Minnesota Elks Youth Camp
Ultra Camp Training Materials
How To Upload Documents to an Account

The following instructions are how to upload documents such as medical forms. 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, click on the orange mountain logo and click on Home Page – Classic. You now have the Classic Dashboard
- Click on the Find Accounts text box at the top and type in the first OR last name of the account you are working on.
- From the list of accounts, click on the account number of the account you wish to work on.
- It brings up a web page of the account information. Verify you are on the right account
- Down at the bottom is a gray box labeled “Forms”. Click on it to expand it.
- It will list the online and/or uploaded forms completed thus far. Click on the “Upload File” link at the bottom right
- It will open a new web page titled Upload Account Documents. Click on the Browse button and navigate to the file you wish to upload. Click on the file and click the “Open” button
- It should display the filename of the file you wish to upload. Check the “Display upload to the public” checkbox so that it is “on”. Then click the Upload button.
- It displays an image of the document and asks you to identify the type of document. Unfortunately there is a bug in the system where it only has one of our two document types listed. If it’s the Health History you are uploading, click on that for “Document”. If it’s the Immunization Record, then click on the Document drop down and select Custom Upload. If it’s the Immunization Record, enter “Immunization Record” for the Form Name and enter some date later in the year for the expiration date.
- Then click the Save button.
- It returns you to the account detail screen. You can verify your form was uploaded by click on the Forms bar, expanding it and reviewing the forms/documents uploaded.
- You can manually update the task to complete by clicking on the Incomplete Tasks/Forms gray bar. Click on the checkbox next the form you uploaded and then click on “Complete Selected Tasks”
- It returns you to the Account detail page but it should now one less incomplete task

Screen Shots

Log In to Ultra Camp and go to the Home Page – Classic. You now have the Classic Dashboard.

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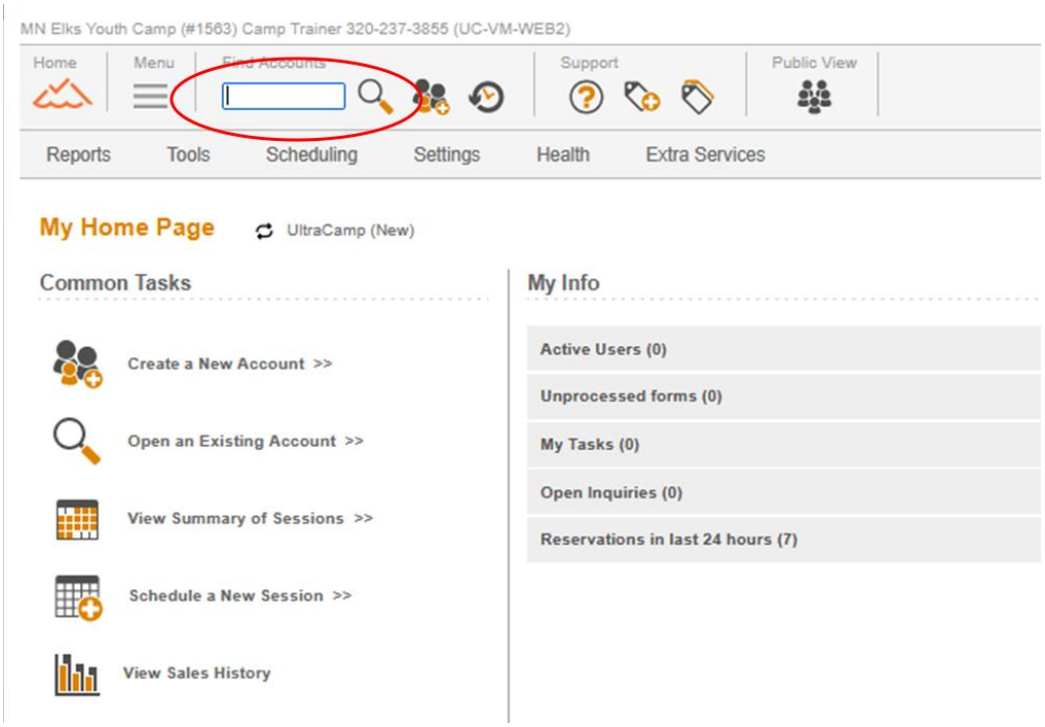

