

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Operations, Bureau of Environmental Education
625 Broadway, 3rd Floor, Albany, New York 12233-5256
P: (518) 402-8043 | F: (518) 402-9033
www.dec.ny.gov

How to Register for a NYSDEC Summer Camp

To register your child* for summer camp, please follow the steps below:

Step one: Create or login to your account:

<https://www.ultracamp.com/clientlogin.aspx?idCamp=405&campCode=dec>

Step two: Fill out 'Account Details'.

Click 'Add a person to my account' to add a secondary contact person and to add information for all children that you wish to register for camp.

Step three: Fill out Forms and Waivers

Complete all online forms and waivers for each child you are registering. **You will not be able to register for camp until all online forms and waivers are complete.** To save time, we highly recommend that you fill out all forms and waivers before registration officially opens. Forms and waivers must be reviewed and updated every year.



To complete the forms and waivers, click on your child's name under 'Account Details'. Scroll to 'My Forms' and click on 'Complete a New Form'. This will take you to your child's 'Document Center'.

In the 'Document Center', all required forms are listed on the left side of the page under 'Online Forms', and waivers are listed under 'Waivers'. You will need your child's medical and health insurance information on hand to complete the medical history form. If this is your first time registering for camp, this process may take 30 minutes to 1 hour to complete. **Please read carefully, some forms have changed this year!**

Step four: Register for Camp

*Camp sessions fill quickly on opening registration day, sometimes within minutes! To save time, fill out all required forms and waivers **before** opening registration day.*

On or after opening registration day, register for camp one child and one week at a time. To

register, click on your child's name, then click on 'make a reservation'. The camp weeks for which your child is eligible to register will appear. Select your desired week and follow the directions to complete your registration.

If the camp week is full, you will be placed on a waiting list and no payment will be due until your child is offered a week at camp.

After registering for one session, you will be prompted to make another reservation or to check out and pay.

Full payment must be made online at the time of registration. The online system accepts e-checks, credit cards, and gift certificates. If you are using a sponsorship code, click on 'proceed to payment' and then select 'sponsorship code'. Enter the full code, with no spaces before or after the dash.

If you have any questions, please call the NYSDEC Summer Camp mainline: 518-402-8014.

*Sponsors may not register children for camp. Only parents and legal guardians may register children for camp.