

CAMP TANAGER

FORM UPLOAD INSTRUCTIONS



Now that you're signed up for camp there are a few final details to take care of in our upload center. See the instructions below to complete these steps:

1. LOG IN TO YOUR ULTRACAMP ACCOUNT:

In the upper menu bar locate the additional options tab and expand to find the document center tab.

My Account	Sign Up For Camp	Make a payment	Contact Us	Additional Options	Log Out
				Return to Admin Site	
				Customize this Page	
				Upcoming Sessions	
				Message Center	
				Document Center	
				Driving Directions	
				(x) close	

2. UPLOAD REQUIRED DOCUMENTS:

Scroll to the bottom of the page in the document center window to find the Hemophilia Camp Forms Category and General Camp Forms Category. Choose the upload icon and upload the following 3 Forms:

1. Immunization Record
2. Insurance Card
3. Pharmacy Card

Note: If Pharmacy & Insurance Card are the same, please upload in BOTH Sections

General Camp Forms		
Document Name	Download	Upload
Immunization Record		
Overnight Camp Packing List		N/A
USDA Summer Food Service Program		

Hemophilia Camp Forms		
Document Name	Download	Upload
Insurance Card Upload		
<small>Uploaded Version</small> 3/24/2016 Hemo Test1		
Non UIHC Physical Form		N/A
Pharmacy Card Upload		

3. COMPLETE THE UPLOAD STEPS SHOWN:

Upload a document

☒ You have 116 unread messages.

If uploading an image, please make sure it is in portrait mode.

Confirm details for this document

Document Name: Insurance Card Upload
Intended For:

Select Document

Select: No file chosen