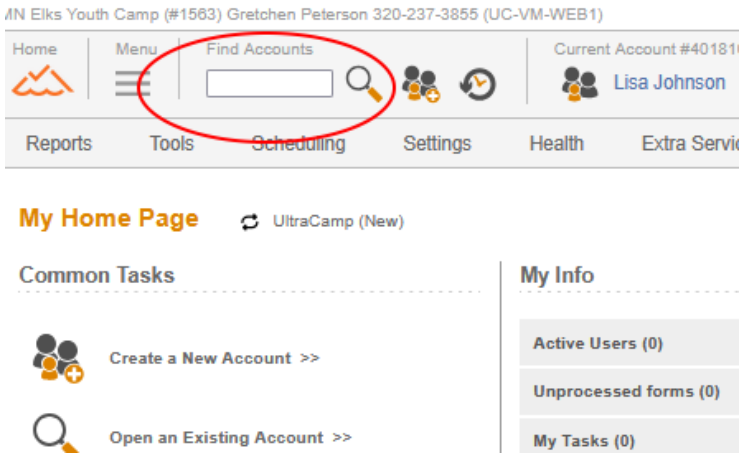
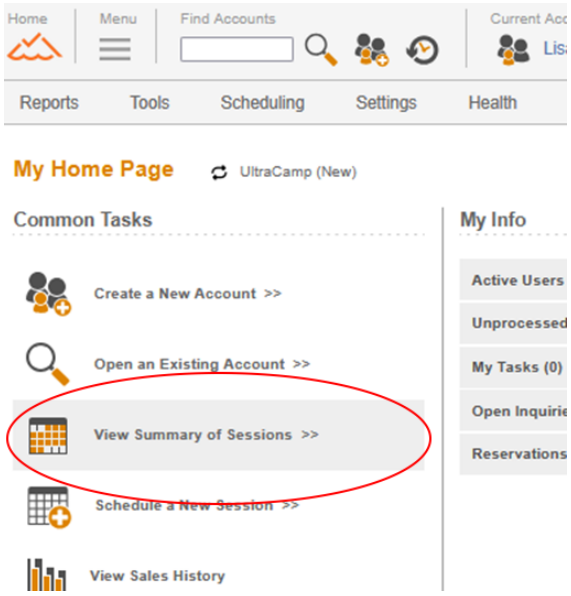
Minnesota Elks Youth Camp
Ultra Camp Training Materials
How To Move A Reservation to a Different Session

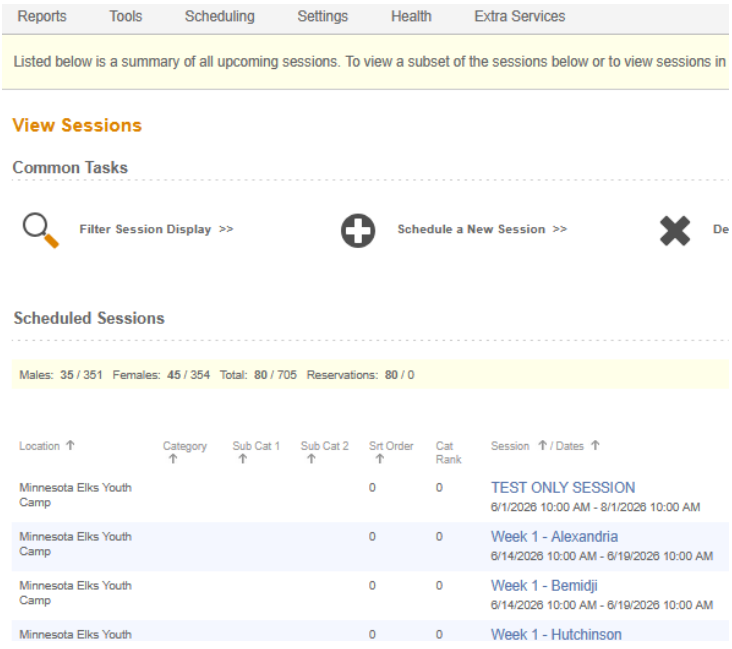
The following instructions are how to move a reservation to a different session (eg move to a waitlist). Only Master Administrators can perform this function.

