Minnesota Elks Youth Camp
Ultra Camp Training Materials
How To Modify Medications

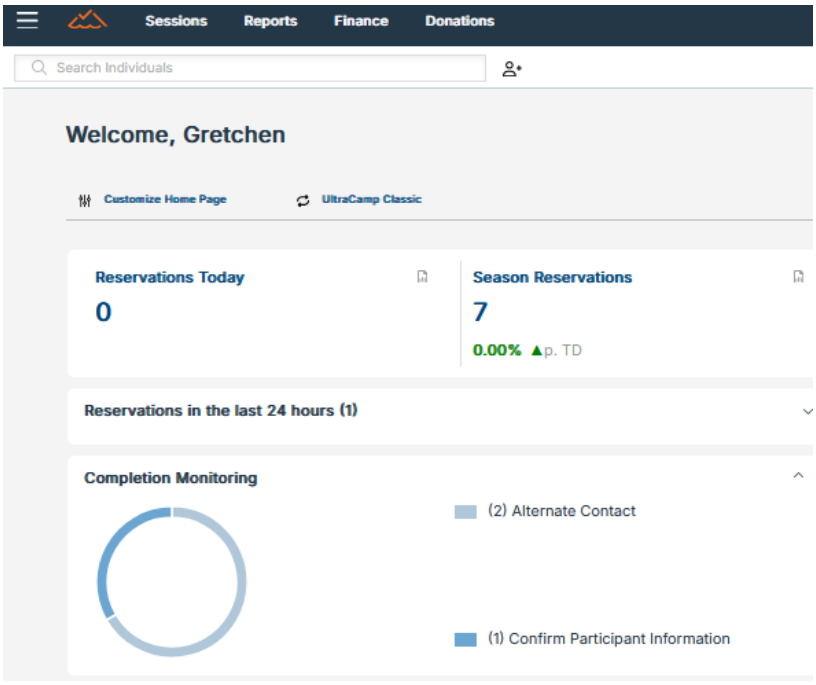
The following instructions are how to add, change and delete medications for the camper. The first section is the step by step clicks. What follows is the same process but with screen shots of each step.

Steps

- Log in to the Administrator portal
- Click on the Orange Mountain logo in the upper left
- Click on Home Page – Beta
- Run a session report – click on Sessions from the menu along the top
- Click on the name of your session
- Click on the name of the child whose registration you wish to modify the medications
- Helpful hint – if you can't see all the data click on the blue bar for each section to collapse it
- Click on the Medications blue bar to expand it (if not already expanded)
- Click on Manage
- Click on the orange NEW button to add a new one or click on the name of the current listed medication you wish to modify. Fill in the information as needed.
- Once complete, it is recommended to clear the account and return to the dashboard. To do this, click on the X next to the parents name at the top and it returns you to the dashboard.

