdown to select the participant name, enter the delegate AND parent email addresses, and then click "add to cart" \*\* The parent email is VERY important, since that is where we will send the CampDoc info! If this is your first year in MLC, then select 0. If you're a returner, select the number of years you've completed (ie: attended the Sac Conference). If you participate in MUN, select the number of years participate or select "0"

Agree to both waivers, enter your initials, and click "finish"

You're done with ActiveNet conference registration.

## Step 5 - CAMP DOC

Within the next week or so, parents should get an email to complete their delegate's Camp Doc profile. Camp Doc is our online portal to collect all health and authorization information for each participant. Sign the Code of Conduct and complete important medical release information via Camp Doc.

Personal link arrives to parents via email from "YMCA of Metropolitan Los Angeles via CampDoc <noreply@campdoc.com>" Check your spam box!

the

YMCA

FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Welcome, Christiana | English | My Account | My Wish List | Sign Out

Home | Activities | Memberships

Home > Activity search > Enroll activity form

[Your delegation name]

Cal Y&G

MLC Registration 25-26

\* Required fields

Who are you enrolling? ^

Participant \*

Enrollment Details ^

\* Parent email?

\* Parent phone?

Fee summary

[View details](#)

Subtotal

Taxes

Total

[Register another participant](#)

Add to cart

From: YMCA of Metropolitan Los Angeles via CampDoc <noreply@campdoc.com>  
Sent: Monday, August 14, 2023 12:49 PM  
To:  
Subject: Profile for \_\_\_\_\_ at YMCA of Metropolitan Los Angeles is incomplete!

### CampDoc

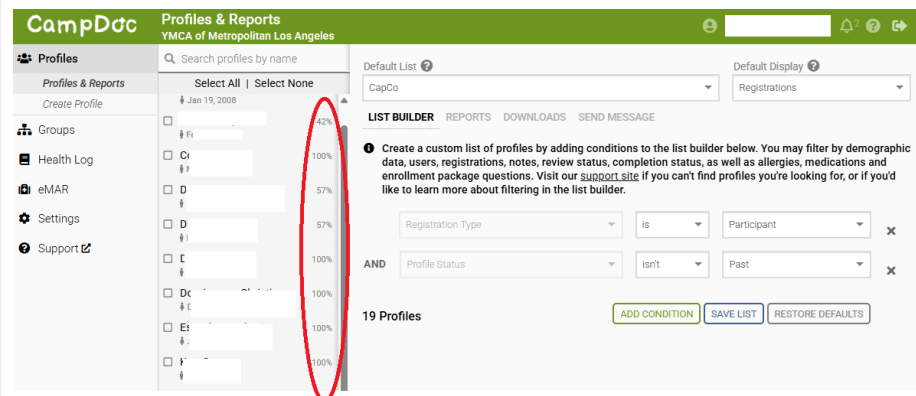
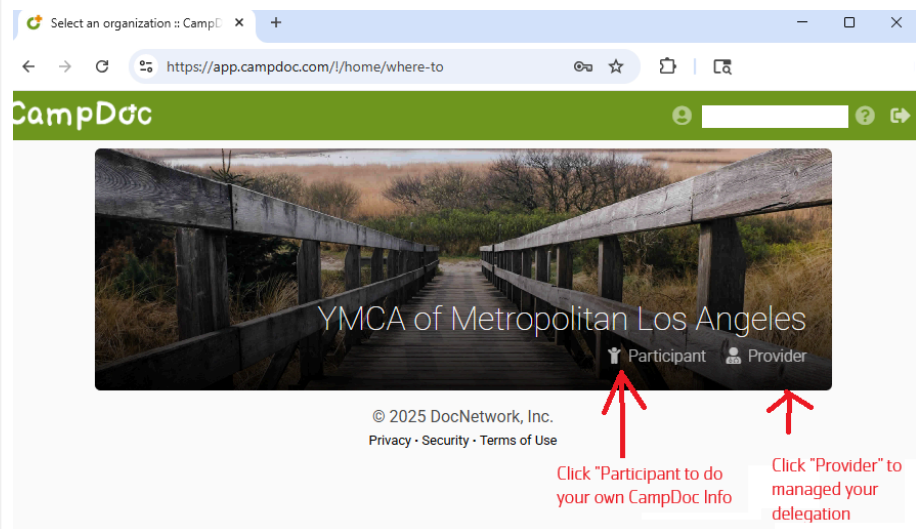
\_\_\_\_\_ has an incomplete CampDoc profile at YMCA of Metropolitan Los Angeles.  
Dear Parent, You have successfully completed the first step by enrolling in our Health, Wellness and Safety procedures with CampDoc.com, but you still have missing items on your profile/required paperwork that need to be completed for your child.  
Again, for any concerns or questions please contact your YMCA branch. Thank you very much.  
Please [log in](#) to CampDoc and complete the profile for Robert as soon as possible.  
The following required steps need your attention:

- Youth & Government - Health History
- Youth & Government - Code of Conduct

To manage CampDoc: Leads will have access to the delegation info and can review, manage, and send reminders to families to complete CampDoc.

