

# CincyNature CAMP

Our health forms are mandatory for the health and safety of all children that attend camp (except for *Little Acorns* where parents attend camp with their child). Below you will find instructions for filling out or revising a health form if you are a parent, grandparent, or legal guardian.

Staff members print the health forms at noon on the Wednesday before the camp starts and provide forms to camp staff for review. The form must be filled out and changes to the form must be recorded before then. If you have changes after that time, you may inform our camp staff at drop off.

**Please note:** If your child has a friend or relative registered in their camp and you wish to place them in the same trail group, please indicate this on your online health form under, "additional information" and we will do our best to do so as long as you indicate this **two weeks prior** to the start of camp. If you wish for your child to be placed with a friend or a family member in the same camp whose ages are not within one year of one another, our policy is to place the older camper with the younger camper's trail group. Please indicate requests clearly. For example, "Place Billy Smith in the same group as John Doe and Sally Johnson for Creek Week Session 1 on July 11."

## Instructions for Parents or Legal Guardians

### Instructions to access the health form for your child in your UltraCamp account for CincyNature Camps for the *first time* during the camp season:

Please click [HERE](#) and login into your CincyNature Camp Account (through UltraCamp).

1. Once logged into your account you will be able to see the **Account Overview** page to view: **Incomplete Tasks**.
2. Click the link for **Incomplete Tasks**. This will take you to the **Message Center** to see **Alerts** for forms not completed. Click on the **Health Form** under **Alerts** to complete each form. (Each registered child will have a separate form.) Fill out the health form and follow prompts. You will sign it electronically and then submit the form by pressing the **Save** button. Do not forget to press **Save** or the information will be lost.
3. If your child's health form has already been filled out, you will not have any alerts.

### Instructions to *revise* the health form for your child in your Ultracamp account for CincyNature Camps:

Please click [HERE](#) and login into your CincyNature Camp Account (through UltraCamp).

1. Once logged into your account you will go to Document Center.
2. Next click on the Health Form 2024. *Then select the account member for whom you would like to revise the health form by clicking their name.*

3. Adjust the health form and follow prompts. You will sign it electronically at the bottom. You must press the **Save** button to submit the changes.

## **Instructions for Grandparents**

### **Instructions to access the health form for your grandchild or child (not in your care) in your UltraCamp account for CincyNature Camps:**

All of our camp health forms are completed online by the account holder or a person authorized to access the account. If you are an account holder and you have signed up a child that is not in your care for camp (a grandchild, for example), you can either fill out the health form online with the parent/guardian of the child helping you or you can allow the parent/guardian access to your account so that he/she can fill the health form out. It will just require a few additional clicks to add a person to your account. You can then share the login information (if desired). By adding the parent to your account, you will give the parent access to very helpful camp information and reminders.

Please click [HERE](#) and login into your CincyNature Camp Account (through UltraCamp).

1. In the Account Overview page, the account holder can add additional people as users by clicking on "+Add Person" under account members.
2. The account holder can then add the parent of the child to the account by adding an adult. The account holder may need to **uncheck** the box indicating that contact information for this person is the "Same as Primary Contact." Next the parent's contact information may need to be added.
3. The account holder will still need to share account login information with the parent so that he/she can access the account (unless the account holder logs in and fills out the health form with the parent present).
4. Once logged into the account you will be able to scroll down the **Account Detail** page to view: *Incomplete Tasks*.
5. Click on the link for **Incomplete Tasks**. This will take you to the **Message Center** to see **Alerts** for forms not completed. Click on the **Health Form** under **Alerts** to complete each form. (Each registered child will have a separate form.) Fill out the health form and follow prompts. You will sign it electronically and then submit the form by pressing the **Save** button. Do not forget to press **Save** or the information will not be recorded.