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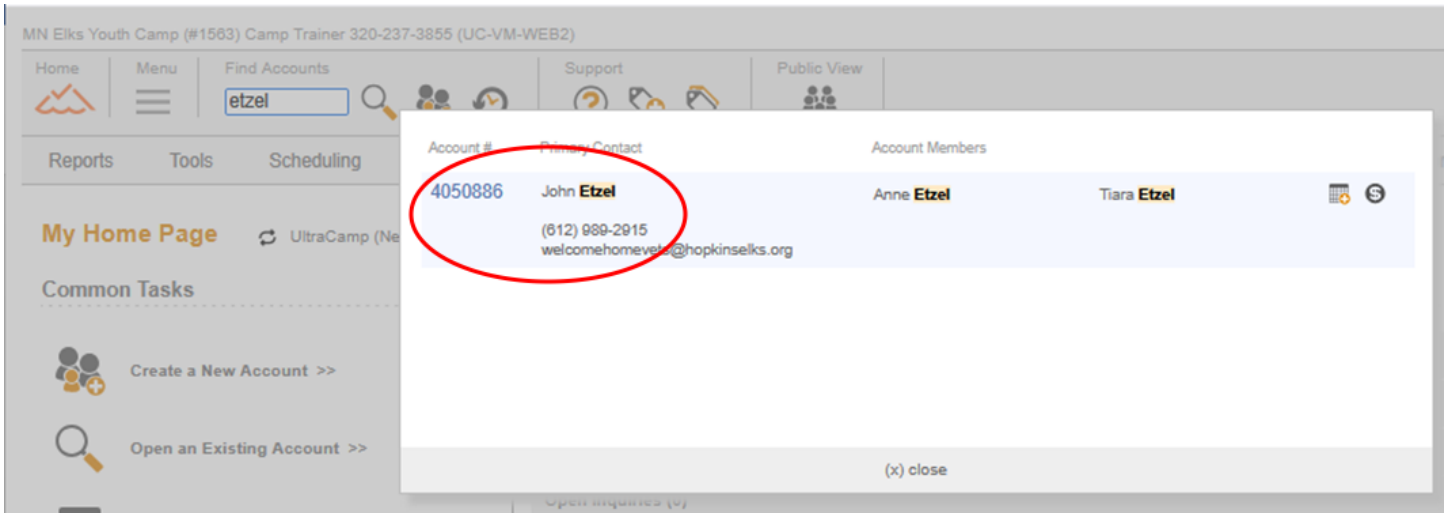

