Minnesota Elks Youth Camp
Ultra Camp Training Materials
How To Create A New Registration

The following instructions are how to create a new registration as a RECRUITER. 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 – Classic
- Click on “Create a New Account”
- Enter the Primary and Secondary account information.
- At the bottom of the page, create a login. If the parent has an email address, it is recommended to use that. If he/she doesn’t have an email, create a username for them. Suggested username would be last name, first initial and your lodge name or something like that. Set a password for them.
- Click on Add A Person to this Account to add the child
- Ensure “child” is selected from the dropdown. Enter the child’s information.
- Select the appropriate session to which to add the child – your lodge session – and hit “Register”
- Confirm the child’s information and hit “Next”
- The next page prompts for an alternate contact. This is the EMERGENCY Contact. Enter the information for the emergency contact and hit “Next”
- It then walks you through capturing information about the child from the medical and registration forms. The first form is medical questions pertaining to the name of the doctor, dentist etc.
- The next form prompts whether or not the child takes medications. Select the appropriate response and fill out the medication form if necessary. Hit “Save and Proceed”.
- The next form is from the registration form including questions such as first time camper/returning camper etc. Complete the form and hit “Next”
- The next form is the photo waiver – complete the form and hit “Next”
- That completes the registration. It returns you to the account detail page. You can verify the information.
- You can add another child to this account or return to the session or some other task.
- To return to the main menu and create a new account and registration, click on “Menu” at the top and then click on the image of the Home in the upper left. It returns you to the dashboard.

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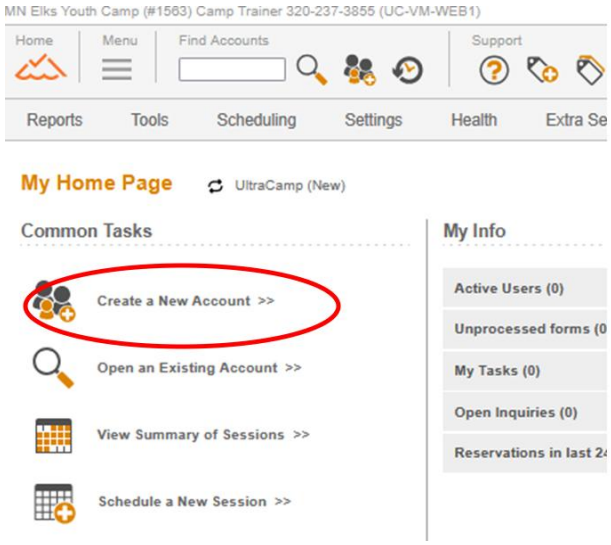
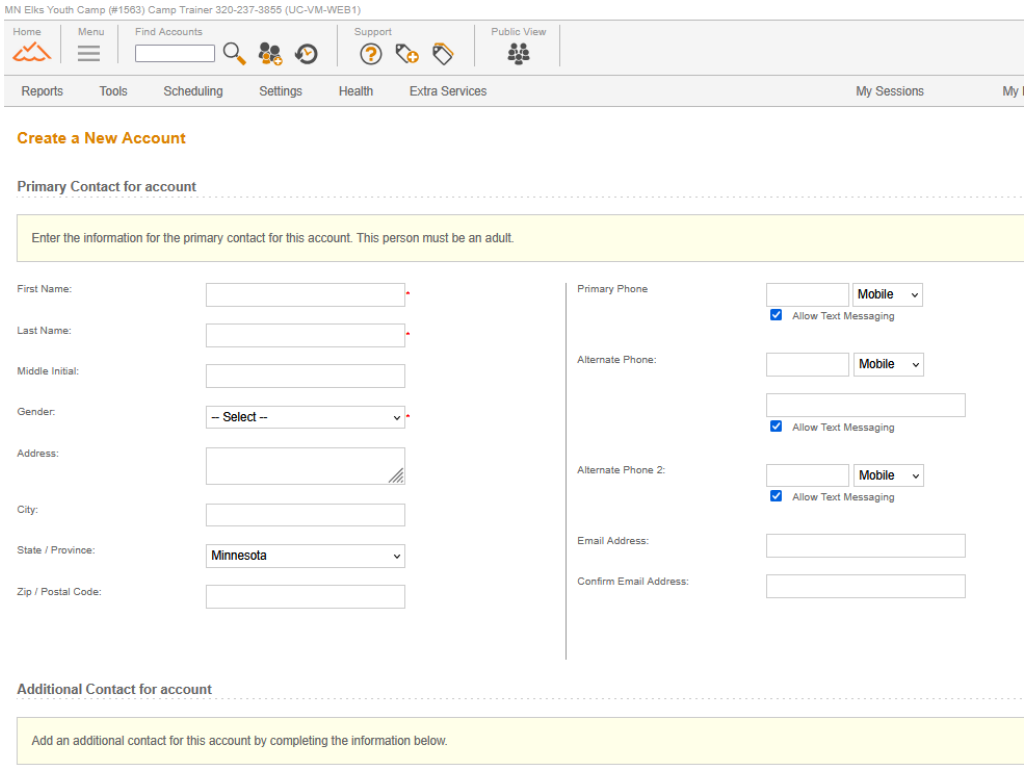
Screen Shots

- Log in to the Administrator portal
- Click on the Orange Mountain logo in the upper left
- Click on Home Page – Classic



- Enter the information for the PARENT/GUARDIAN. For the Additional Contact add the second parent/guardian or leave blank.



