

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



RESERVATIONS MAKE A PAYMENT

New or Returning User

Welcome to Houghton College Camps and Children's Activities

Username / Email:

Password:

[LOG IN](#)

[NEW USER](#)

[Forgot your login information?](#)

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

RESERVATIONS MAKE A PAYMENT

Create Account

Account Type Individual / Family Corporate / Group

Primary Contact First Name

Primary Contact Last Name

Primary Phone

Address

City

Country

State / Province

Zip / Postal Code

Next you can click on Add a Person and put in their basic information (Child Info.):

RESERVATIONS MAKE A PAYMENT

Welcome, Sally [Sign Out](#)

My Account

[Sally Doe](#) \$0.00

Primary Contact Account Balance

[MY RESERVATIONS](#)

Account Members

[Sally Doe](#)
(primary contact)

[+ ADD PERSON](#)

Add a Person

This person is: a child an adult

First Name:

Last Name:

Middle Initial:

Nickname:

Gender:

Birth Date:

Grade in the Fall of 2022:

Child's Email:

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.

Address / Alternate Phone

Same as Primary Parent or Guardian

Additional Information

Photo:
(7 megabytes size limit)

Roles: Please check all that apply.

- Camper
- Father
- Guardian
- Mother

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

Begin registration for John?

Welcome, Sally Sign Out

[+ Add Another Person](#)

Then scroll through this page and click on the camp you want to Register for:

NTS Camp		
<input type="checkbox"/>	NTS Camp 7/10 - 7/14 Ages 10 - 19	\$2.00 info
Tennis Camp		
<input type="checkbox"/>	Tennis Day Camp 7/24 - 7/28 Grades 6th - 12th	\$300.00 info
<input checked="" type="checkbox"/>	Tennis Residential Camp 7/24 - 7/28 Grades 6th - 12th	\$425.00 info

Now it will ask you to confirm your information (Parent):

RESERVATIONS MAKE A PAYMENT

Tennis Residential Camp 7/24 - 7/28 (John Doe) 1 of 7 complete

Confirm Information for Sally

First Name:

Last Name:

Middle Initial:

Nickname:

Gender:

Birth Date:

E-mail Address:

Phone:

Opt Out of SMS Messages:

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

RESERVATIONS MAKE A PAYMENT

Tennis Residential Camp 7/24 - 7/28 (John Doe) 1 of 7 complete

Additional Information

Photo:
(7 megabytes size limit)

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:

RESERVATIONS MAKE A PAYMENT

Tennis Residential Camp 7/24 - 7/28 (John Doe) 2 of 7 complete

Authorized Account Members

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

Non-account Members

None Found

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

RESERVATIONS MAKE A PAYMENT

Tennis Residential Camp 7/24 - 7/28 (John Doe) 4 of 7 complete

Tennis Camp Information

The information collected below is for John Doe.

Tennis Camp Camper Information

Camper age (at the time of camp)

Grade in school (Fall 2020)

What school do you attend

What year will you graduate

Name of Preferred Roommate (your listed preferred roommate must also request you in order for it to be granted)

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:

RESERVATIONS MAKE A PAYMENT

Tennis Residential Camp 7/24 - 7/28 (John Doe) 5 of 7 complete

Tennis Camp Parent/Guardian Information

Parent/Guardian First Name

Parent/Guardian Last Name

Parent/guardian E-Mail Address

Parent/Guardian Cell Phone Number

Completion Acknowledgement

Yes, this information is complete and

Signature Required

CLICK TO SIGN

Select the signature style you would like to use to represent your electronic signature. Then indicate your agreement to the electronic signature policy.

Signature Style







Adoption Agreement

I agree that this signature is the electronic representation of my signature for all purposes when I use it on documents, including legally binding agreements and contracts - just the same as a pen-and-paper signature.

