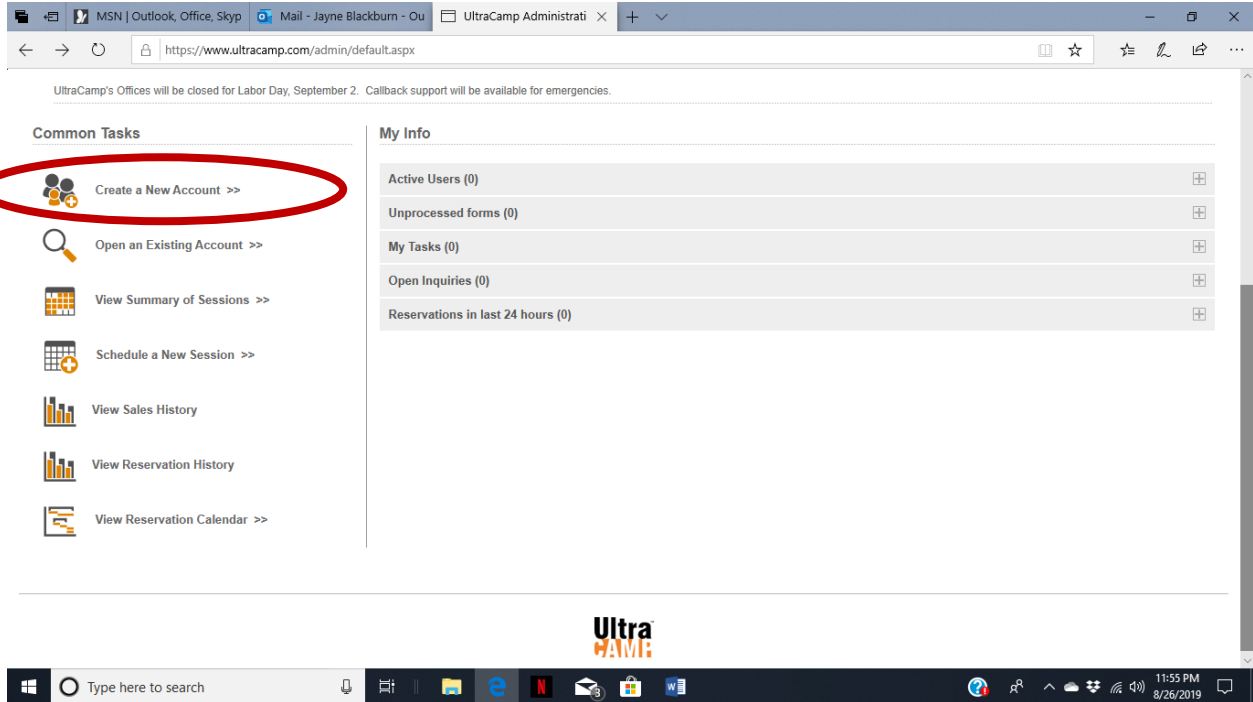


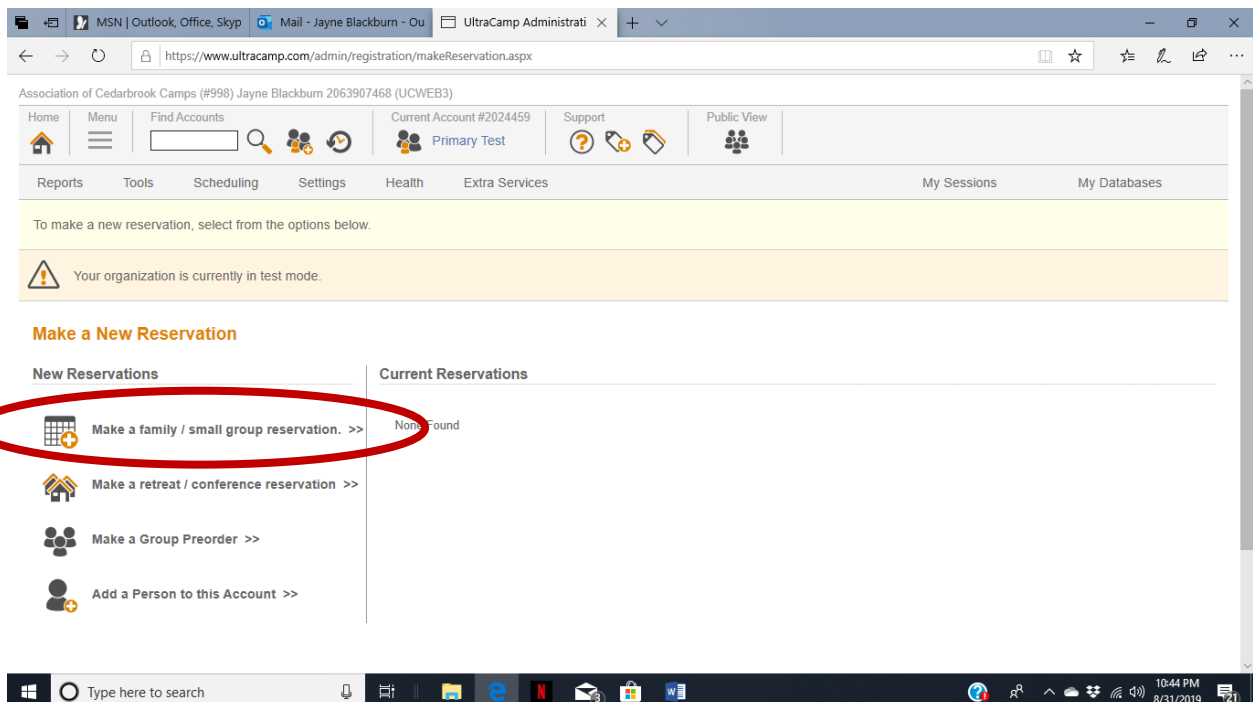
Helpful Hints for Registering for Conference using UltraCamp

- 1) Sign on to UltraCamp and create an account



The screenshot shows the UltraCamp Admin interface. At the top, there is a notification: "UltraCamp's Offices will be closed for Labor Day, September 2. Callback support will be available for emergencies." Below this, the interface is divided into two main sections: "Common Tasks" on the left and "My Info" on the right. In the "Common Tasks" section, the "Create a New Account >>" option is circled in red. Other options include "Open an Existing Account >>", "View Summary of Sessions >>", "Schedule a New Session >>", "View Sales History", "View Reservation History", and "View Reservation Calendar >>". The "My Info" section displays several statistics: "Active Users (0)", "Unprocessed forms (0)", "My Tasks (0)", "Open Inquiries (0)", and "Reservations in last 24 hours (0)". The UltraCamp logo is visible at the bottom center of the page. The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 11:55 PM on 8/26/2019.

- 2) Make a Family / Small Group Reservation – **DO NOT** choose the Make a retreat/conference reservation



The screenshot shows the UltraCamp Admin interface for making a reservation. The page title is "Association of Cedarbrook Camps (#998) Jayne Blackburn 2063907468 (UCWEB3)". The navigation menu includes "Home", "Menu", "Find Accounts", "Current Account #2024459", "Support", and "Public View". Below the navigation menu, there are tabs for "Reports", "Tools", "Scheduling", "Settings", "Health", "Extra Services", "My Sessions", and "My Databases". A yellow banner states: "To make a new reservation, select from the options below." Below this, a warning message says: "Your organization is currently in test mode." The "Make a New Reservation" section is highlighted, and the "Make a family / small group reservation. >>" option is circled in red. Other options include "Make a retreat / conference reservation >>", "Make a Group Preorder >>", and "Add a Person to this Account >>". The "Current Reservations" section shows "None Found". The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 10:44 PM on 8/31/2019.

3) Choose Camp (even if you're an individual member you can choose this option)

The screenshot shows the 'Account Type' dropdown menu with the following options: Individual / Family, Camp (highlighted), and Lead. The form fields are as follows:

Select Account Type:	Individual / Family Camp Lead
Organization Name:	Cascade Camp Cedarbrook
Organization Address:	
Organization City:	
Organization Country:	United States
Organization State:	Texas
Organization Zip:	
Organization Phone:	
Organization Fax:	
Organization Website:	

Primary Contact for account

Enter the information for the primary contact for this account. This person must be an adult.