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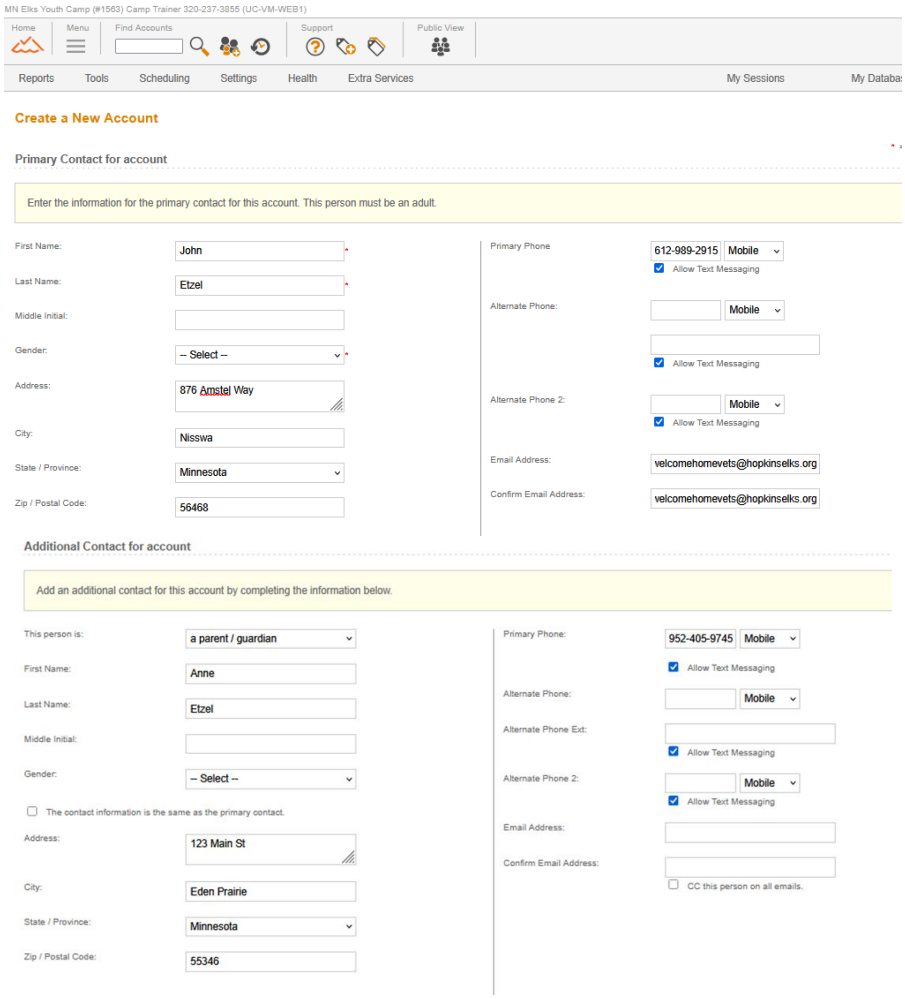
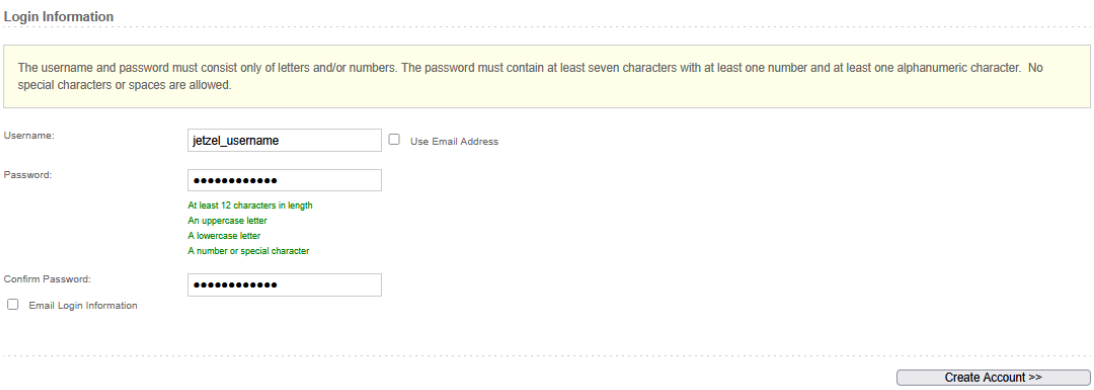
- See below for an example



- Under the Login Information Section, you can create a login for the parent/guardian If the parent has an email address, it is recommended to use that. If he/she doesn't have an email, create a username for them. Suggested username would be last name, first initial and your lodge name or something like that. Set a password for them. Then hit "Create Account"