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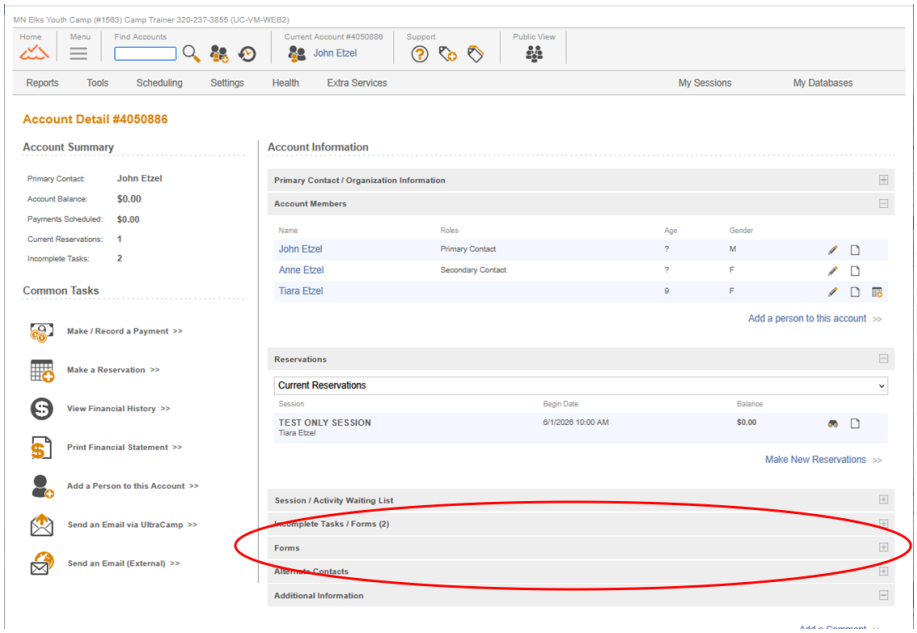
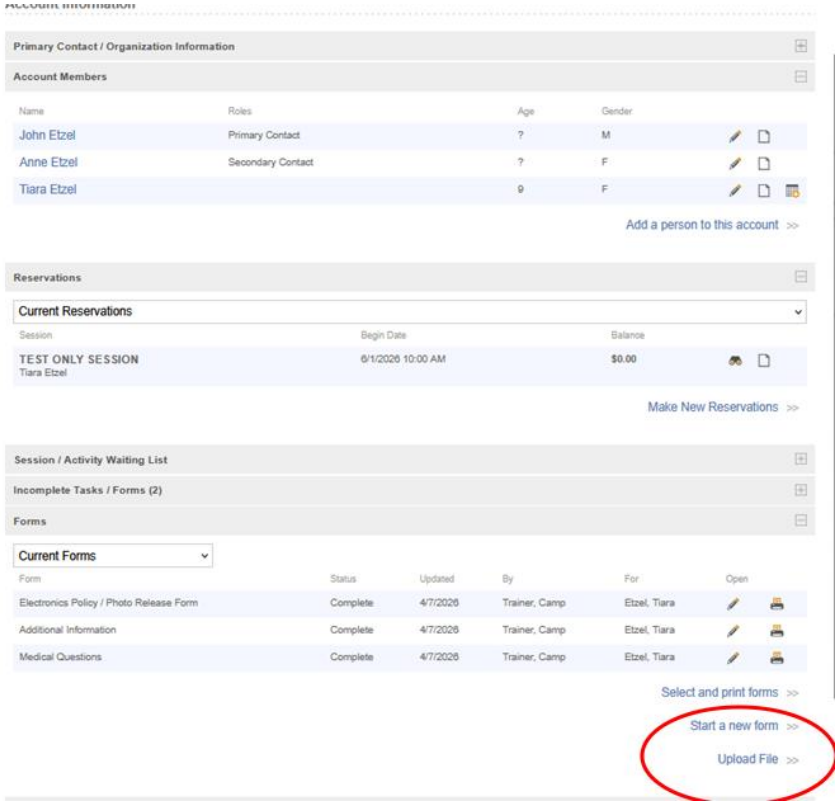


- It will list the online and/or uploaded