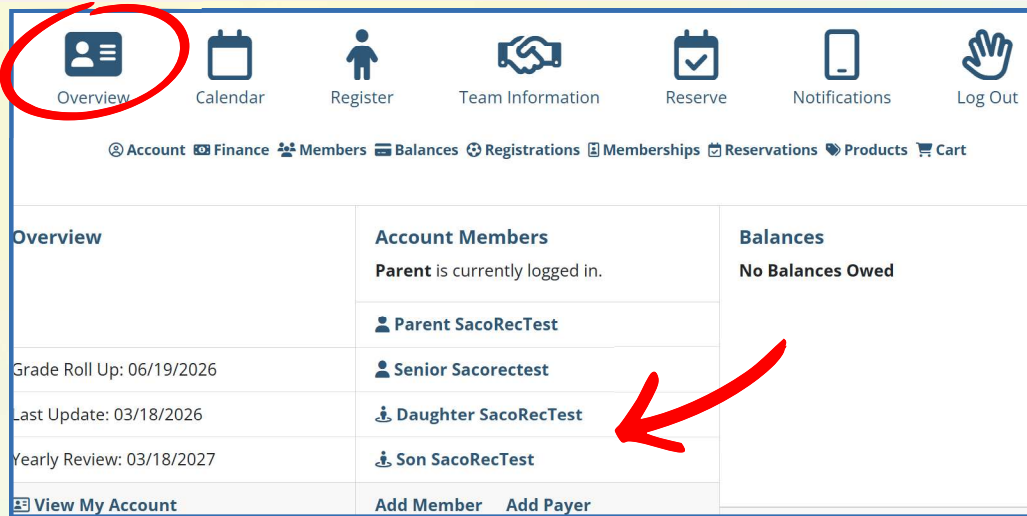


How to Update Your Child's Contact Form

1

Log in to your sacorec.com account

When you log in, you should be on your Account Overview page. If you aren't, click on "Overview."



2

Find your child's contact form

Click on your child's name in the list of Account Members. On their profile, scroll to the bottom to see their "Custom Forms" and select Edit for the appropriate form.

Custom Forms		Add Custom Forms	
Form	Expires	Regs	
Participant Contact Form - TEST	Tuesday, March 31, 2026	1	View/Accept Edit

3

Make your changes

Update any info on the form. When you're finished, scroll down and select "Submit for Approval."

IMPORTANT

The SPR Office approves your changes before camp counselors can see them. On camp staff cannot accept contact form updates.

Same-day updates:

- must be submitted by 12:00pm
- updates after this time must be called in or emailed to the office
- updates after 3:00pm cannot be accommodated

SPR Office:
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(207) 283-3139 x801