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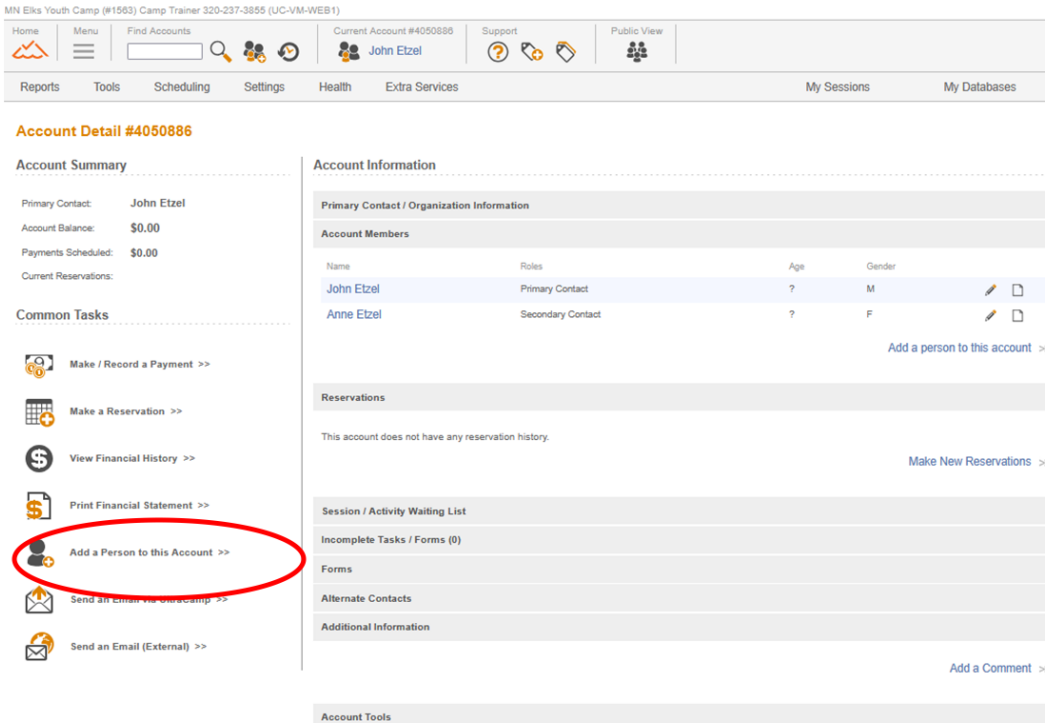
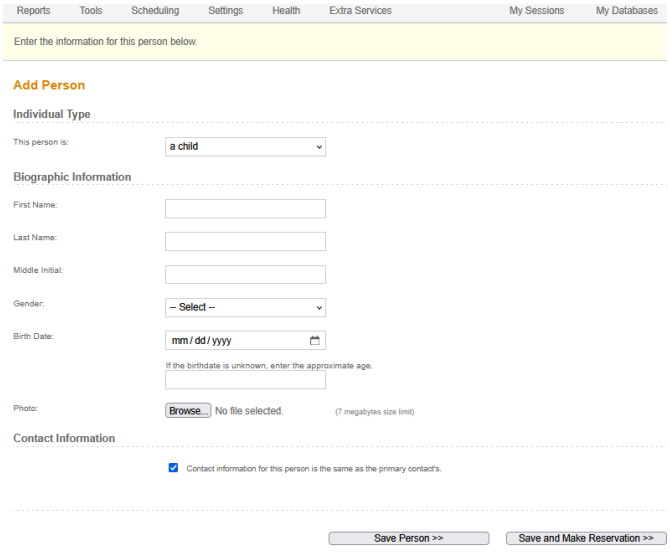
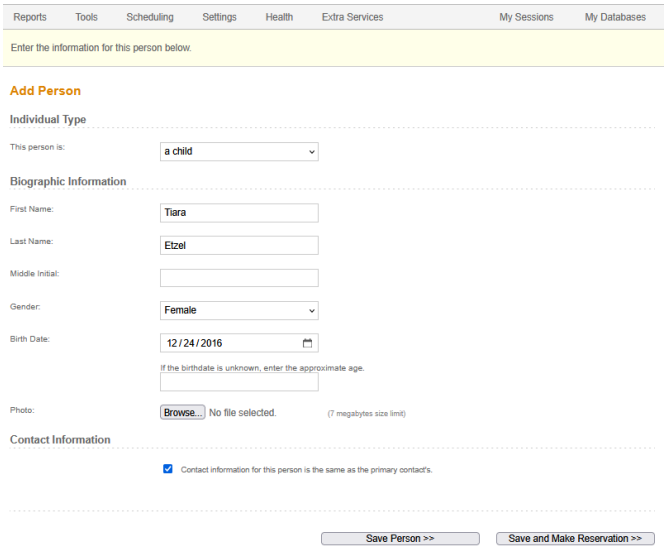
- You have now created the parent/guardian account. Next you have to add the child. Click on 'Add a Person to this Account"