forms completed thus far. Click on the “Upload File” link at the bottom right



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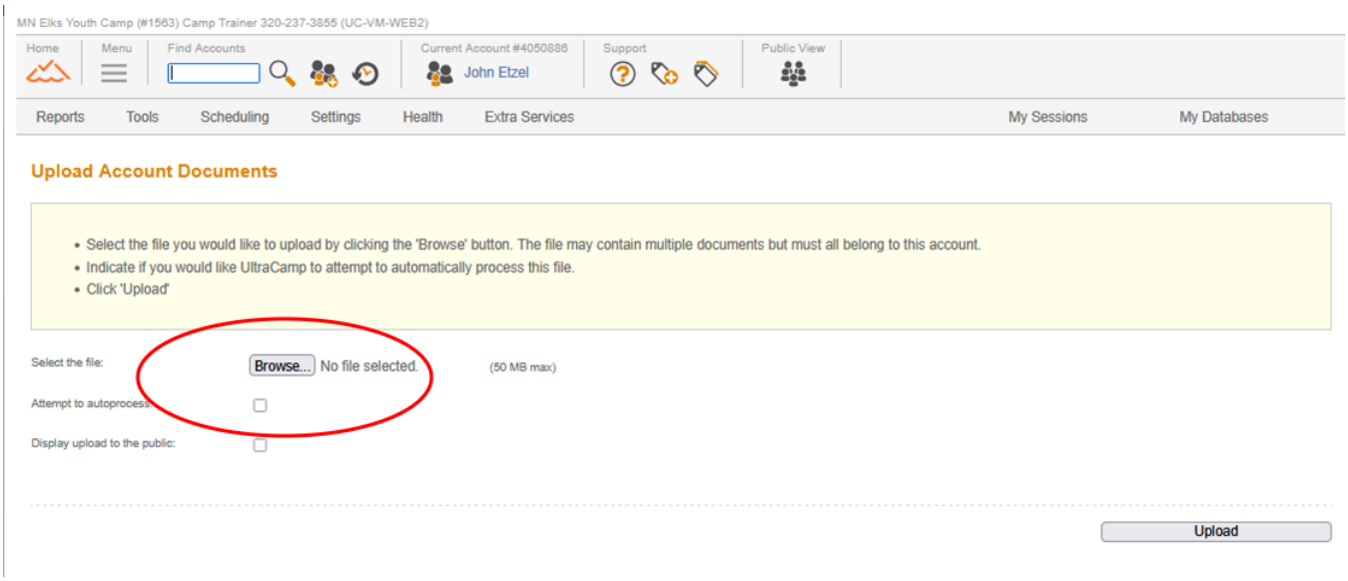