First Name:		Primary Phone:		Mobile:	
Last Name:				<input checked="" type="checkbox"/>	Allow Text Messaging
Middle Initial:		Alternate Phone:		Mobile:	

The screenshot shows the completed primary contact information for Mickey Mouse. The form fields are as follows:

First Name:	Mickey	Primary Phone:	206-111-1000	Mobile:	
Last Name:	Mouse			<input checked="" type="checkbox"/>	Allow Text Messaging
Middle Initial:		Alternate Phone:		Mobile:	
Nickname:	MM			<input checked="" type="checkbox"/>	Allow Text Messaging
Gender:	Male	Alternate Phone 2:		Mobile:	
Birth Date:	02/01/1958			<input checked="" type="checkbox"/>	Allow Text Messaging
Address:	Disney Drive	Email Address:	Mickey@disneyland.com	Confirm Email Address:	Mickey@disneyland.com
City:	Disneyland	Roles:	Please check all that apply		
Country:	United States		<input type="checkbox"/>	Board Member	
State / Province:	California		<input type="checkbox"/>	Board President	
Zip / Postal Code:	90000		<input type="checkbox"/>	Board VP	
			<input type="checkbox"/>	Camp Director	
			<input type="checkbox"/>	Camp Staff Member	
			<input checked="" type="checkbox"/>	Executive Director	

Once the information has been completed for yourself, you can add additional participants now or at a later time in the process

4) Choose either the DAY Registration or Full Conference Registration

Association of Cedarbrook Camps (#998) Jayne Blackburn 2063907468 (UCWEB3)

Home | Menu | Find Accounts | Current Account #2024459 | Support | Public View

Primary Test

Reports | Tools | Scheduling | Settings | Health | Extra Services | My Sessions | My Databases

Warning: Your organization is currently in test mode.

Select Session

Filter these sessions

Select	Session / Dates	Age / Grade	Cost	0 / 1000	0 / 1000	0 / 1000
<input checked="" type="checkbox"/>	Conference DAY Registration 11/7/2019 - 11/10/2019	N/A	\$120 per day	0 / 1000	0 / 1000	0 / 1000
<input type="checkbox"/>	Conference Registration 11/7/2019 - 11/10/2019	N/A	\$345 for individuals 36 years and older; \$275 for individuals 35 years and younger	0 / 1000	3 / 1000	3 / 1000

Register >>

5) Select who will be attending

Association of Cedarbrook Camps (#998) Jayne Blackburn 2063907468 (UCWEB3)

Home | Menu | Find Accounts | Current Account #2024459 | Support | Public View

Primary Test

Reports | Tools | Scheduling | Settings | Health | Extra Services | My Sessions | My Databases

Select the individuals that will be attending 'Conference Registration.'

Warning: Your organization is currently in test mode.