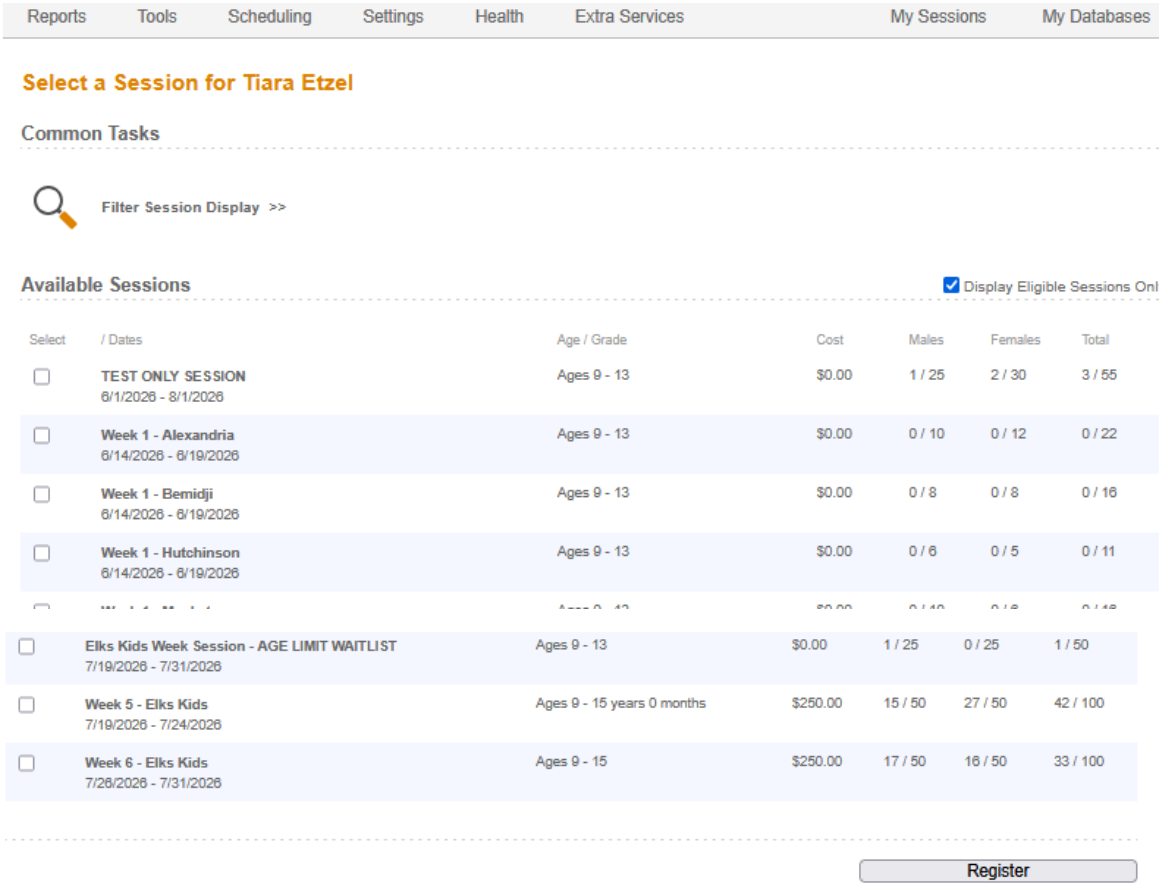


- Ensure "child" is selected from the dropdown. Enter the child's information and hit "Save and Make Reservation"

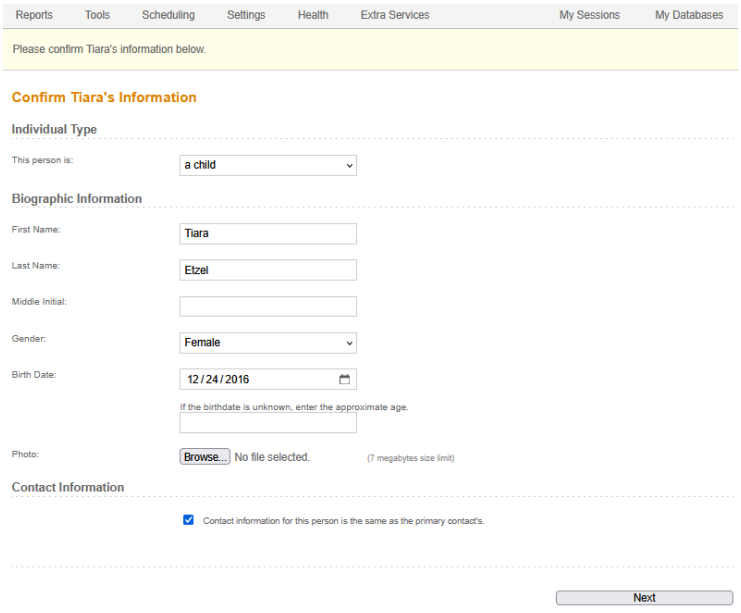




- You will then specify which session to register the child. Select your Lodge session. Scroll if needed. Select the session and hit the "Register" button



