

# 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	<b>Additional Options</b>	Log Out
				Return to Admin Site	
				Customize this Page	
				Upcoming Sessions	
				Message Center	
				<b>Document Center</b>	
				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	
<a href="#">Immunization Record</a>			
<a href="#">Overnight Camp Packing List</a>		N/A	
<a href="#">USDA Summer Food Service Program</a>			

  

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

### 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