Screen Shots

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



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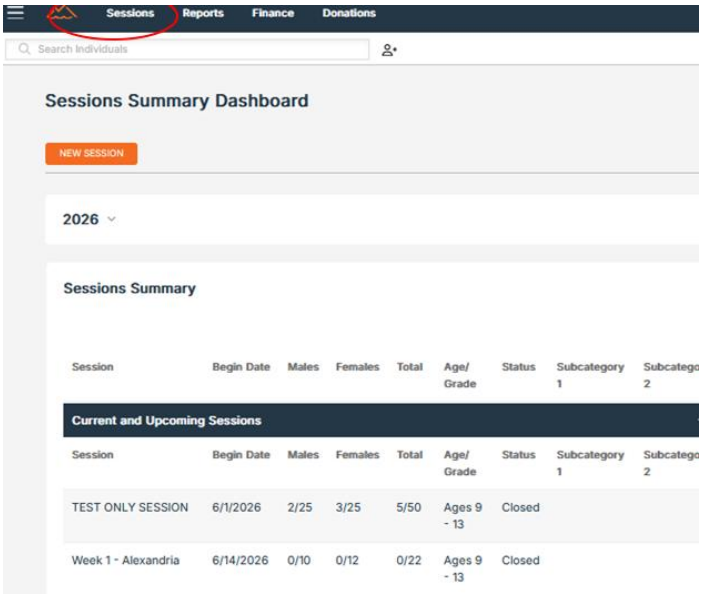
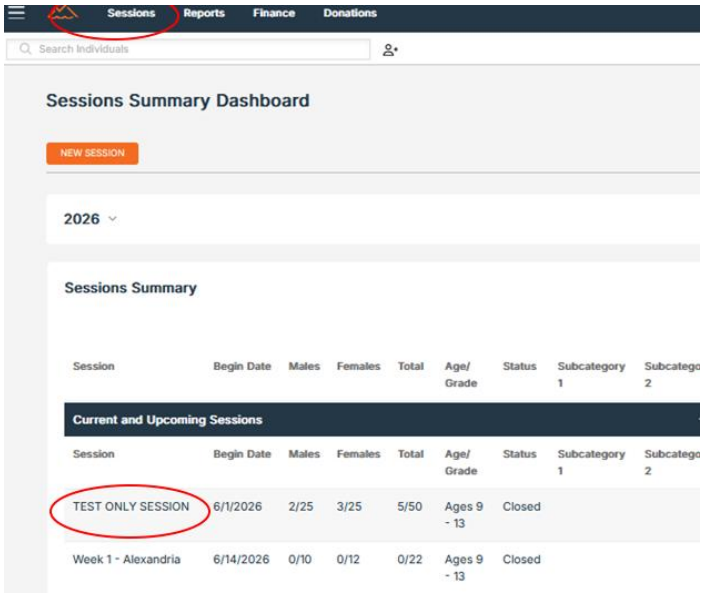
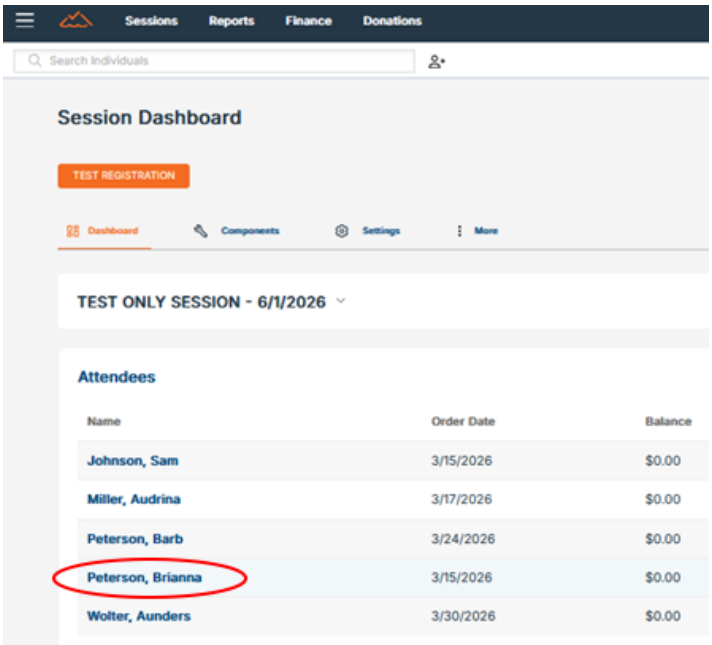
- Run a session report – click on Sessions from the menu along the top
- Click on the name of your session