- Confirm the child's information and hit Next



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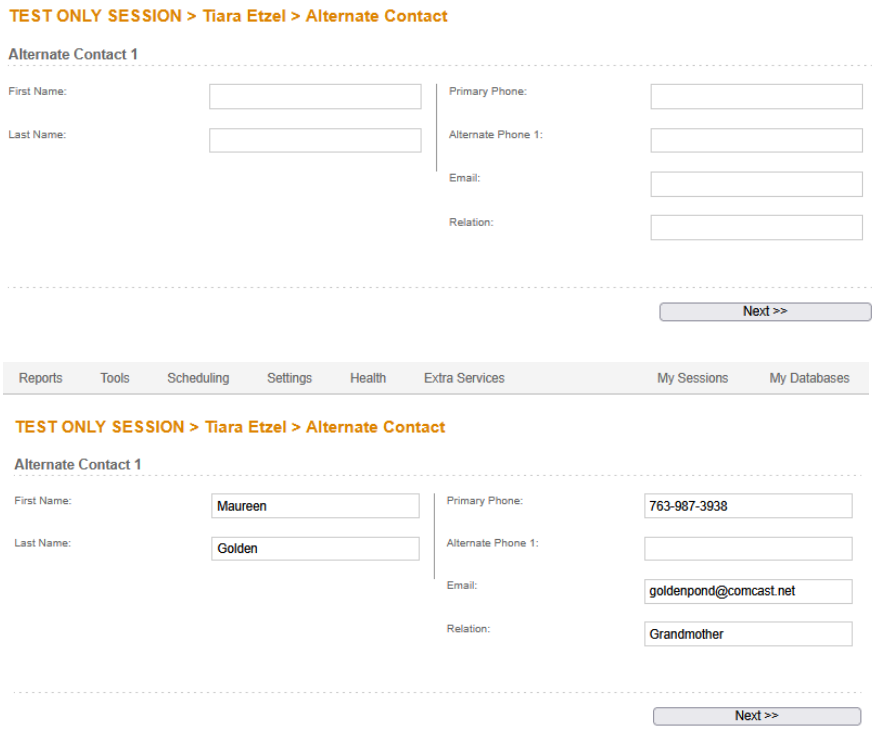

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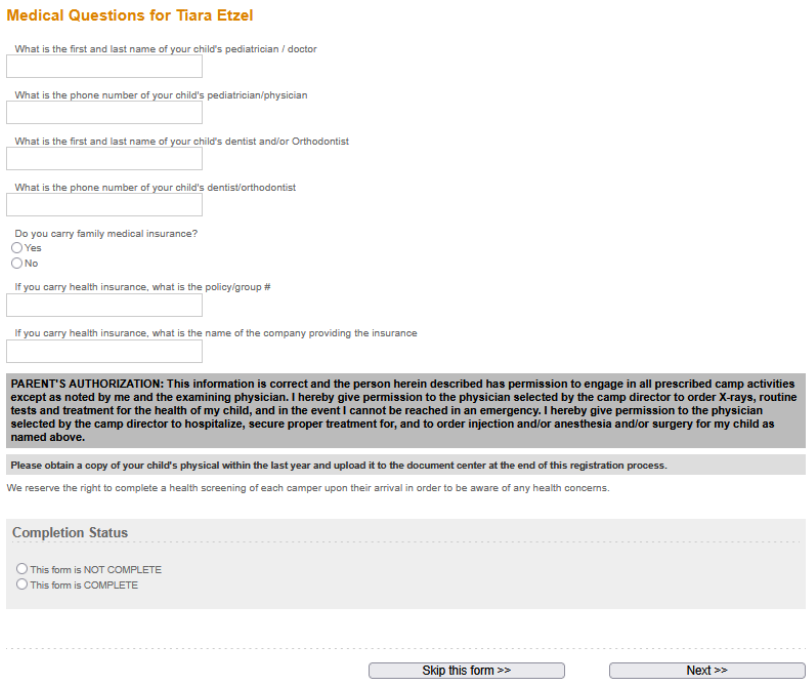

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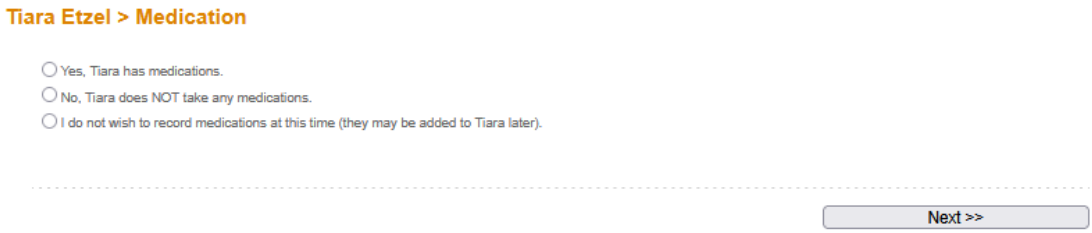

