



## Our day camp and preschool programs are now using ePACT Emergency Network!

**ePACT Emergency Network** is used to collect and store emergency contact information and medical history electronically. This network also provides a way for us to communicate with you in the event of an illness, injury, or larger scale emergency, and makes it far easier for you to share changing emergency information with us. You always own your account and the information in it and ePACT maintains the same levels of security as online banking by limiting access only to the administrators we assign for enhanced privacy.

### Why are we using ePACT?

- To save you time - with ePACT, you only need to complete your child's information once, and then verify it annually to ensure it is still correct each time you enroll in a new program or for subsequent years in the same program (reconfirming can be done in just two minutes)!
- Improved privacy and security – eliminating paper forms ensures that your key information is safe and secure, while authorized staff members can still access this information anytime they need it.
- Better support – ePACT makes it easy for you to share comprehensive health and emergency contact details, so we can provide the best support to your child. Plus, you can update this anytime and we will automatically receive those new details.
- Increased health and safety – electronic sign-ins and daily camper health screens reduce shared contact points and ensure all campers are feeling their best when they arrive at camp each day.

### How it works

- An invitation to join ePACT will be sent to the primary email address on your household account to share information with the City of Fort Collins Recreation Department. *NOTE: to reduce likelihood of unlinked accounts, please do not create an account on ePACT until you receive this invite. If you have an ePACT account from another organization that uses ePACT, wait for the invitation to link them together.*
- Once you receive the emailed invitation, click the link to 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account through another organization.
- Enter all required information, upload a picture of your child and any required asthma, allergy, and immunization forms. Be sure to review these items:
  - At least 1 emergency contact other than the parent/guardian (*only list each person in one place; i.e. if you are the guardian, you cannot also be the emergency contact and/or additional authorized pick-up person.*)
  - Doctor, Dentist, Insurance information and Hospital of Choice
  - Important medical or other conditions that impact your child's experience at camp
- Once completed, click "Share" to send your information back to our organization.
  - This will ensure our program staff have access to your child and family contact information.

### Additional Features

- Electronic sign-in & out.
- Daily health screens through a no-touch QR code.
- Ability to utilize automated email, text & voice messages for important reminders and in the event of illness, injury, or a larger scale emergency.

### Need Help?

Watch this [VIDEO](#) or visit [ePACT Support](#) to learn more about ePACT Emergency Network.

Have more questions or feedback? Please contact [help@epactnetwork.com](mailto:help@epactnetwork.com) or call 1-855-773-7228 ext. 1 to

Speak with ePACT's Customer Success Team.