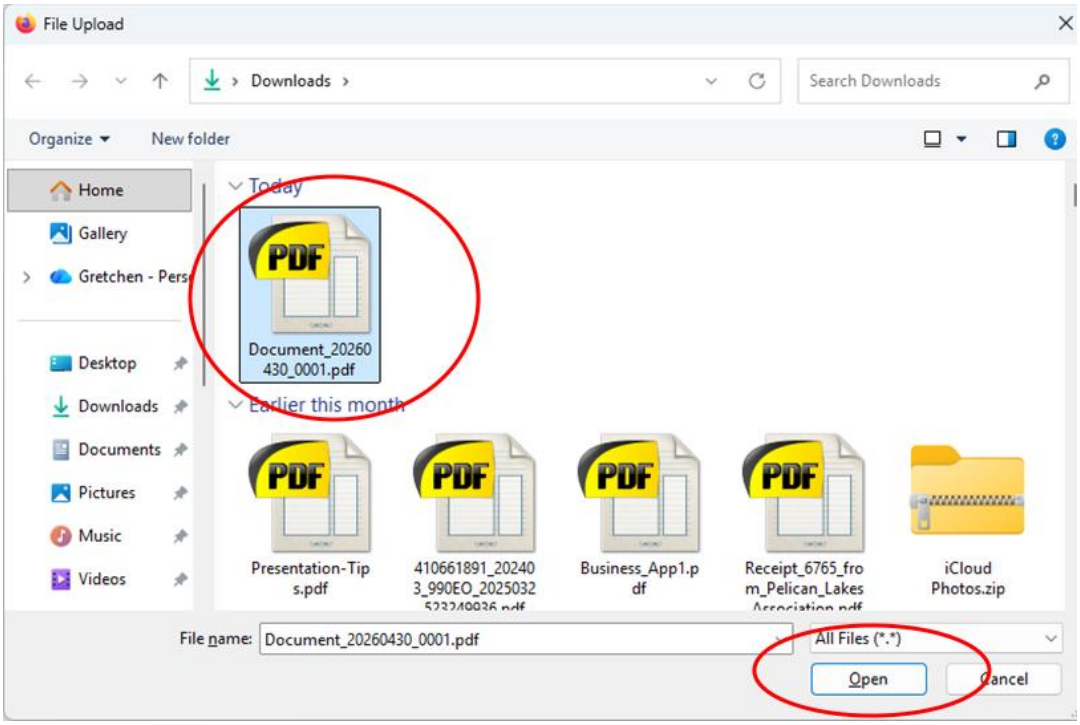

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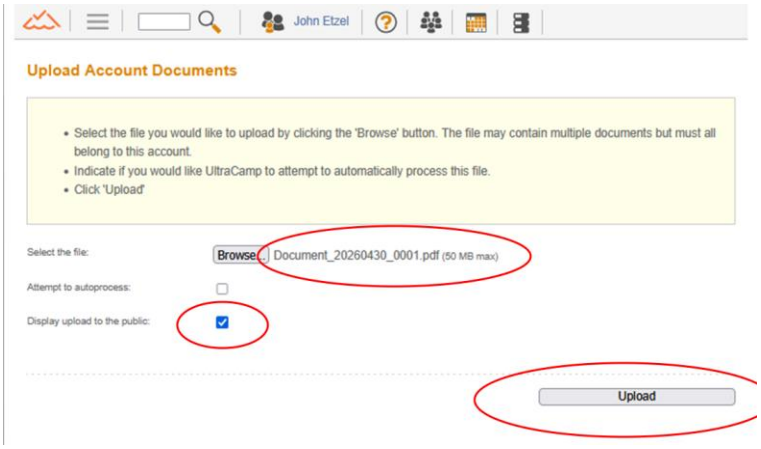

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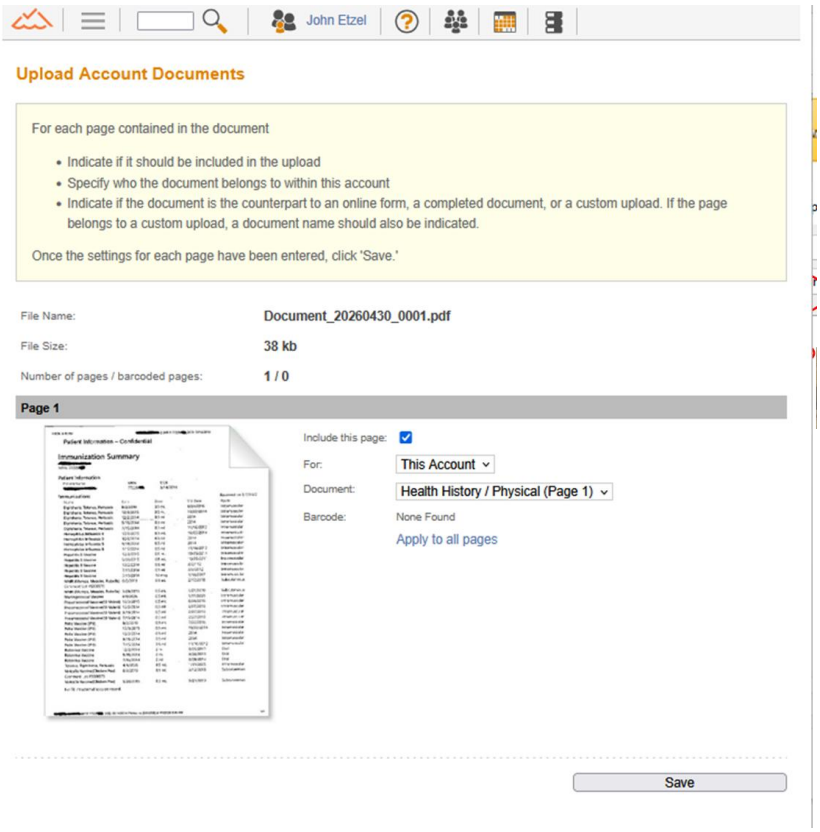