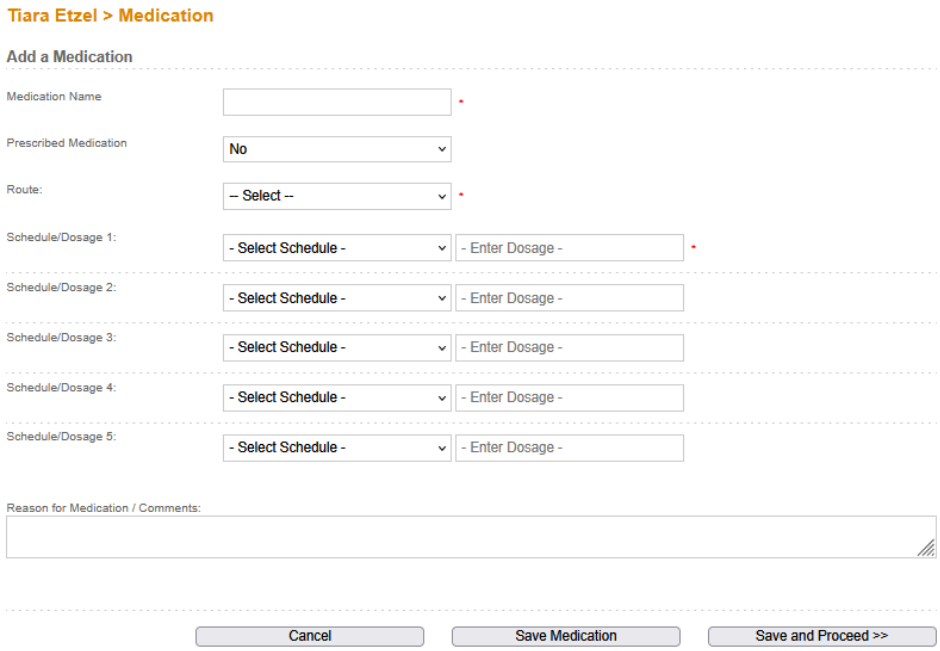

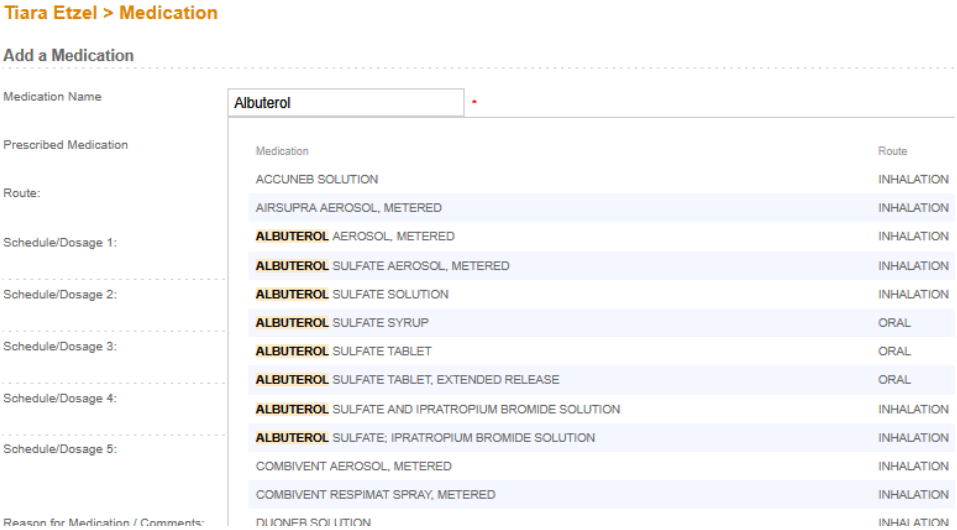

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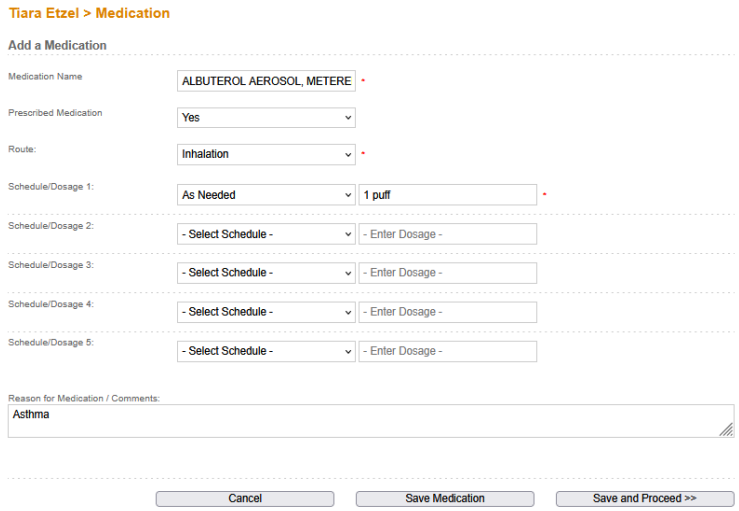

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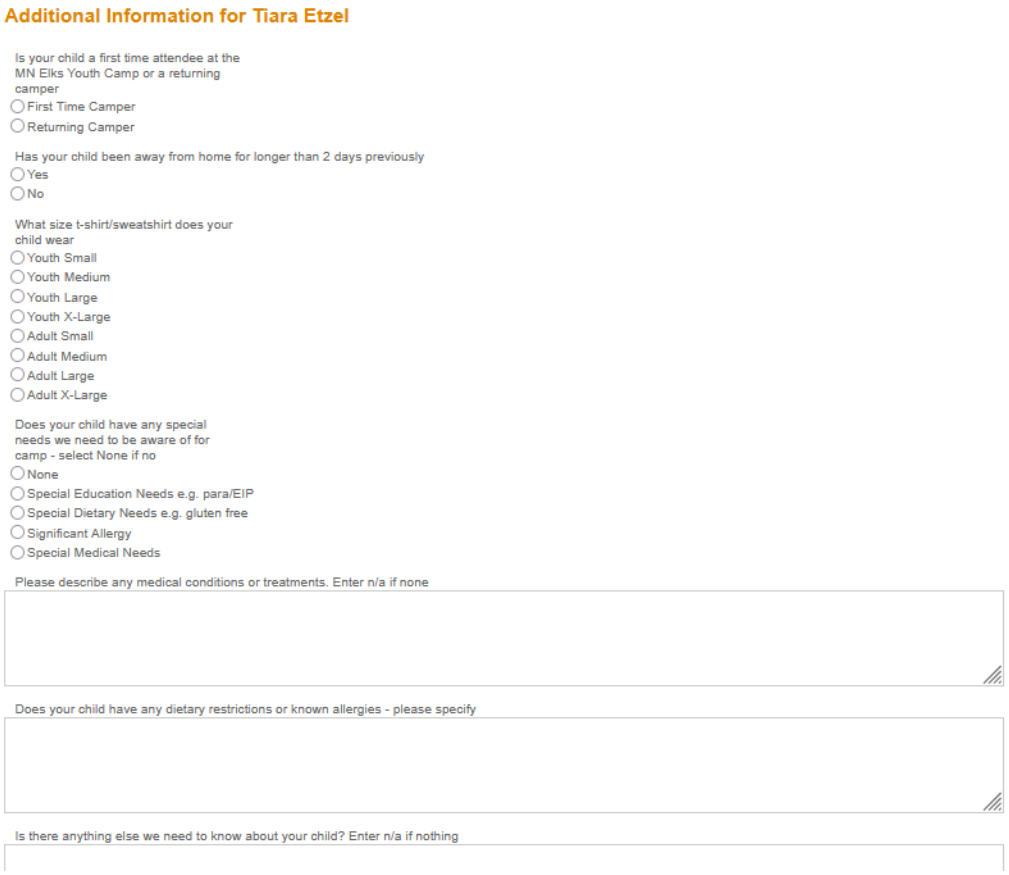

