Minnesota Elks Youth Camp
Ultra Camp Training Materials
How To Cancel A Registration

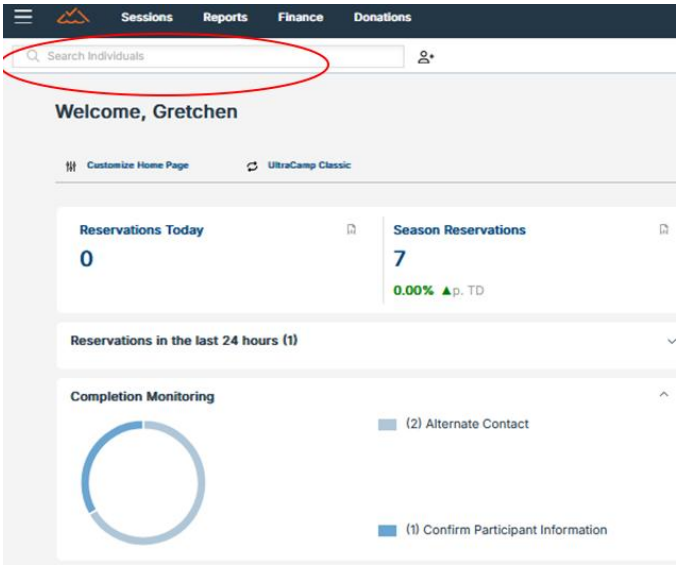
The following instructions are how to cancel a registration. The first section is the step by step clicks. What follows is the same process but with screen shots of each step.

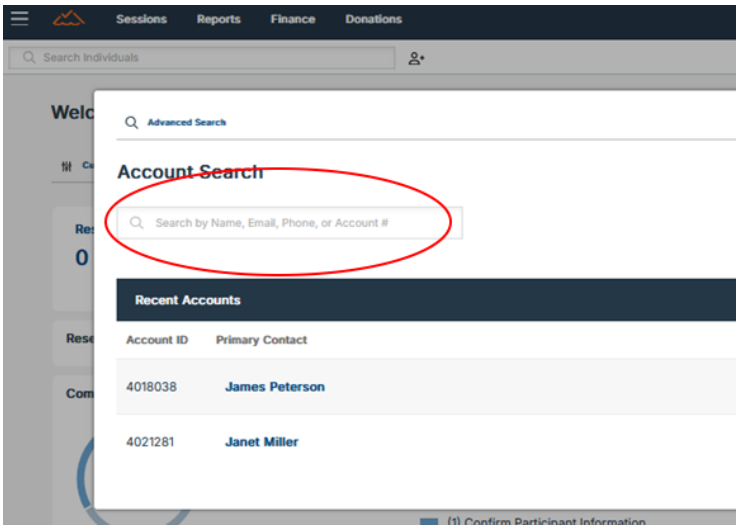
Steps

- Log in to the Administrator portal
- Click on the Orange Mountain logo in the upper left
- Click on Home Page – Beta
- In the “Search Individuals” box at the top enter the last name of the parent or scroll and find the parental account. Click on the name of the parent.

Screen Shots

- Log in to the Administrator portal
- Click on the Orange Mountain logo in the upper left
- Click on Home Page – Beta
- Click on the “Search Individuals” box at the top.
- It will display a list of accounts. You can either scroll to find the correct account or start typing the name of the parent and it will bring up a list