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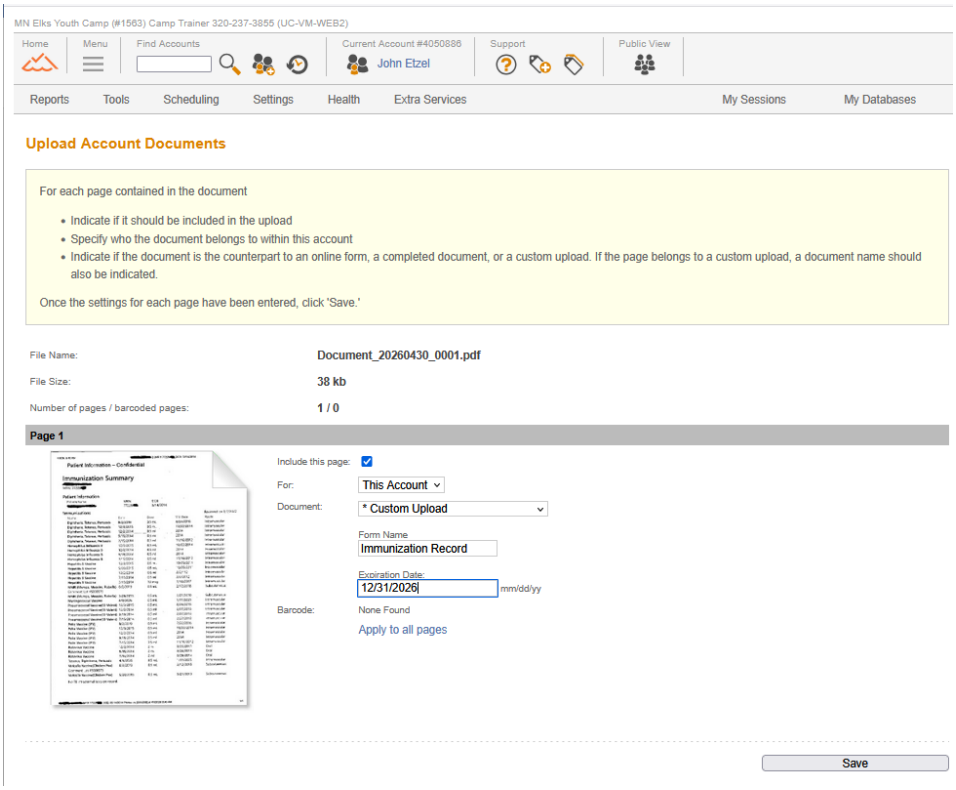

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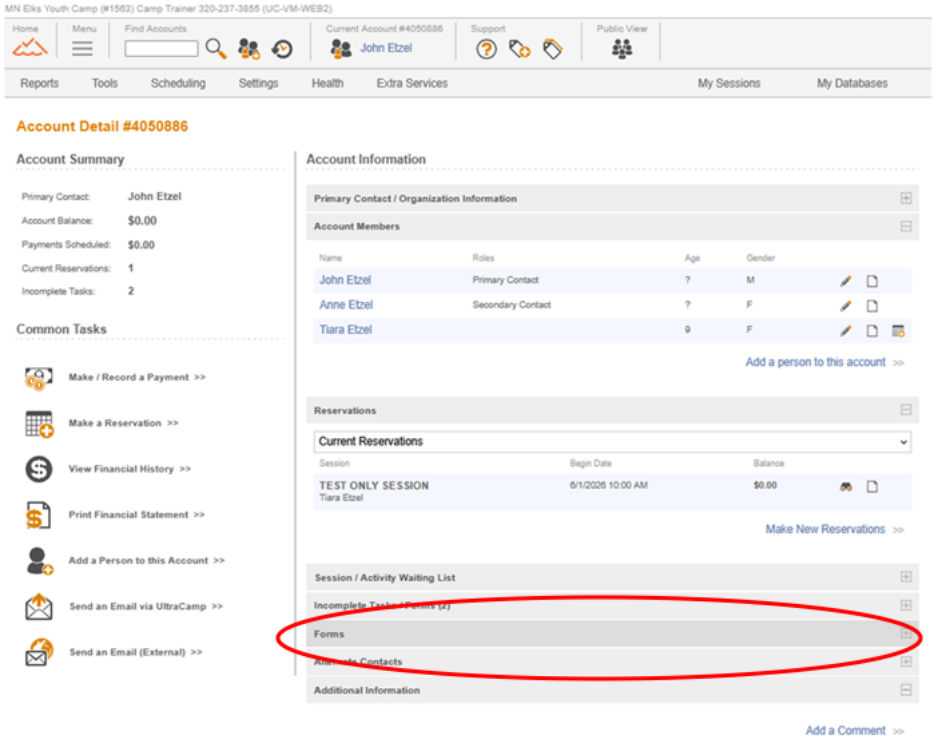

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Account Information

Primary Contact / Organization Information

Account Members

Name	Roles	Age	Gender
John Etzel	Primary Contact	?	M
Anne Etzel	Secondary Contact	?	F
Tiara Etzel		9	F

Add a person to this account >>

Reservations

Current Reservations

Session	Begin Date	Balance
TEST ONLY SESSION Tiara Etzel	6/1/2026 10:00 AM	$0.00

Make New Reservations >>

Session / Activity Waiting List

Incomplete Tasks / Forms (2)