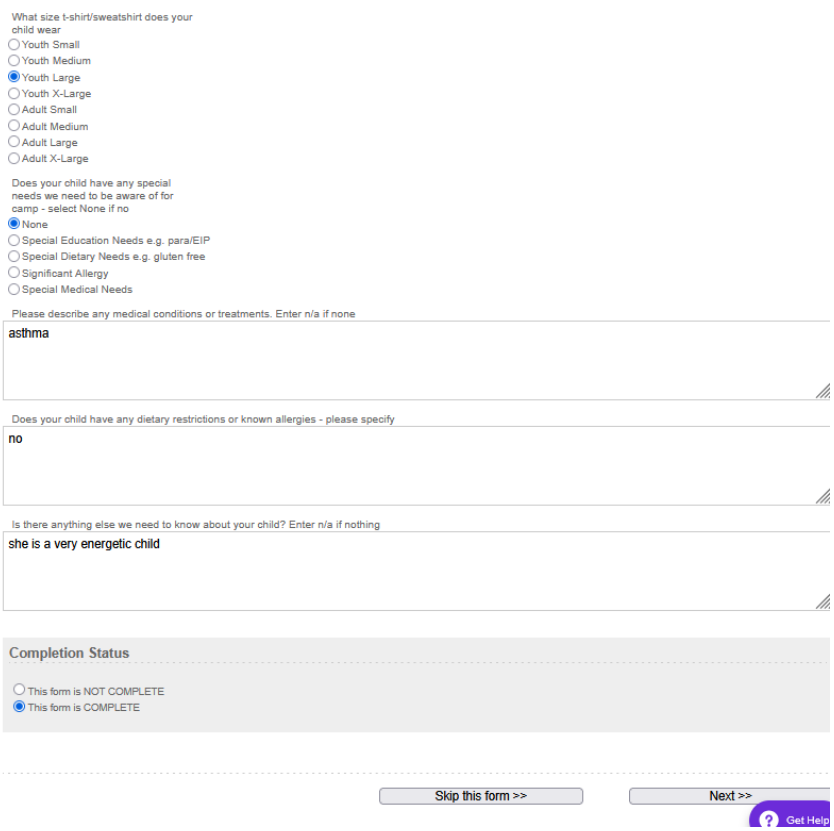

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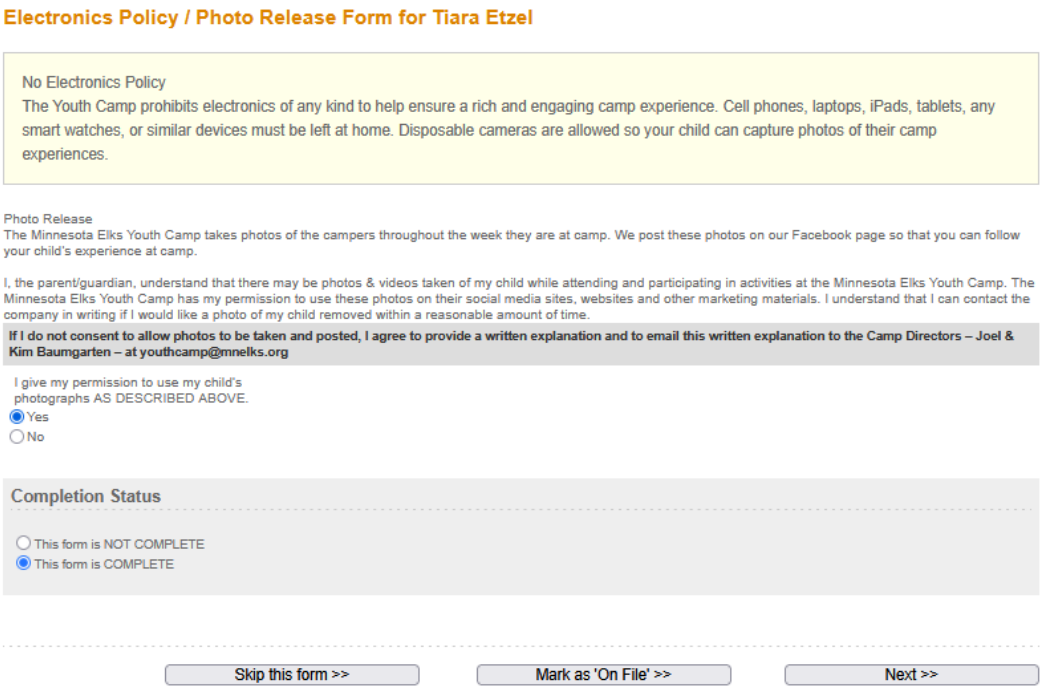

