

## Tips and Techniques for Creating CampTrak Registration Letter Templates

Begin with the form that you see when you click the **Custom Conf Letter** button on the Registrations | Edit screen. This will give you the precise names of the fields you will need when you insert bookmarks into your registration letter template(s) and show you how the data is formatted when it is inserted into those bookmarks.

### Confirmation Letter

For this export to work, there must be a .dot file in the word template directory with bookmarks that match the names of these fields. Close

RegistrationID	George & Lynn Anderson	Edit >>	Salutation:		Export
CamperFirstName	13		ReleaseTo	Either Parent	
CamperLastName:	Eric		Buddy1	Henri Adam	
CompanyName:	Anderson		Buddy2	Brad Bolduc	
Address			Gender	Male	
City	8361 Winding Road		GradeRange	7-8	
Zip, State	Appleton		WeekDesc	6/12-17	
RecordID	54912-	WI	CampName	Confirmation Camp	
PrimaryMOR	49		HousingName	Boys Dorm	
PrimaryChurch	George & Lynn Anderson		Site	Camp Luther	
Charge	St Pauls Lutheran Church		MajorActivity		
Tuition	\$410.00		AgeGroup	All	
Deposit	\$245.00		BeginDate	Wednesday, June 12	
SpendingMoney	\$155.00		EndDate	Monday, June 17	
Balance	\$15.00		BlockCode	ConB1-7	
Activities	\$255.00		Transactions	Transaction Summary Printed Here	
	Archery(2)		SpendingTrans	Spending Money Summary Printed Here	

Then, open a new blank document with MS Word as a template. Setup your page margins, size and source...you might setup to use letterhead from your printer's manual feed, for example. If you are not using letterhead, create the heading that identifies your camp, add a graphic element, etc. Insert a field to print the system date in an appropriate spot...use the field options to format as MMM d, yyyy.

Now type the letter as you want it to read and look using the bookmark names where you want to insert data from the gift record, for example: "Thank you for registering for CampName".

Setup MS Word to show bookmarks from Tools | Options | View.

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Finally, replace each bookmark name with an actual bookmark as follows...

1. Highlight a bookmark name
2. From the toolbar Insert | Bookmark
3. Type the bookmark name exactly as shown above (Add a sequential digit for repeat uses)
4. Click **Add** to insert the bookmark

Additional tips about bookmarks...

- Remember to show bookmarks using the View tab at Tools | Options
- You must add a sequential digit to the bookmark name to use it a second, third, time in a template
- Choose the Sort By Location option on the Insert | Bookmarks form to see your bookmarks in the order that you are using them
- In the Insert | Bookmarks form you can highlight a bookmark and click **Go To** to see where it is used

Tips about saving templates...

- Must be saved as a template type file (ends in .dot)
- And saved in the MS Word General Templates folder (using the .dot file type will default to this directory)