

How to use "Bunk1" for emails!

Read me first!!

Bunk 1 lets you communicate with your child through printed emails and faxing of handwritten letters.

This communication is only possible if every email to a camper uses Bunk1.

You need to make an account and purchase credits and bunk reply forms.

Every day at 10am we receive all emails from the last 24 hours. We print them and share with campers at lunchtime. (Emails sent after 9:30am, will not be received until the following morning.)

If your email is sent before 9:30am **AND**

- your camper has the form they need and
- they write a reply and
- they put it in the mailbox the same day
- then you will receive their reply the following day.

Otherwise, assume your child is having fun, is happy, and is busy at camp and that you will get a reply in a few days!

For more information read below!

What is Bunk1?

- Bunk1 is an e-mail / fax service which provides for **relatively** quick communication between parents and campers.
- This service allows us to deal with the volume of incoming emails and to send replies from campers by fax / e-mail (without camper access to a computer!)
- All email communication with campers will be through Bunk1.

How to Setup?

- You must establish an account with Bunk1 as part of the "Wilvaken community".
- You need do this only once; the same account will be available from year to year as your child returns to Wilvaken.
- You purchase "Bunk1 credits" for your account; you can then submit e-mails to campers at Wilvaken through Bunk1.

To receive a BunkReply from your child at Wilvaken, the following events must occur:

1. Your child must have a BunkReply form. You can send a reply form with your e-mail to the camper, or purchase a supply of forms ahead of time and send them to camp with your child. These forms are specially encoded to direct them to you as an e-mail reply.
2. Your child must use a blue or black pen to write your note on the BunkReply form. (Other colours don't appear on the fax!)
3. Your child must put the reply note in our "Wilvaken outgoing mail" mailbox, in the Lodge.
4. If all the above steps have occurred, then we will fax your campers reply to Bunk1 daily.
5. Bunk1 will send you an e-mail to notify you that the reply is ready to be viewed.
6. You log on to your Bunk1 account to view the reply.

Incoming Mail to Camp

- Once each day, at about 10:00 EDT, Bunk1 will send us, by e-mail attachment, a large pdf file of all e-mails which have been sent to Wilvaken campers during the preceding 24 hours.
- We print out these e-mails, and distribute them to campers at lunchtime that day.
- If you send an e-mail later in the day, it will be held at Bunk1 until the next day's delivery; your child will receive it at lunch the day after you sent it.
- **Conclusion: send your e-mails before 09:30 EDT for same-day delivery!**

Outgoing replies from Camp

- Once each day, we will collect the BunkReply forms which campers have put in the "Wilvaken outgoing mail" mailbox.
- We fax these Bunk1 Replies to Bunk1.
- Their service reads the encoding on the faxed reply forms, and sends an e-mail to parents for each reply form that they have received.
- This "Reply e-mail" to you is a notification that you have received a BunkReply form from your child; you can then view the reply form by logging in to your Bunk1 account.

Timing

- If you send an email before 09:30 EDT, your child will receive it at lunchtime the same day.
- If s/he receives a BunkReply form with the e-mail, and if s/he writes a reply that same day, and if s/he deposits the reply in our Wilvaken mailbox, then you should receive the reply through Bunk1 the next day.

That's a lot of "ifs" - your child is probably happy and busy at camp - so you may need to wait a day or 2 (or 3!) for your reply!