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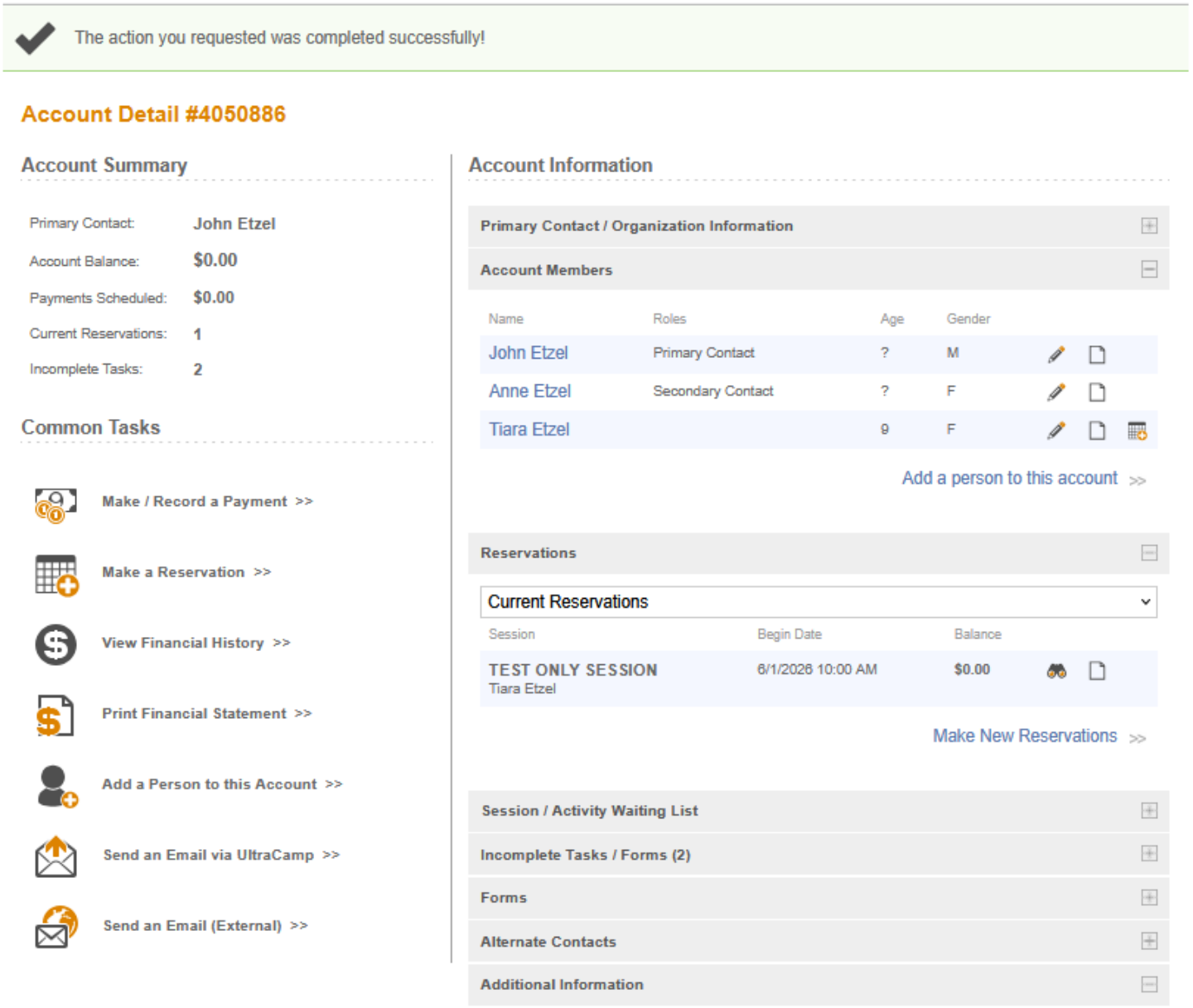

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Confirmation email you as the recruiter will receive.

MN Elks Youth Camp
PO Box 764
Hopkins, MN 55343
320-237-3855

TEST ONLY SESSION (6/1/2026 - 8/1/2026)

Attendee:	**Tiara Etzel**
Primary Contact:	**John Etzel**
	(612) 989-2915 (Cell Phone)
	welcomehomevets@hopkinselks.org
Made On:	**4/7/2026**
Account #:	**4050886**
Reservation #:	**I11079295**

Reservation Details

Item	Cost
Total Fees:	**$0.00**
Reservation Balance:	**$0.00**