When you log in, you can select "Participant" to complete your own CampDoc profile or click "provider" to manage your delegation.

Your provider page should default to your delegation. You can see the completion percentage for each person. This information is also reflected on your Delegation Dashboard.



Click on a delegate/advisor name to send a reminder. While campdoc should be sending reminders to parent/guardians listed at registration, sometimes only a delegate email may be listed. To add other emails, click the Users tab and see which emails are receiving campdoc reminders. Click "Add a user" to add an additional parent/guardian email if needed.

Profiles

Profiles & Reports

Create Profile

Groups

Health Log

eMAR

Settings

Support

Search profiles by name

Select All | Select None

Jan 19, 2008

C

42%

C

100%

D

57%

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100%

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100%

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Oct 12, 2007

Mcfadzean, Zahara

100%

DELEGATE NAME

57% Complete

EDIT

Registration

Users

Notifications

Enrollment Package

Medications

Health Log

Select a user below to view their last login time and to remove access. You may also add additional users by selecting Add User below.

Print

Export

AUTHORIZED

parent/guardian 1

parent1@email.com

parent/guardian 2

parent2@email.com

ADD A USER

Next, click on the notifications tab. There, you can see what notifications have already been sent to the delegate/family.

Profiles

Profiles & Reports

Create Profile

Groups

Health Log

eMAR

Settings

Support

Search profiles by name

Select All | Select None

E

57%

C

42%

C

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D

57%

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57%

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100%

Notifications

45

57% Complete

EDIT

Registrations

Users

Notifications

Enrollment Package

Medications

Health Log

Email notifications from the last 18 months for Thomas are shown below. Select a specific notification to view the subject/text, and to resend it. You may also send a custom message to all users for Thomas by selecting Send Message.

Print

Export

Filter by Type

All Notifications

SEND MESSAGE

DATE

TYPE

SUBJECT

RECIPIENT

Aug 26, 2025

✓ Reminder

Profile for

Aug 26, 2025

✓ Reminder

Profile for



Click on the most recent reminder. It will show you if the email was received and if it was opened. Click “re-send” to regenerate the reminder email.

CampDoc

Notifications

YMCA of Metropolitan Los Angeles

Profiles

Profiles & Reports

Create Profile

Groups

Health Log

eMAR

Settings

Support

Search profiles by name

Select All | Select None

☐

B

57%

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57%

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100%

DELEGATE NAME

45

57% Complete

Registrations

Users

Notifications

Enrollment Package

Medications

Health Log

Reminder

parent1@email.com

BACK

SUBJECT

Profile for Delegate at YMCA of Metropolitan Los Angeles needs to be updated!

BODY

Welcome back to YMCA of Metropolitan Los Angeles!

Delegate has an incomplete CampDoc profile.

Dear Parent, You have successfully completed the first step by enrolling in our Health, Wellness and Safety procedures with CampDoc.com, but you still have missing items on your profile/required paperwork that need to be completed for your child.

Again, for any concerns or questions please contact your YMCA branch. Thank you very much.

Please [log in](#) to CampDoc and complete the profile for Thomas as soon as possible.

The following required steps need your attention:

- Medications
- Youth & Government - Code of Conduct
- Youth & Government- Camp Roberts Hold Harmless

Sent 8/26/2025 11:47 AM

Seen 8/26/2025 9:21 PM

RE-SEND

# Delegation Enrollment

# DELEGATION ENROLLMENT

Delegations must complete at least Step 1 to enable their delegates to register and to enable Advisors to register for the Advisor Training.

RETURNING: For Delegations that participated in the 2024-25 program year	NEW: For Delegations that did NOT participate in the 2024-25 program year
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- Step 1

Lead advisors/Execs, head to this page to confirm your information for the 2025-26 program year: [calyg.pory.app/intentforms](https://calyg.pory.app/intentforms) (see your email for the password)

Complete the new delegation [Intent to Participate Form](#)
- Step 2

Print and complete the [Delegation Participation Agreement](#)
- Step 3

Get your proof of insurance documentation
- Step 4

[Upload your Delegation Participation Agreement and Proof of Insurance here.](#)