- Click on the name of the child whose registration you wish to modify



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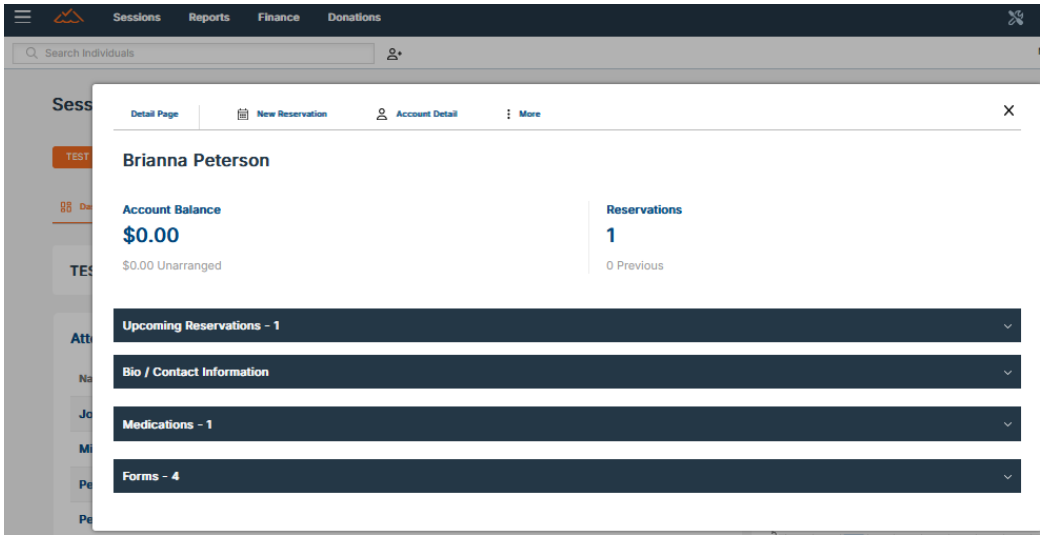
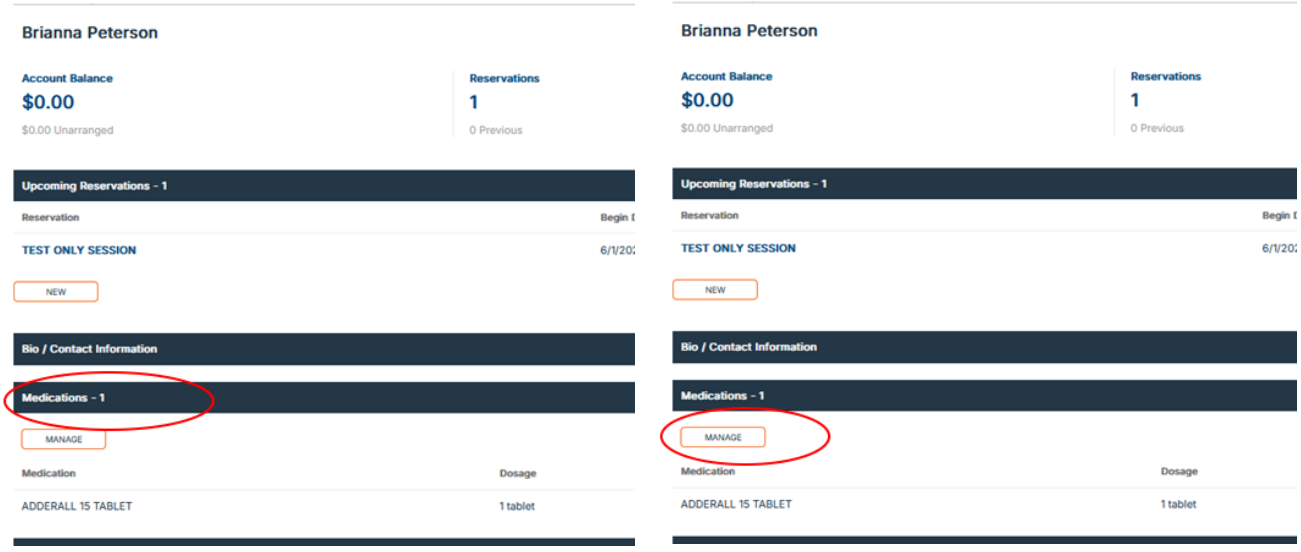
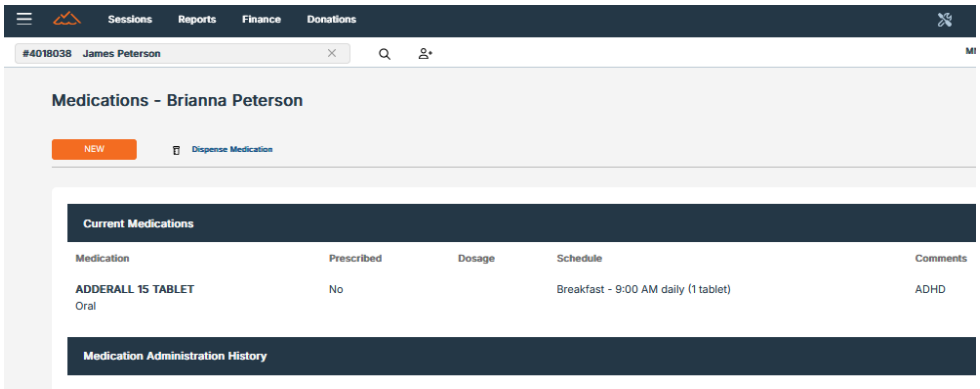
- Click on blue bars to collapse the sections as there is no scroll bar



- Click on Medications blue bar to expand it (if not already expanded). Then click on “Manage” button