CREATE SIGNATURE

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):

RESERVATIONS MAKE A PAYMENT

Tennis Residential Camp 7/24 - 7/28 (John Doe) 5 of 7 complete

Houghton College Summer Camps Medical Record & Waiver Forms

Camper Information

Camper's First Name

Camper's Last Name

Home Address (Number & Street, City or Town, State, Zip Code)

Home Telephone Number

Cell Number

Camper's Age

Camper's Date of Birth

RESERVATIONS MAKE A PAYMENT

Tennis Residential Camp 7/24 - 7/28 (John Doe) 5 of 7 complete

TRAVEL PERMISSION
 In certain situations, it may be necessary for the Houghton College Summer Camps to transport your child to alternate sites. Although your child will be transported in certified vans or buses by qualified and experienced drivers, travel in motor vehicles on public roads always poses the possibility of risk. By signing this form you are acknowledging that risk and granting permission to the Houghton College Camp Directors to transport your child to an alternate location if needed.

Camper's Full Name

Parent/Guardian Signature

Date

Completion Acknowledgement

- No, this information is not complete. I will return to my account at a later time and complete it.
- Yes, this information is complete and accurate.

Signature Required

 *Sally Doe*

Next it will ask you if your child takes any medications (prescription and over the counter medications)

RESERVATIONS MAKE A PAYMENT

Tennis Residential Camp 7/24 - 7/28 (John Doe) 6 of 7 complete

Medication

- Yes, John has medications.
- No, John does NOT take any medications.
- I do not wish to record medications at this time (they may be added to John later).

NEXT

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

RESERVATIONS MAKE A PAYMENT

Tennis Residential Camp 7/24 - 7/28 (John Doe) 6 of 7 complete

Add Medication

Medication Name:

Route:

Reason for Medication / Comments:

Frequency:

Dosage:

SAVE

After inputting the first medication you can click on New Medication to add your second medication:

RESERVATIONS MAKE A PAYMENT

Tennis Residential Camp 7/24 - 7/28 (John Doe) 6 of 7 complete

Medication for John Doe

+ NEW MEDICATION

Current Medications

TYLENOL TABLET, EXTENDED RELEASE
 Oral As Needed (PRN) (2 tablets)
 Headache

Add Medication

Medication Name:

Route:

Strength:

Reason for Medication / Comments:

Frequency:

Schedule:

Dosage:

After you have added all the meds, check the box to indicate that all medications are listed and correct:

Medication for John Doe

Current Medications

BENADRYL CAPSULE
Oral
50MG
Allergies

TYLENOL TABLET, EXTENDED RELEASE
Oral As Needed (PRN) (2 tablets)
Headache

Confirmation Required

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:

Payment Options

Please select payment plan

Equal Payments
Payment plan will divide your payments equally by month with the final payment two weeks before camp.
7/6/2022 \$475.00

Half now Half later
Parent will pay half of the balance due now and then pay the remaining balance two weeks before camp.
7/6/2022 \$212.50
7/10/2022 \$212.50

Enter your Credit Card info. to process your camp payment:

RESERVATIONS MAKE A PAYMENT   1 

Selected Payment Plans

Equal Payments	Edit
Due Now:	\$425.00

Payment Method

Payment Method:

Add a new credit card

When this information is submitted, a \$1 authorization will be placed on the card to verify the information. The \$1 will not be collected and the hold will drop off the account in a few days.

Card Type:

Name On Card:

Card Number:

Expiration Month:

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:

RESERVATIONS MAKE A PAYMENT    2

Welcome, Sally [Sign Out](#)

My Account

Sally Doe
Primary Contact

2 
Incomplete Tasks

\$0.00
Account Balance

[MY RESERVATIONS \(1\)](#)

Account Members 

Sally Doe
(primary contact)

John Doe [REGISTER](#)

[+ ADD PERSON](#)

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).

