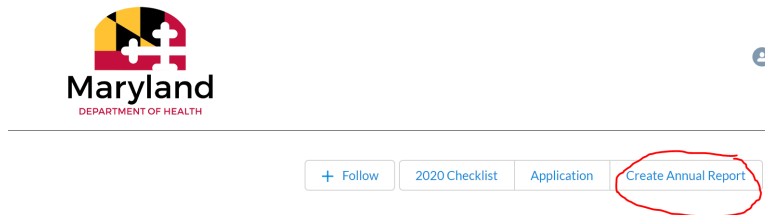# Instructions for Online Annual Report Entry
The Annual Report is due within 4 weeks of the last day of camp.

1. Log into the MDH Youth Camp Portal: https://mdhyouthcamps.force.com/login

2. Click on the name of the camp.

3. Locate the 'Create Annual Report' button in the upper right of the page.

4. Select the Report Year and press enter.

5. Click on the 'Edit' button in the upper right of the page or any pencil icon to begin edit.

6. For each week the camp operated, enter:

    a. The week's **Start** and **End Dates**

    b. The number of **Campers** that attended

    c. The number of **Staff** that attended

    d. The number of **Days** the camp was closed that week

        i. For example, for the week of July 1st, 2019 - July 5th, 2019, if the camp did not operate on the 4th of July, then input a 1 in the **'# of days closed'**

        ii. If the camp did not experience any closings then make sure the 0 remains in the number of closed days. **DO NOT LEAVE SECTION BLANK**.

    e. The number of **Reportable Injuries, Reportable Diseases/Conditions, Medication Errors, Epinephrine** administered**, and Fatalities.**

i. If one of these occurred, ensure that an incident report has been entered into the youth camp portal

7. Completing the Annual Report

   a. Press the blue 'Save' button at the bottom of the form and review the data. **The number of Days and Camper Days will automatically calculate after the data has been saved.**

   b. If the data is **Not** correct, select 'Edit' and correct the data.

   c. If the data **is** correct, select 'Edit' and scroll to the 'Completed Annual Report' section at the bottom of the form. Click the box under Complete Annual Report and press 'Save'.