

How to Use The ePact Software

The East Longmeadow Recreation Department will be utilizing a new software this summer called ePact. This new program will be used as a communication tool in addition to a collection method of medical information. This document will focus on showing you how to get your account up and running, and describing how to use the software.

Guidance and How To's for ePact

[What Is ePact?](#)

[Getting Started and How to Use ePact Software](#)

[Verifying Your Phone Number to Receive Text Message Updates](#)

[Uploading and Sharing Your Files With East Longmeadow Recreation](#)

[How ePact Will Use My Information](#)

[MORE VIDEOS AND GUIDANCE ON A WIDE RANGE OF TOPICS.](#)

Here are some other important notes regarding ePact:

- ePact will be used from year to year, so please make sure to keep your login information secure. After filling out the form once, you will not need to fill it out again.
- Please turn on the option to allow text messages as a way of communication. ELRD will send updates using this method regarding last minute changes during camp.
- Upload a current photo of your children. This will be helpful in the event of an emergency, and a missing camper situation.
- Make sure all information is up to date in the form.
- Immunizations can be uploaded at the very end of the form, where document uploads are allowed.
- **Correct submission of your medical form will be after you hit the “Share with East Longmeadow Recreation” button at the very end of the form. ELRD cannot view forms until they are complete.**

Any questions regarding your ePact account, you may contact the Recreation Office at recreation@eastlongmeadowma.gov or by calling 413-525-5437.