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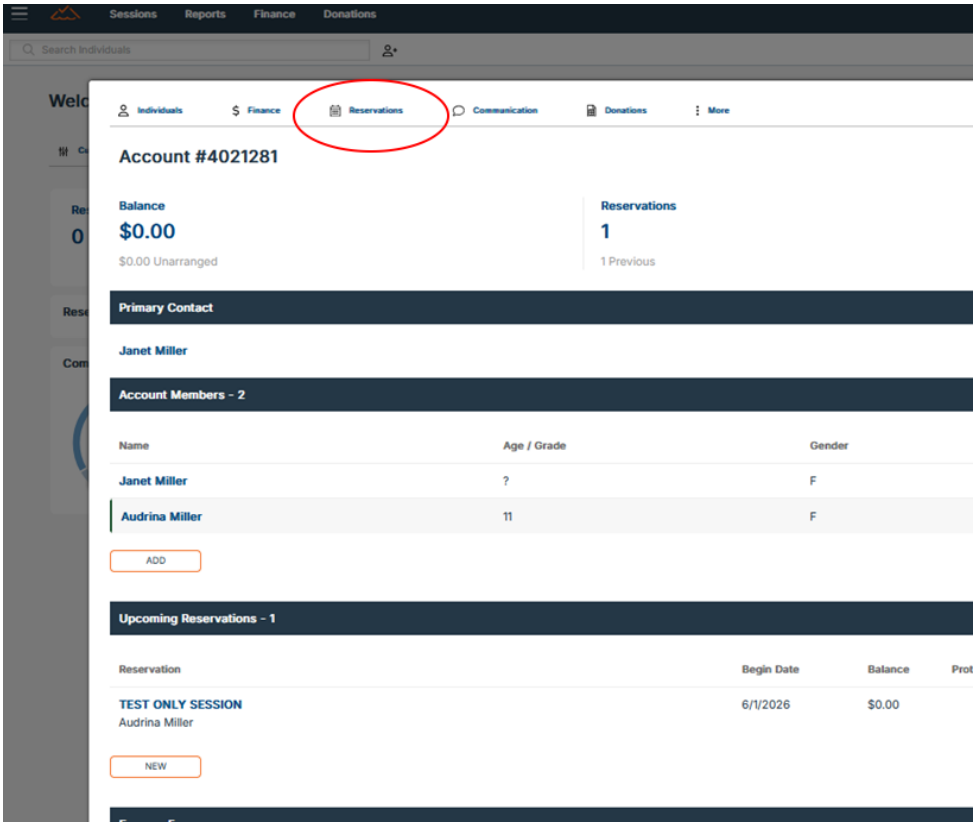
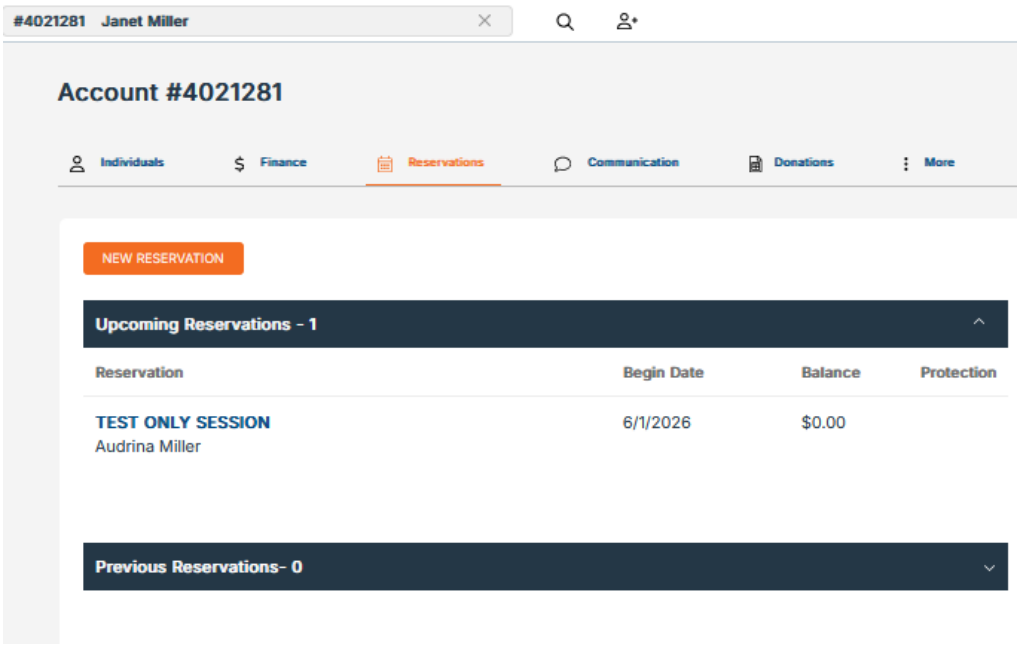
- Click on the account you wish to cancel a reservation and it will show the details of the account.
- Then click on the Reservations link at the top



