Minnesota Elks Youth Camp
Ultra Camp Training Materials
How To Run Roster Report and Review Child Registration

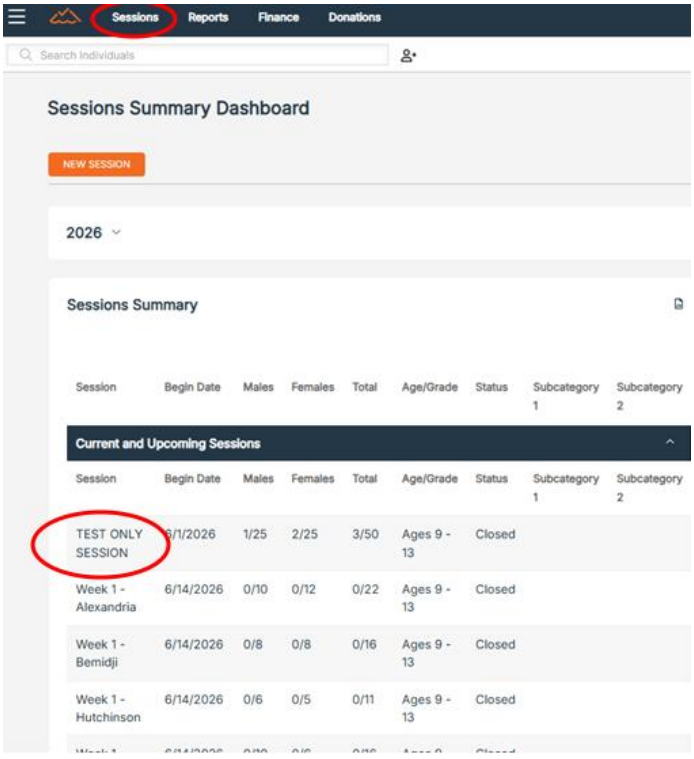
The following instructions are how to run a roster report – a list of the kids in your session for your lodge – and get the details for a specific camper registration. The first section is the step by step clicks. What follows is the same process but with screen shots of each step.

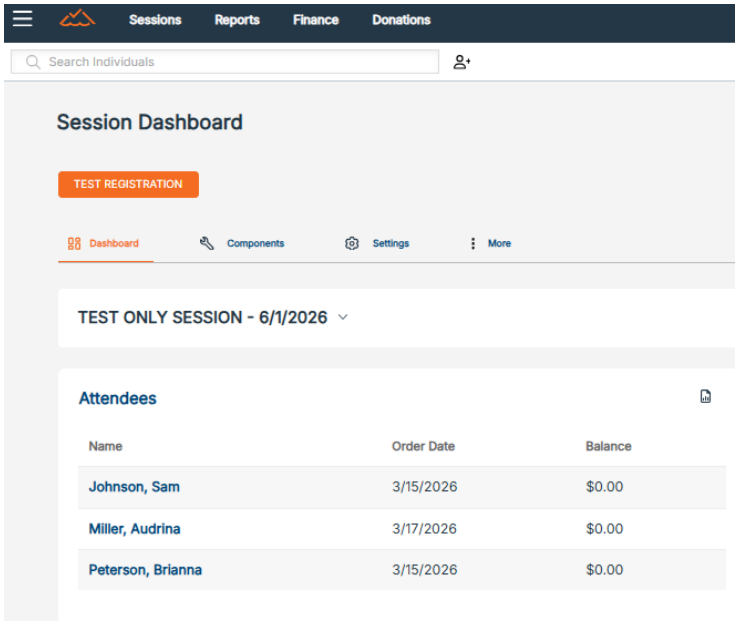
- Log In to Ultra Camp and go to the Home Page - Beta
- Click on the Sessions menu item at the top
- It brings up a list of all the sessions and shows how many kids – male and female – have registered for each
- To bring up your roster of kids, click on your session
- To look at an individual child registration, click on the child's name in the list
- To look at detailed info such as the contact info, medication list etc, click on the "Detail Page" in the upper left
- To review a child's medications, click on the Child Name in the Roster, click on Detail Page in the upper left and then click on "Medications" drop down along the right hand side
- If you are going to look at another child registration, you should clear the current account being viewed by clicking on the X in the current account box (right underneath the Sessions menu item)

Screen Shots

Login to Ultra Camp, click on the Orange Mountain and select Home Page – Beta

Click on "Sessions" in the upper left menu (highlighted in red) then Click on the session you wish to review (in this case Test Only Session) and it will display the current reservations