RESERVATIONS MAKE A PAYMENT    2

Welcome, Sally [Sign Out](#)

Message Center

Alerts

[Upload Immunization Record](#)
Please upload a copy of your child's immunization record to your registration

Doe, John
Due Date: 7/10/2022

[Upload Insurance Card](#)
Doe, John
Due Date: 7/10/2022

Messages

Unread Messages  [Mark All as Read](#)

 7/6/2022 To: becca.crouch1@gmail.com  [Houghton College Tennis Camp Registration](#)

 7/6/2022 To: becca.crouch1@gmail.com [Transaction Receipt](#)

Click on the task to Upload the Documents:

The screenshot shows a web application interface with a dark header containing navigation links: RESERVATIONS, MAKE A PAYMENT, a user profile icon, a shopping cart icon with a '2' notification, and an envelope icon with a '2' notification. Below the header, the page title is 'My Task'. On the right side, there is a greeting: 'Welcome, Sally Sign Out'. The main content area displays task details:

- 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

At the bottom of the task details, there is a dark blue button labeled 'UPLOAD DOCUMENT'.

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.

This screenshot shows a Windows File Explorer window titled 'Open' with the address bar set to 'This PC > Desktop >'. The left sidebar shows 'Quick access' and 'Desktop' selected. The main pane displays a grid of files and folders on the desktop, including 'Pool Stuff', 'Signs', 'Summer Camps', 'Community Guide', 'Immunization Record for John Doe', 'RegFox', 'Soccer Camps', 'VB Camp', and 'Conferences Fillable Fax2022'. The file 'Immunization Record for John Doe' (Adobe Acrobat Document, 34.9 KB) is selected. The 'File name' field at the bottom contains 'Immunization Record for John Doe'. The 'Open' button is highlighted.

Then you can click on your next task and upload that document (same process):

This screenshot shows a Windows File Explorer window titled 'Open' with the address bar set to 'This PC > Desktop >'. The left sidebar shows 'Quick access' and 'Desktop' selected. The main pane displays a grid of files and folders on the desktop, including 'Pool Stuff', 'Signs', 'Summer Camps', 'Community Guide', 'Immunization Record for John Doe', 'Insurance Card for John Doe', 'RegFox', 'Soccer Camps', 'VB Camp', and 'Conferences Fillable Fax2022'. The file 'Insurance Card for John Doe' (Adobe Acrobat Document, 34.5 KB) is selected. The 'File name' field at the bottom contains 'Insurance Card for John Doe'. The 'Open' button is highlighted.

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.

The screenshot shows the top navigation bar of the UltraCamp website. It includes a hamburger menu icon on the left, followed by the text "RESERVATIONS" and "MAKE A PAYMENT". On the right side of the bar are icons for a user profile, a shopping cart, and an envelope with a "2" notification badge. Below the navigation bar, there are several menu items: "Houghton College Gymnastics" and "Houghton College Gymnastics Information" (both in blue); a grey bar labeled "Medical Forms" containing "Immunization Record", "Insurance Card", and "Medication Administration Form 2022" (in orange); another grey bar labeled "NTS Camp" containing "NTS Camp- How to upload medical forms and your insurance card" (in blue); and a final grey bar labeled "Summer Music Camp".

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.

The screenshot shows the "My Account" page in UltraCamp. On the left is a dark grey sidebar with a close button (X) at the top and a list of menu items: "MY ACCOUNT", "OVERVIEW", "FINANCES", "RESERVATIONS", "MAKE A PAYMENT", "DOCUMENT CENTER", "MESSAGE CENTER", "SIGN OUT", "RETURN TO ADMIN SITE", "CUSTOMIZE THIS PAGE", and "CUSTOMIZE THEME". The main content area has a header with "RESERVATIONS" and "MAKE A PAYMENT" and user icons. Below the header, it says "Welcome, Sally Sign Out". The "My Account" section displays "Sally Doe" as the primary contact and "\$0.00" as the account balance. There is a button for "MY RESERVATIONS (1)". Below that is an "Account Members" section with a list containing "Sally Doe (primary contact)" and "John Doe". A "REGISTER" button is located at the bottom right of the account members list.

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.