Create an account and Register your Child for Camp at: 

Houghton College Summer Camps

Make sure to write down your username and password as you will need to get back into your account to upload documents after you register.

You will want to pick Individual/Family then fill out your information (Parent Info.):

Next you can click on Add a Person and put in their basic information (Child Info.):
The reason we ask for a photo of your child is so we can use it with our staff to recognize each child. So, find a photo on your computer or phone and upload it here. Click on Browse to upload the photo.

Then it will prompt you to begin a registration for your child. Click on YES:

Then scroll through this page and click on the camp you want to Register for:
Now it will ask you to confirm your information (Parent):

Confirm Information for Sally

First Name: Sally
Last Name: Doe
Middle Initial:
Nickname:
Gender: Female
Birth Date: mm/dd/yyyy
E-mail Address: becca.crouch1@gmail.com
Phone: 5855679647
Opt Out of SMS Messages: 

This is where you can upload a picture of yourself- for pick-up purposes, etc.:

Additional Information

Photo: Choose file... Browse

Roles:
- Please check all that apply
  - Camper
  - Father
  - Guardian
  - Mother

Here you can add other family members as authorized people to pick up your child- Add Non-Account Member and click Next:

Authorized Account Members

Sally Doe
(585) 567-9647
585-567-9200

EDIT AUTHORIZATIONS

Non-account Members

None Found

ADD NON-ACCOUNT MEMBER

NEXT
Now you will be prompted to answer the camp specific questions:

![Tennis Camp Information Form]

At the end you will need to sign to acknowledge that it is complete- Click to Sign, Pick your Signature, Click the Adoption Agreement then Create Signature:

![Signature Form]

Fill out the camper Medical Record and Sign in agreement for each of the Waivers. You don’t have to sign the Waiver stating that you don’t have Insurance (if you have insurance):
Next it will ask you if your child takes any medications (prescription and over the counter medications)

Now input each of your child’s medications- one at a time. Click SAVE after each medication:

After inputting the first medication you can click on New Medication to add your second medication:
After you have added all the meds, check the box to indicate that all medications are listed and correct:

*You will need to take the Medication Administration Form to your child’s pediatrician. Have them fill out the form completely listing all the meds that your child takes— including dosage and timing for each med (AM/PM/As Needed). They will need to sign the form when complete.

You will be sent to the payment page where you can choose how you would like to pay for the camp:
Enter your Credit Card info. to process your camp payment:

You are registration is complete now and the site takes you to your main page. You will see that there are Incomplete Tasks next to your name. Click on the incomplete tasks:

This is where you will upload your Immunization Record, Insurance Card, and Medication Administration Form (if your child takes medications). We are required by NY State Law to obtain a copy of their Immunization Record, the front and back of your Insurance Card, and the Medication Administration Form, filled out by your pediatrician (you only need the Medication Administration Form if your child takes medications).
Click on the task to Upload the Documents:

My Task

Task: Upload Immunization Record
Description: Please upload a copy of your child's immunization record to your registration
For: Doe, John
Process: Step 3 of Camp Tasks
Due Date: 7/10/2022
Completed: No

Click upload document then click on the individual the form belongs to, then Browse to select your document. This document was saved on my desktop so I browse to find my desktop then click on the document I want to upload. You can also Scan (or take a picture) of your copy of the front and back of your insurance card and documents and save the images to your computer as a .jpg or .pdf file.

For Uploading documents: This might be helpful for adding your insurance card as well as your paper documents (Immunization Record and the completed Medication Administration Form filled out by your pediatrician)- There is a free app for your phone called Scannable (it is aqua color with an image of a butterfly on it). This app allows you to scan documents and then send them to your email, etc. The picture is very clear.

Then you can click on your next task and upload that document (same process):
If your child is on a prescription medication or you expect that your child might need non-prescription “over the counter” medications, you will need to have your child’s physician fill out the medication administration form and then upload the completed form to your account in UltraCamp. Medications must be in the original container and labeled with the patient’s full name, the date the prescription was filled, expiration date, directions for use, precautions (if any), storage requirements (if any), dispensing pharmacy (name and address), and name of physician prescribing medication.

Camp nurses are only permitted to dispense medications to the child that is listed on this form by the child’s doctor. Designated staff trained by the Health Director may supervise the self-administration of medication. A physician’s signature must accompany each medication. All medications (prescriptions and over the counter) must be turned into the camp health director at time of check-in.

You are then taken back to your main page. You can click on the 3 bars (left of Reservations), to see your account overview, finances, reservations, etc.

After you have exited your account, follow these instructions to get back in and upload additional documents and to double-check that you have uploaded all the required forms correctly to your account.

- Log into your account at Houghton College Summer Camps
- There are three lines in the upper left, click on these lines for the options menus.
- Select “Document Center” in the dropdown menu.
- Choose the Medication Administration Form and download the form.
- After your physician has completed the form, scan or take a picture of the form then UPLOAD this file as you did for the insurance card and immunization record.
- After you upload the form, click on your child’s name and scroll down till you see MEDICATIONS.
- Click on the + sign at the end of MEDICATIONS and then choose MANAGE MEDICATIONS.
- Next enter the name of the medication, the route, the strength, the reason for the medication, the schedule, and the dosage.
- Click SAVE after you have this completed. You will need to enter each medication separately and click SAVE after each.