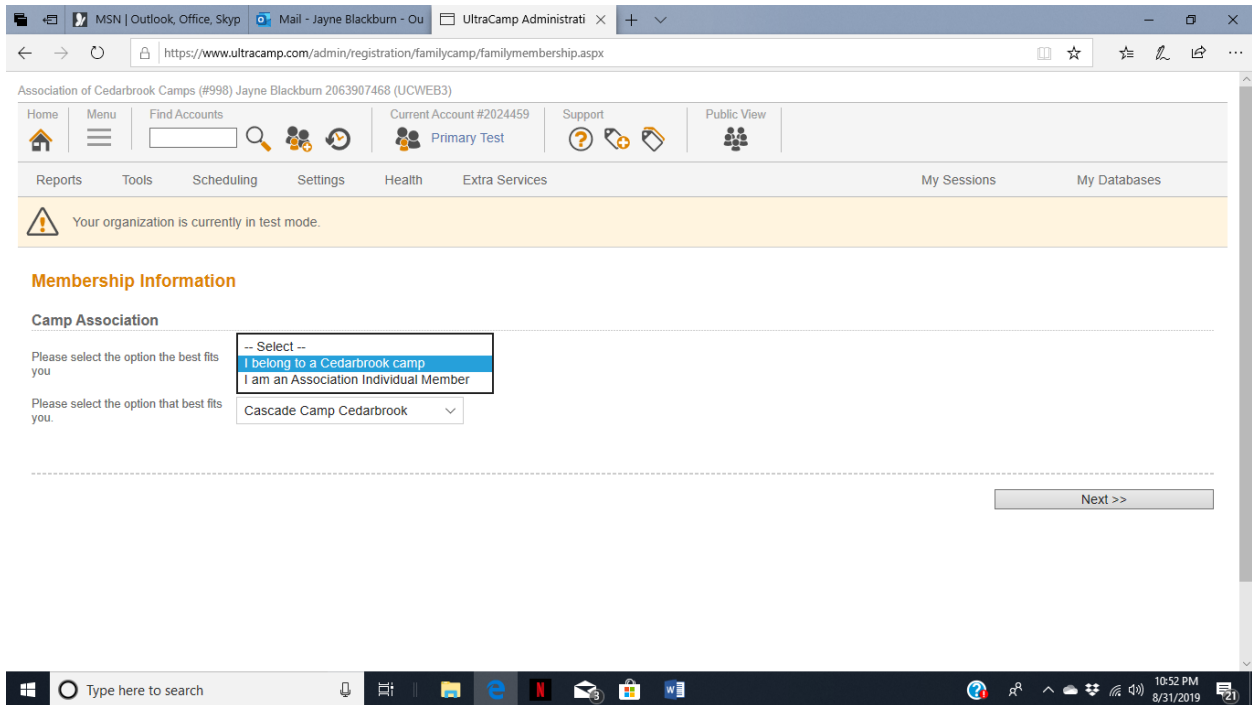
Select Attendees

Individuals Attending

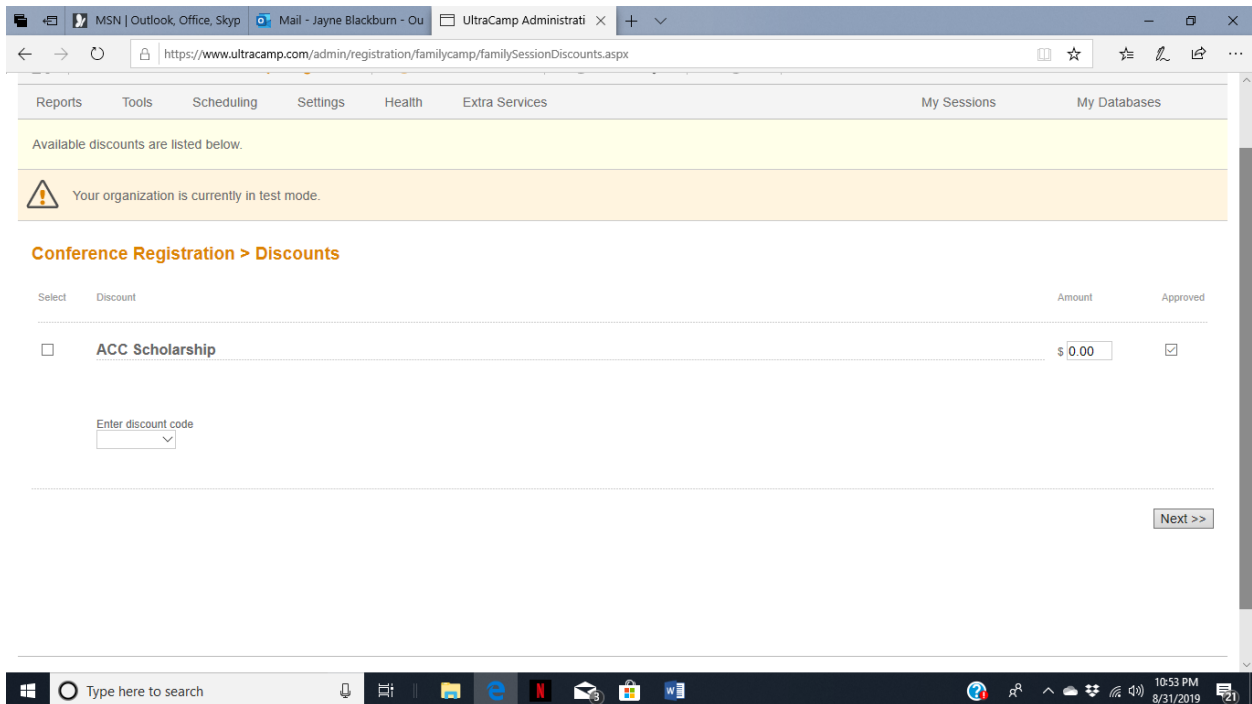
- Primary Test
- Secondary Test
- Teengirl Test
- Youngboy Test