Forms

Current Forms

Form	Status	Updated	By	For	Open
Electronics Policy / Photo Release Form	Complete	4/7/2026	Trainer, Camp	Etzel, Tiara	
Additional Information	Complete	4/7/2026	Trainer, Camp	Etzel, Tiara	
Medical Questions	Complete	4/7/2026	Trainer, Camp	Etzel, Tiara	
Immunization Record	Uploaded Document	4/30/2026	Trainer, Camp		

Select and print forms >>

Start a new form >>

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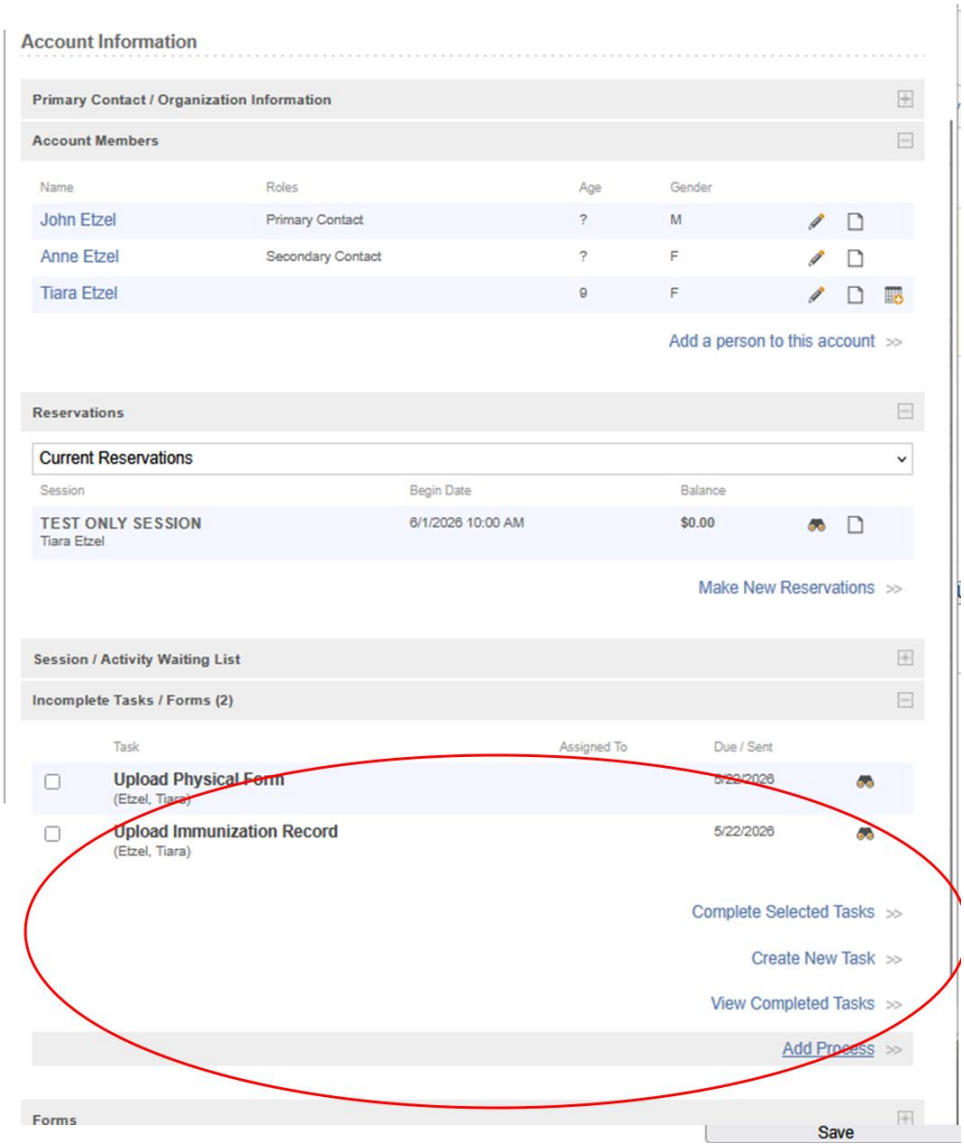
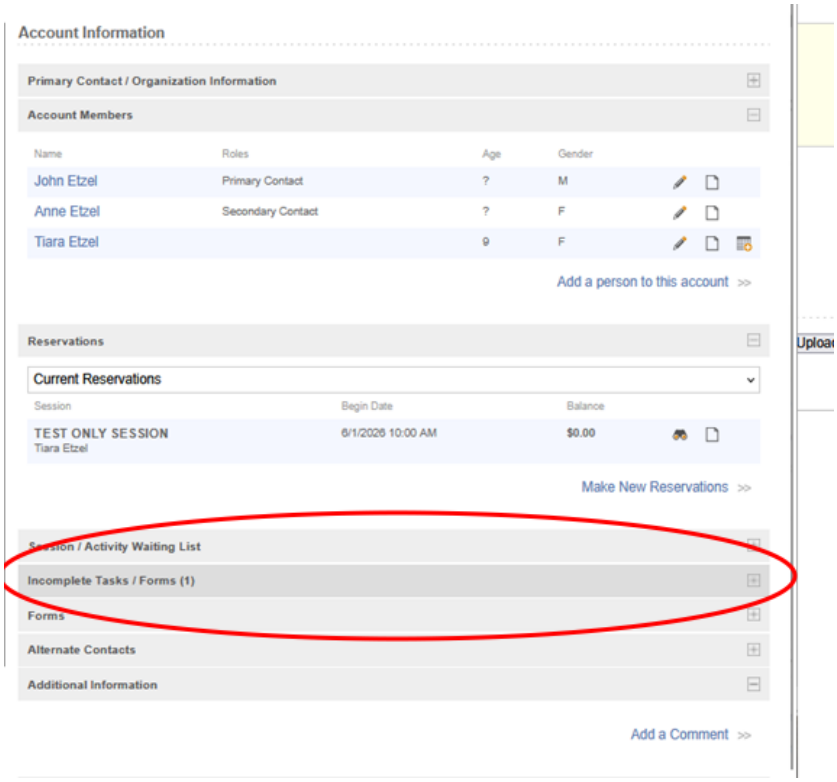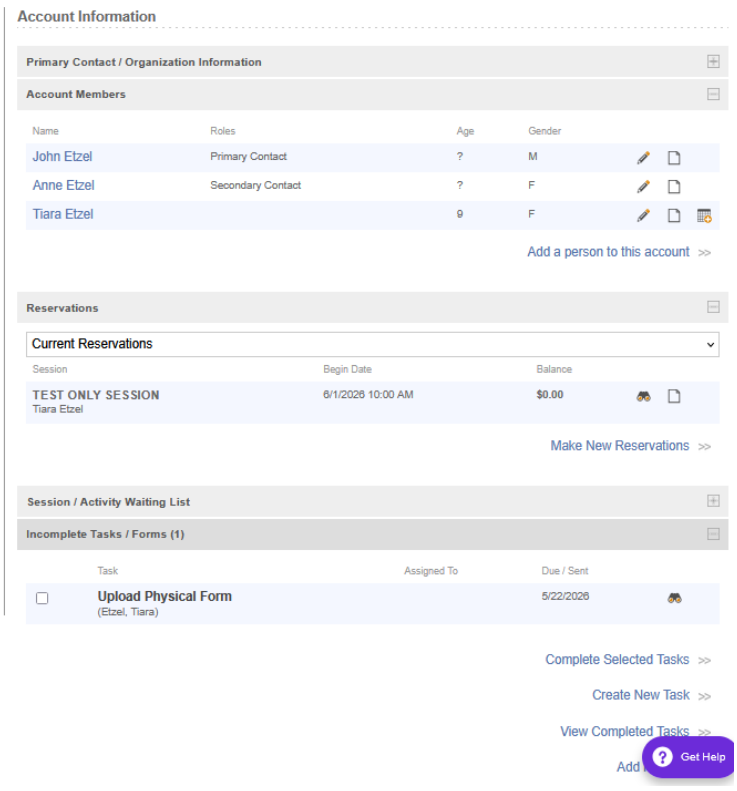
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