CincyNature
CAMP

Instructions to access the health form for your child* in your new 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 be able to scroll down the **Account Detail** page to view: *Account Members, Registrations, Incomplete Tasks / Forms, Alternate Contacts, Pickup Authorization, Friend Accounts, and Login Information.*
2. Click the plus sign (+) on the gray bar that indicates **Incomplete Tasks**. This will expand the section so that you can view your Incomplete Tasks in your account.
3. If your child's health form has not been filled out yet, it will be displayed here. Click on the binoculars on the right hand side to open up the health form for your child.

   Health Form
   (For: Jane Doe) *Your Child's Name Listed Here*

4. Fill out the health form and follow prompts. You will sign it electronically and then submit the form by pressing the save button.

*Grandparents or individuals who do not have care of the child in their account, please see "*Instructions to access the health form for your grandchild or child (not in your care) in your new Ultracamp account for CincyNature Camps*" on the following page.

Instructions to access the health form for your grandchild or child (not in your care) in your new 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 main account detail page, the account holder can add additional people as users by clicking on "Add a Person to my Account" under Common Tasks on the left hand side of the screen.

2. The account holder can then add the parent of the child to the account by adding an adult. The account holder will uncheck the box indicating that "Contact information for this person is the same as the primary contact's." Next the parent's contact information can be added.

3. We recommend that the account holder checks the box "CC this person on all e-mail correspondence. (If not primary contact.)" That way the parent of the child will be copied on camp correspondence in Ultracamp.

4. 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).

5. Once logged into the account you will be able to scroll down the **Account Detail** page to view: *Account Members, Registrations, Incomplete Tasks / Forms, Alternate Contacts, Pickup Authorization, Friend Accounts, and Login Information.*

6. Click the plus sign (+) on the gray bar that indicates **Incomplete Tasks**. This will expand the section so that you can view your Incomplete Tasks in your account.

7. If the health form has not been filled out yet, it will be displayed here. Click on the binoculars on the right hand side to open up the health form for the child.

   Health Form
   (For: Jane Doe) *Your Child's Name Listed Here*

8. Fill out the health form and follow prompts. The parent/guardian will sign it electronically and then submit the form by pressing the save button.