- It will list any medications previously entered



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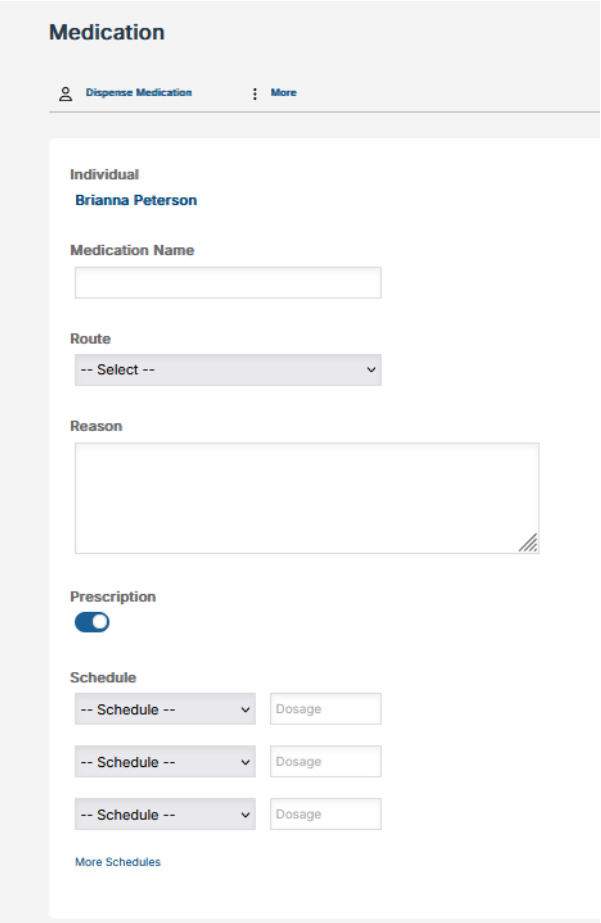
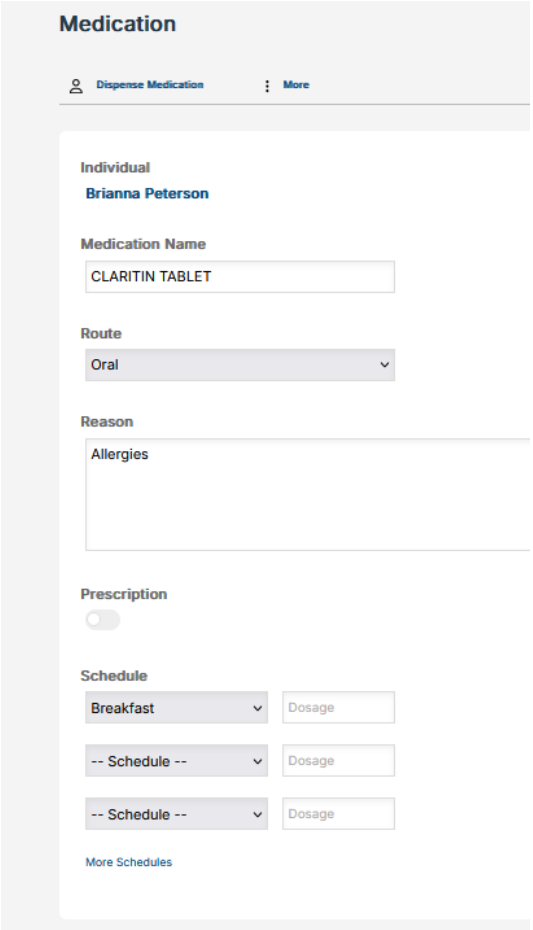
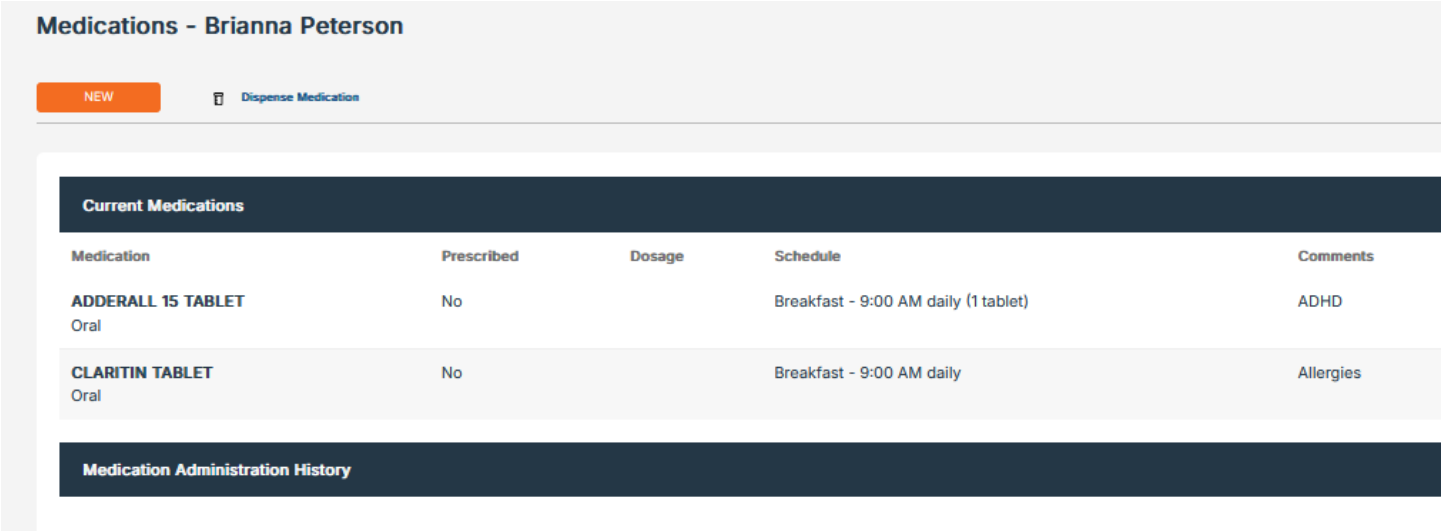
- Click on the medication you wish to modify and enter the changes OR click on the orange NEW button to add a new one and enter the relevant information.