- Log in to the Admin side
- Click on the Orange Mountain and go to Home Page - Classic
- Either search for the name of the account of the reservation you wish to move



- Or search for it via the session roster (Click on View Summary of Sessions, click on the desired session)





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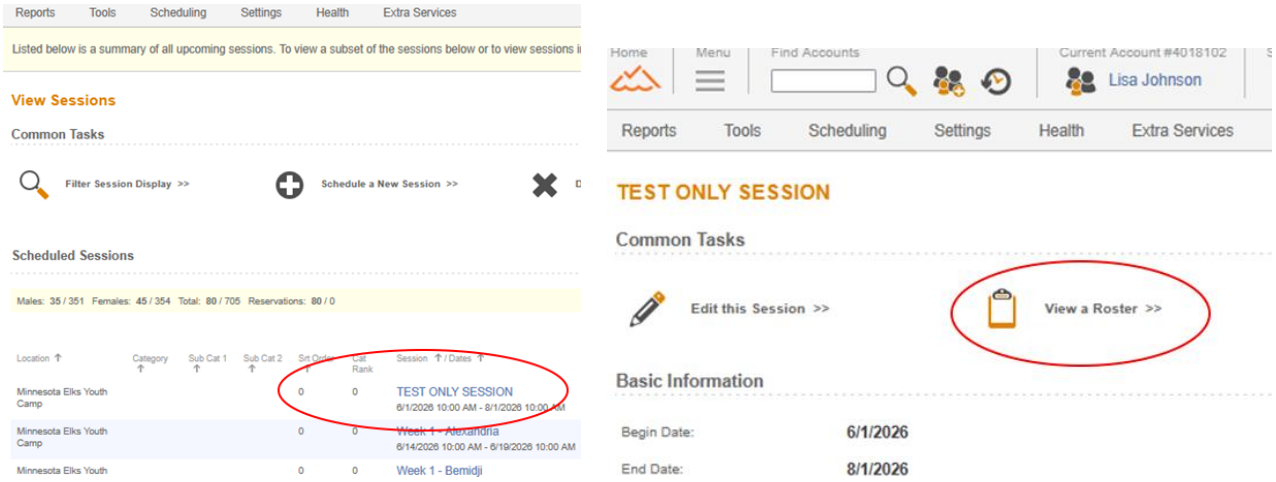
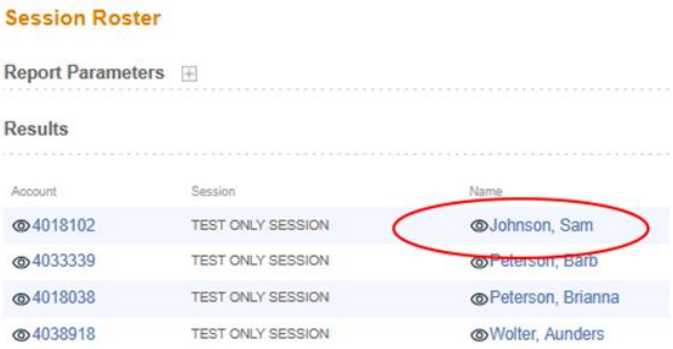
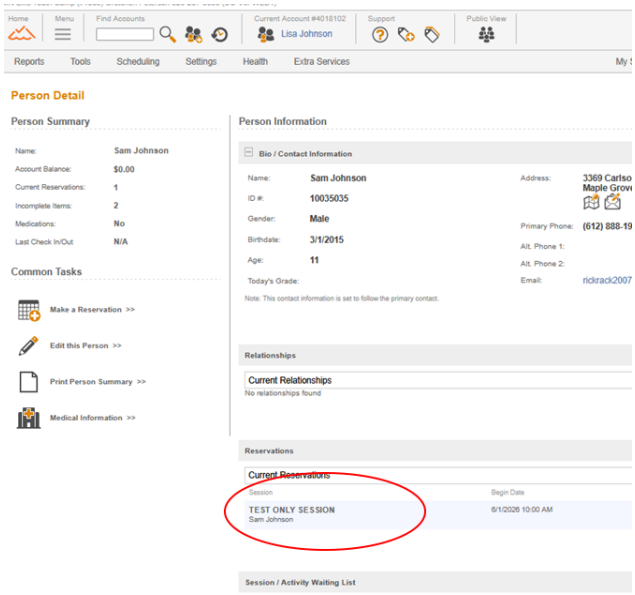
- Click on the desired session, then click on View Roster



