

Guidance: Attaching Pre-licensing Form

Attaching the pre-licensing form is required only for new “initial” youth camp applications.

1. Select Choose File

Initial Youth Camp License - Attachments

A Pre-licensure inspection questionnaire is required to be uploaded for this application. You can find the form at [YouthCampPreLicensingForm-09-09-21.pdf \(texas.gov\)](#)

Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.

Press "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

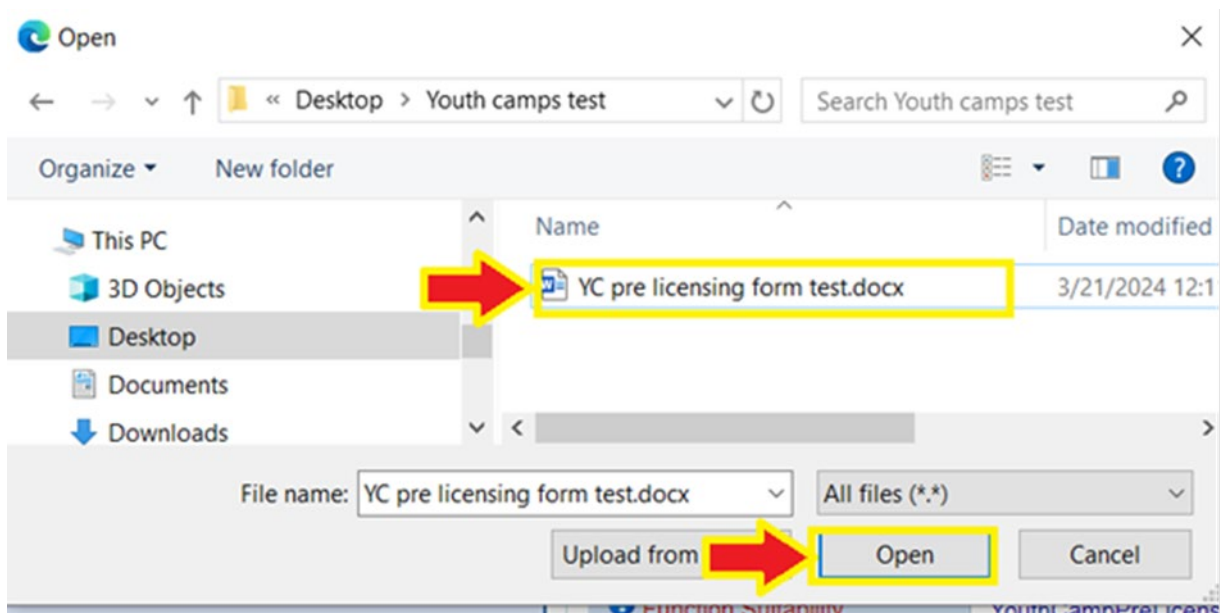
Press "Cancel" to cancel this application and return to the main menu.

File Name: **Choose File** No file chosen

Notes:

Attach Previous Next Cancel

2. Navigate to the form you need to upload and select it by double clicking it or by selecting it and clicking the Open button:



3. Finally, add a description of the document in the “Notes” tab click the “Attach” button:

<ul style="list-style-type: none"> Introduction Function Suitability Name and Organizational Details Contact Information Select Attributes Camp Information Attachments Application Summary 	<p>Initial Youth Camp License - Attachments</p> <p>A Pre-licensure inspection questionnaire is required to be uploaded for this application. You can find the form at YouthCampPreLicensingForm-09-09-21.pdf (texas.gov)</p> <p>Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.</p> <p>Press "Next" when there are no more files to attach.</p> <p>Press "Previous" to return to the previous screen.</p> <p>Press "Cancel" to cancel this application and return to the main menu.</p> <hr/> <p>File Name: <input type="button" value="Choose File"/> YC pre licen...rm test.docx</p> <p>Notes: <input type="text" value="Josh's Youth Camp on the lake Pre licensing form"/></p> <p style="text-align: right;"> <input type="button" value="Attach"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/> </p>
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4. Repeat previous steps for all documents you need to attach. Then click Next.

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