- It will display the current reservations for the account



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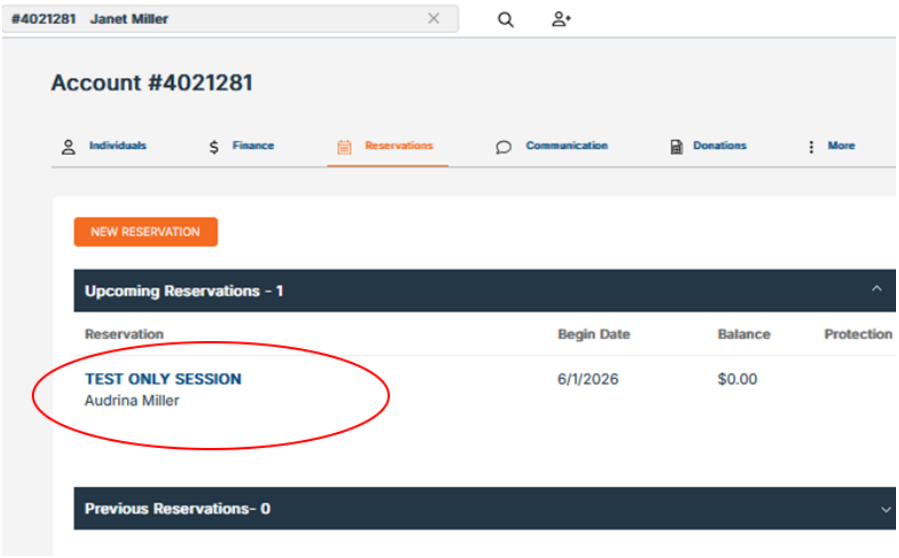
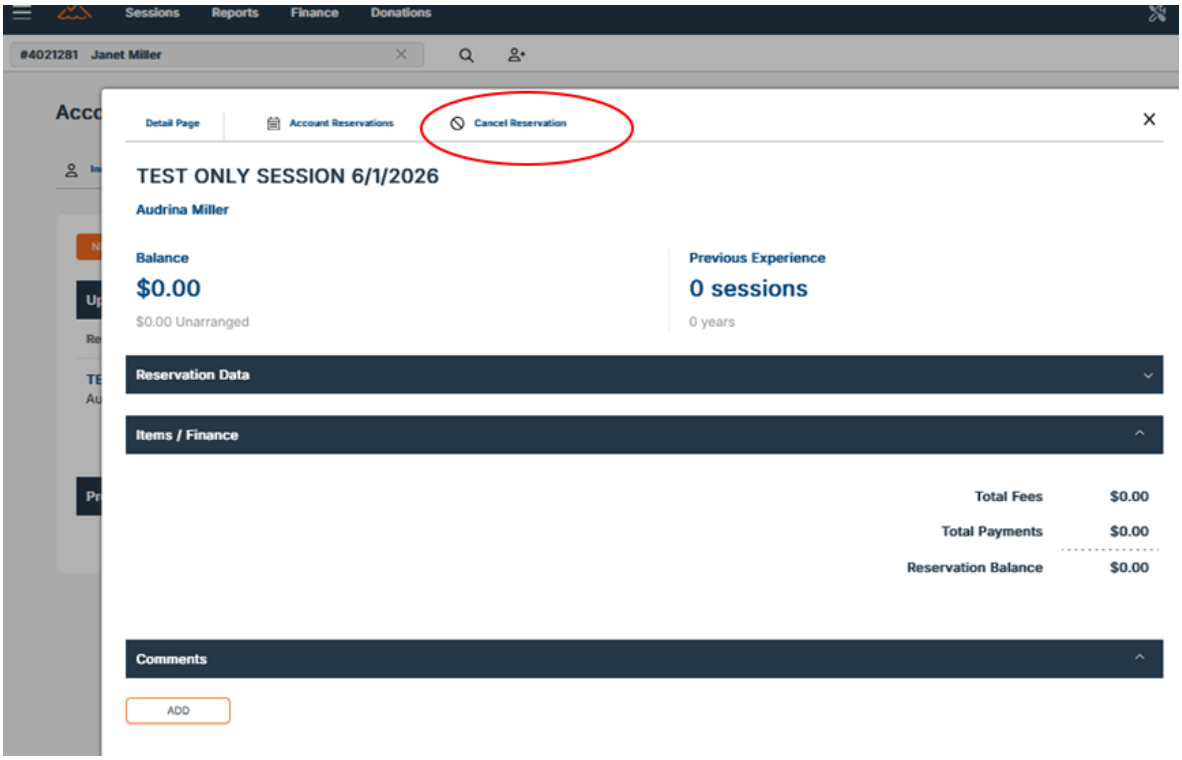
- Click on the reservation to cancel (in this example Audrina Miller – Test Only Session)