- From the roster, click on the child whose reservation you wish to change



- It brings up the account detail page. Then click on the reservation (e.g. Test Only Session)



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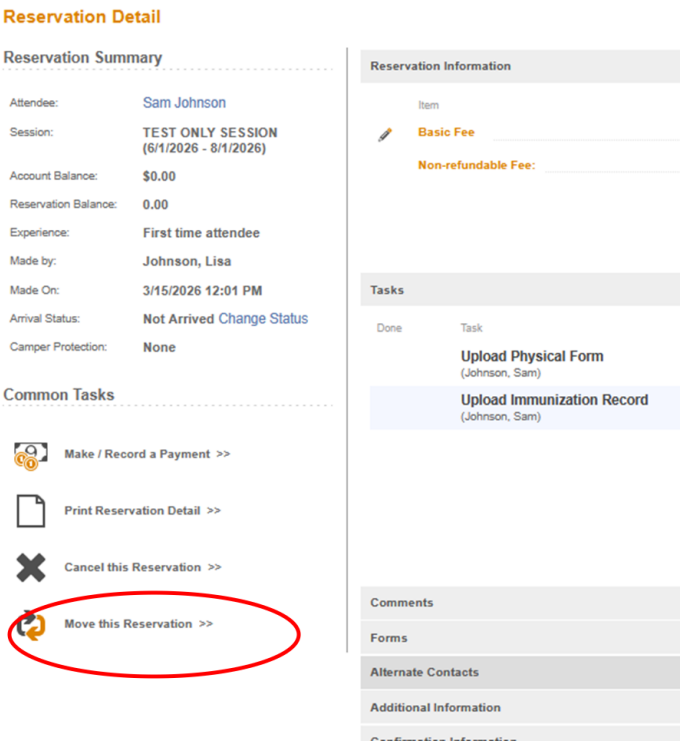
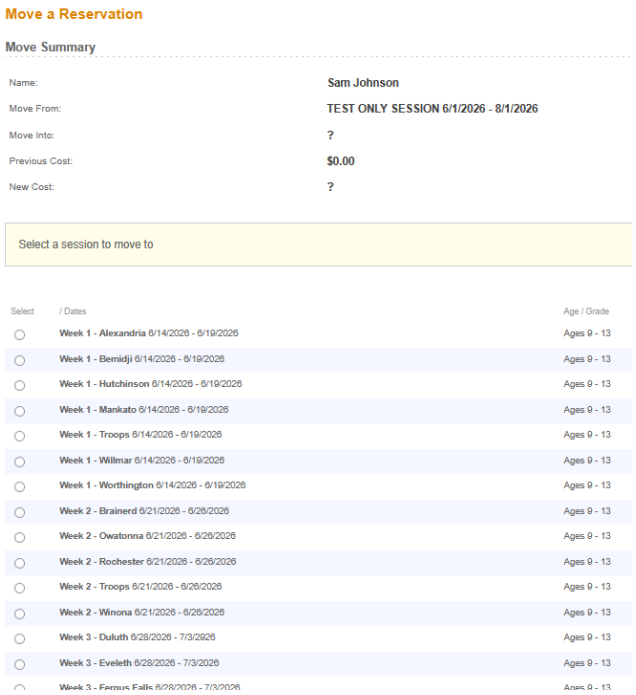
- From the reservation detail page, click on Move This Reservation