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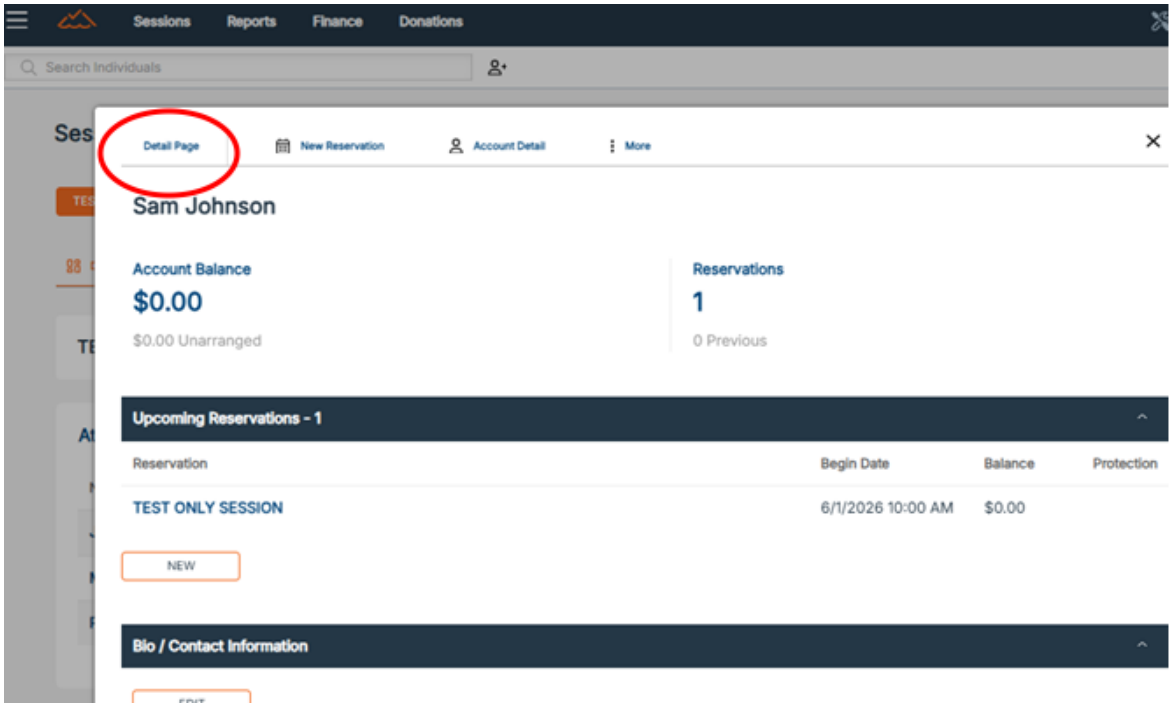
Click on the camper you wish to review (eg. Sam Johnson) and it displays a detail page



To view more details about this camper, click on the Detail Page link in the upper left. You can review the medications, forms completed etc. by clicking on the up/down areas for each section