- Click on the Cancel Reservation link at the top



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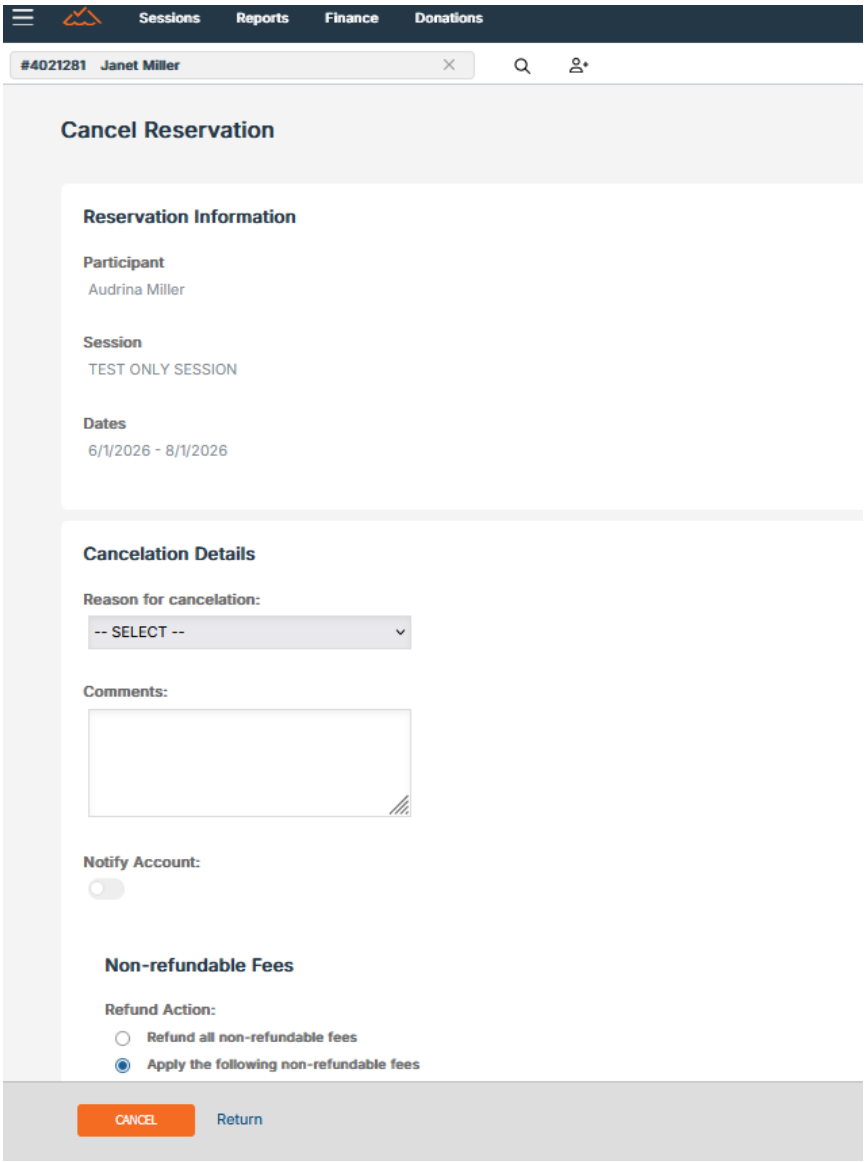
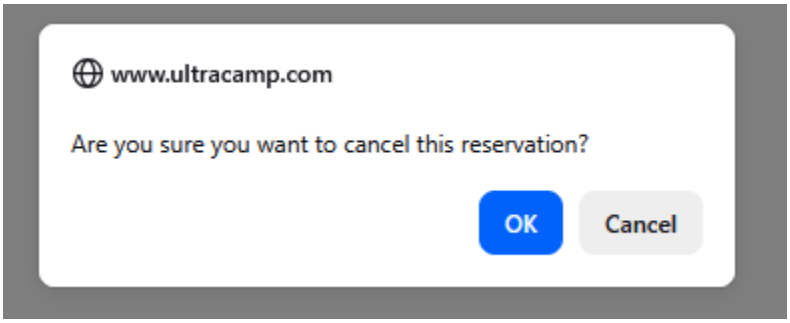
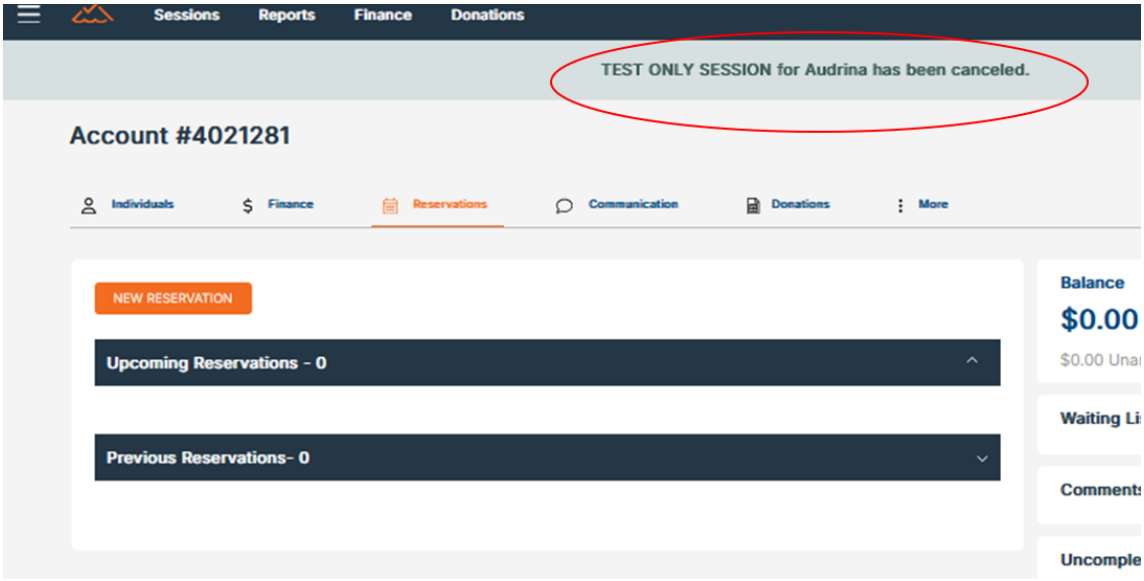
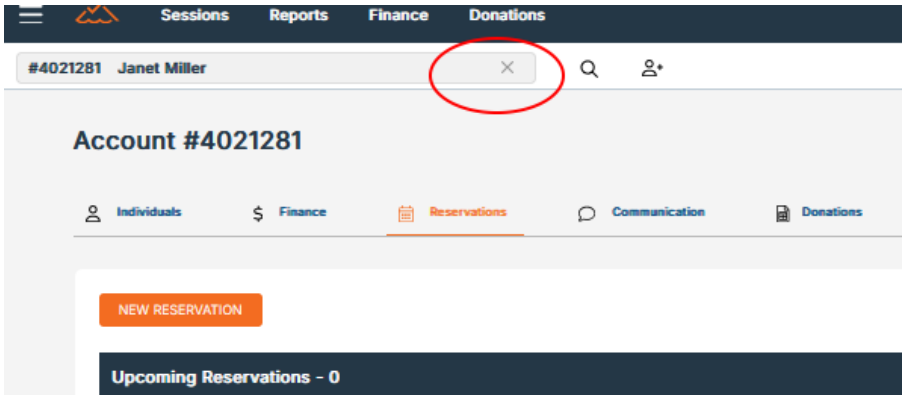
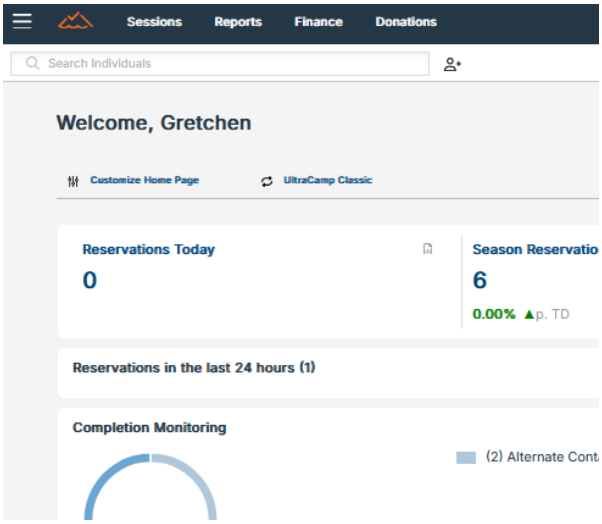
- Complete the form including the reason for cancellation and toggle Notify Account to On (this will send a confirmation email to the parent). You don't have to worry about payments as they are not applicable to Local Lodge registrations. Hit the Cancel button



- It will display a confirmation message – click OK



- It will show a confirmation message and reflect that there are no more reservations



- Once completed, it is recommended to clear the active account by clicking on the X in the account box at the top. This clears the search box and returns you to the dashboard