Next >>

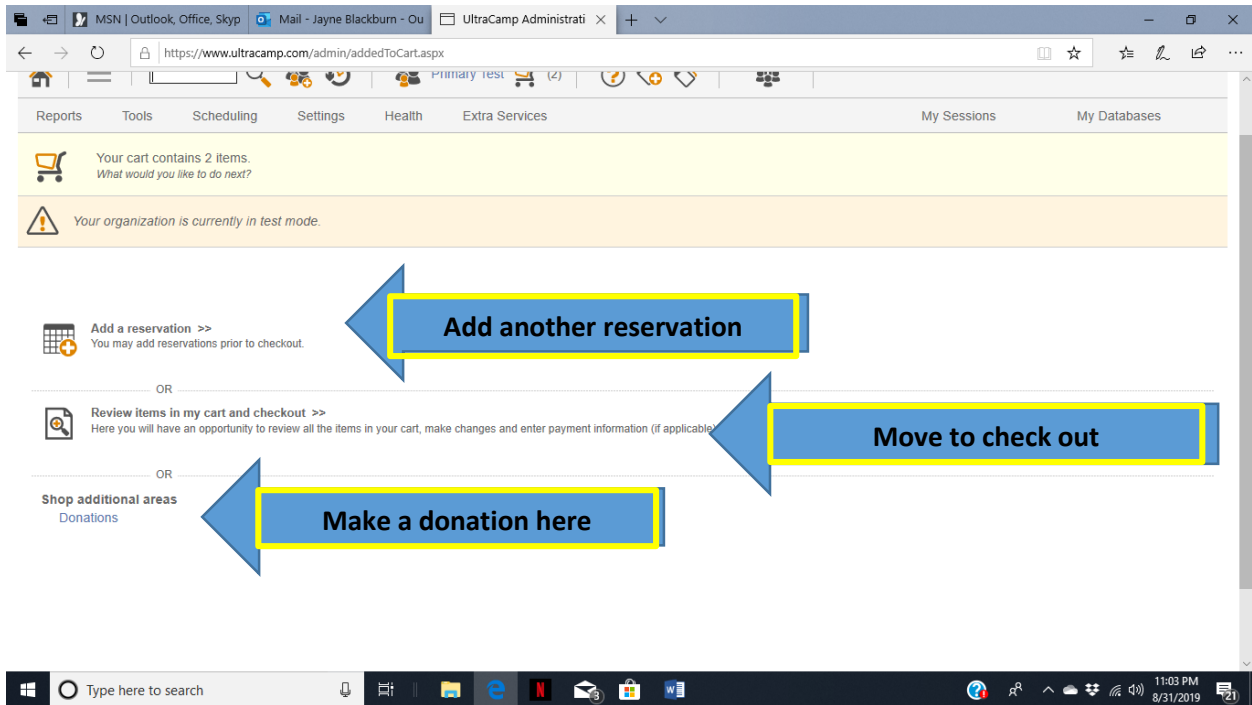
6) Choose the camp or individual member option that applies



7) If you applied for a conference scholarship a scholarship code will have been given to you along with the amount of scholarship received. Enter the Discount Code on this screen. Otherwise, you can move forward.



8) You can add another registration at this time, make a donation, or move to check out



9) Review your cart for your registrations, you can add additional reservations if needed. You can also "Save Without Payment" if you prefer to send a check for payment. Otherwise, Proceed to payment and enter your credit card information.