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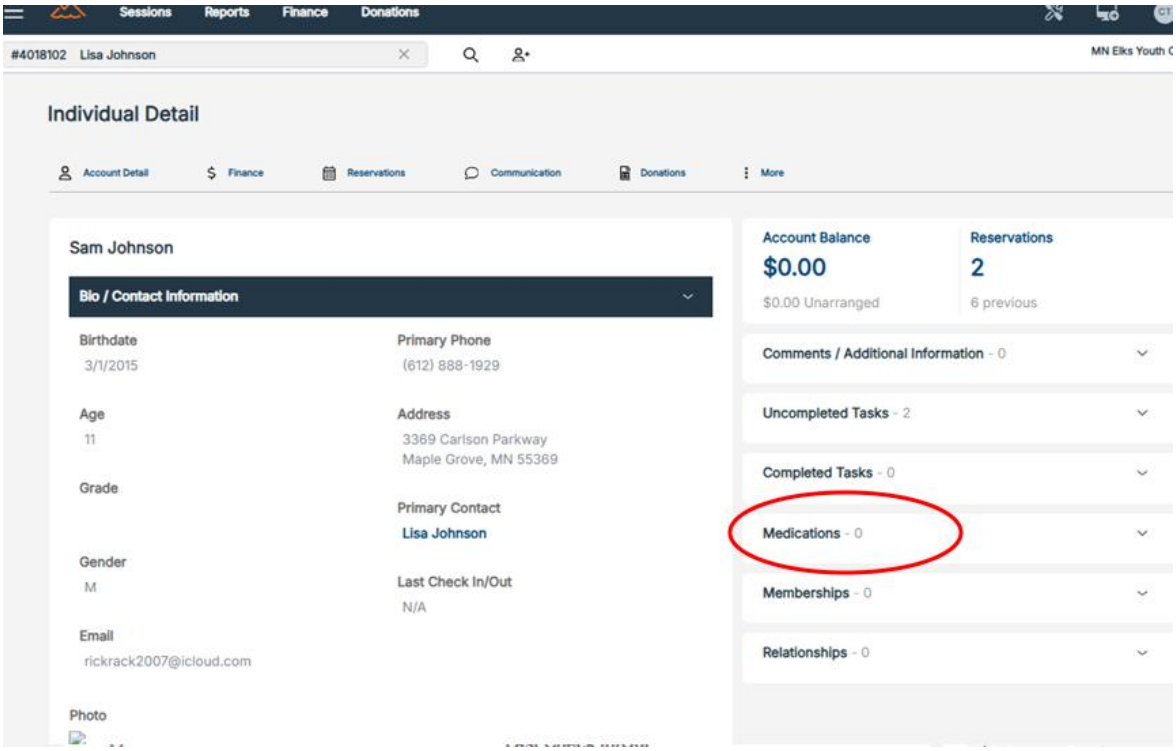
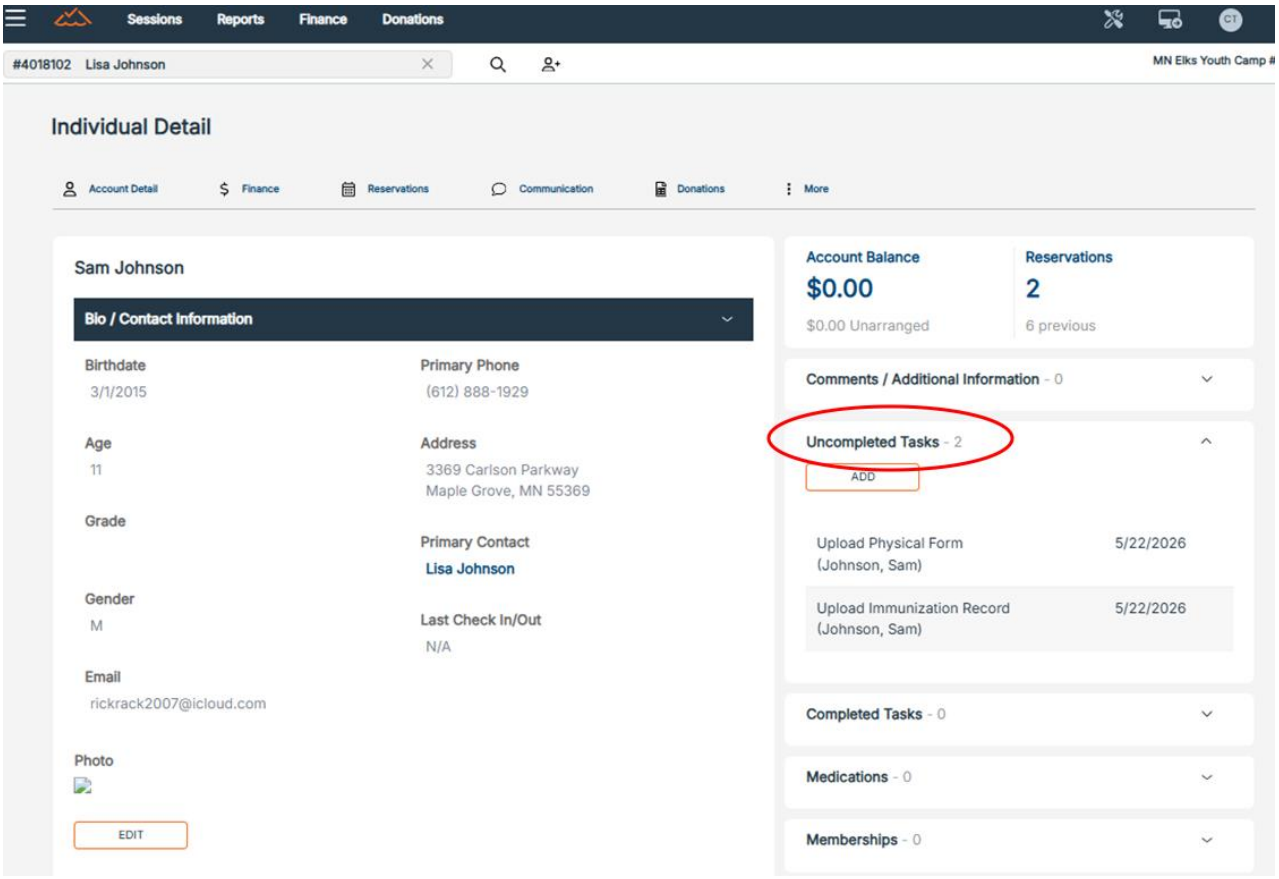


To determine if they are missing forms, click on the “Uncompleted Tasks” drop down along the right

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