- On the next page, click on the Session to wish you wish to move it (e.g. Elks Kids Week – Age Limit Waitlist)



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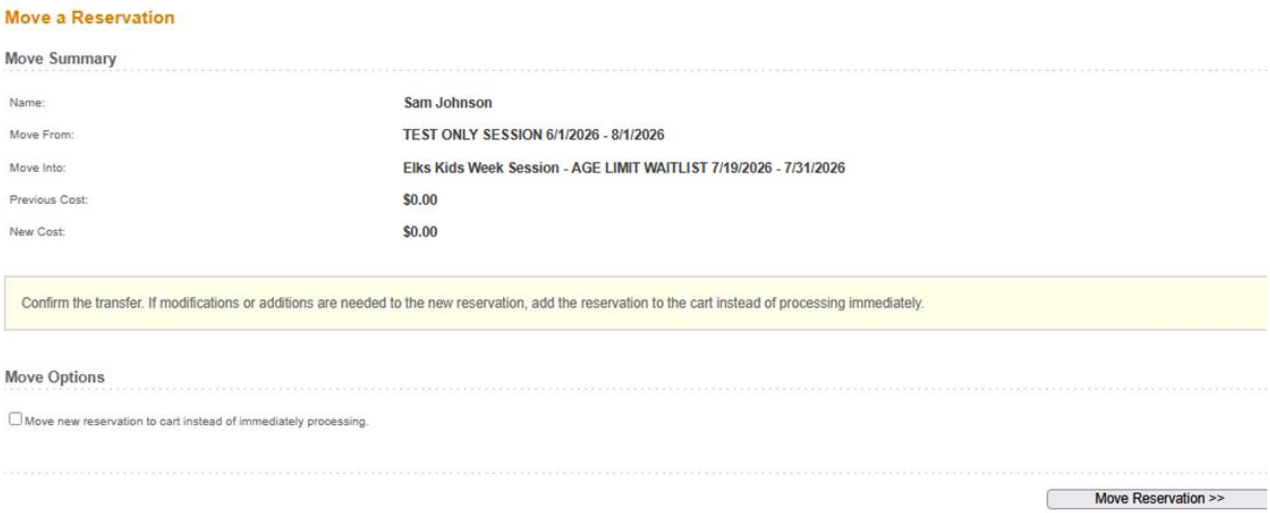
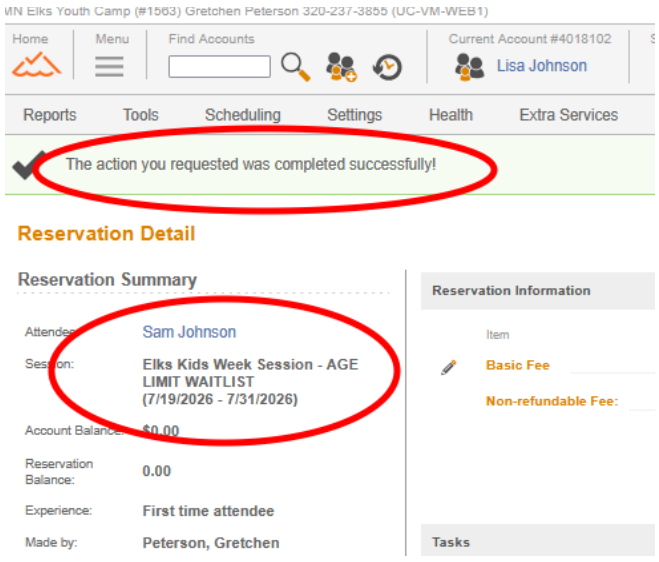
- Click on the desired session then hit the Next button in the lower right corner

- Verify the from Move From and Move Into values as well as the camper name. If all is correct, hit the Move Reservation button in the lower right corner.



- It should return you to the account detail page. Look for the "Action completed successfully" message at the top and that the reservation now reflects the new session