- It will now list the new medication list



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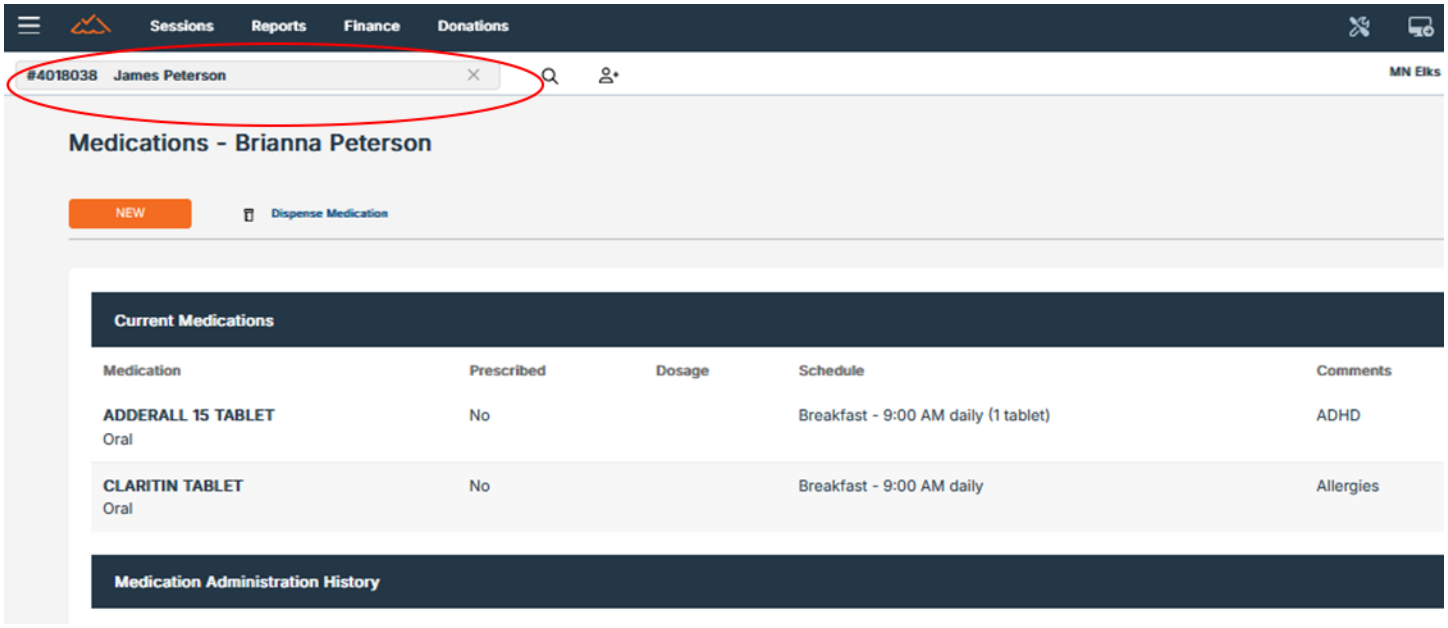
If you are done with this child's registration, it is recommended that you clear the account and return to the dashboard. To do this, click on the X next to the parent's name at the top.