



# ONLINE REGISTRATION INSTRUCTIONS

Please review the instructions below on how to register your camper at Carol Joy Holling Camp using our online registration system UltraCamp. If you have any questions or need further assistance, please contact our Registrar by email at Registrar@NLOM.org or by phone at 402-944-2544.

**FIRST TIME CAMPER INSTRUCTIONS:** for those registering through UltraCamp for the first time.

1. You will need to create a new account. To begin, click on the 'Register' button on the Carol Joy Holling Camp website. This will take you to our secure online registration site, UltraCamp. Click on 'Create Account'.
2. First enter the primary contact (parent/guardian) information into the fields provided. On this page you can enter an additional person to the account (spouse/partner/grandparent). We strongly encourage each family to have a secondary contact. You will need to create a password, and your username will be the email address you provided.
3. Click on 'Add an Individual to Account'. This is where you will enter the child's name and information. Enter the information in the fields provided. Click on 'Save Individual' if you are going to add more children to the account, otherwise you can click on 'Save and Make a Reservation' to get the child registered for a camp session.
4. All available options, or sessions, that your child qualifies for will be listed. Eligibility is based on the child's current grade, or grade just completed if registering during the summer. If a session doesn't show up, the session is full or your child doesn't meet the grade requirement.
5. Select the session you would like to register for and click the 'Register' button at the bottom of the page.
6. Confirm the information on the page and click 'Next' at the bottom of the page.
7. If you have a roommate request you can enter the name(s) in the provided box. Please note that we will make every effort to accommodate your request for a roommate; however, we cannot guarantee any roommate requests.
8. Please answer all questions throughout the process as best you can.
9. If your child takes medication, please add this to the registration. This gives our Health Care Team a good idea of what to expect the weeks prior to camp starting. You can search medications and enter the dosage and times to be given. This section can always be updated if your camper's medications change. You may add multiple medications by clicking 'Save Medication' once done click on 'Proceed' button.

10. The Camper Health History Form must be completed at time of registration. You will need to collect immunization dates from your child's doctor or school. Immunization dates are required to complete the form and proceed.
11. If you are receiving any type of discount or Campership, enter the discount code on the discounts page. Your discount will be reflected on the final checkout page.
12. We strongly encourage each family to enter an emergency contact in case we are unable to reach you regarding your child. Confirm the persons who are authorized to pick up your child and click the 'Next' button.
13. You can proceed to checkout or click on 'Make another reservation' if you have more than one child coming to camp.
14. Once you proceed to check out, you will see all of the sessions that you have registered for. If you see any problems, you can click on the reservation to edit it or you can cancel it by deleting it before checking out.
15. If there are no changes, click on the 'Proceed to Payment' portion. Here you are given the full amount, the minimum amount due (deposit) and the option to pay a different amount (this can't be lower than the deposit amount)
16. You can pay with online via credit card, debit card or online check. You can also send a check in the mail. If you choose to mail your payment, please select 'Pay Items in Full' then 'Pay by Check/Money Order'.
17. Once you have paid, you will need to click on 'Complete' to send the registration in. If you do not click on the 'complete' button, your registration will not be sent and your camper will not be registered.
18. You will receive a confirmation email with the registration information including dates, session and cost.
19. If you did not receive a confirmation email, please contact our Registrar by email at Registrar@NLOM.org or by phone at 402-944-2544.

**RETURNING CAMPER INSTRUCTIONS:** for those who have registered through UltraCamp previously.

1. Click on the 'Register' button and click on 'Access My Account'.
2. Enter your username and password. If you have misplaced or forgot your password, please contact our Registrar by email at Registrar@NLOM.org or by phone 402-944-2544. Please do not create a new account as this will likely require you to enter a different email address and you will lose all information you have previously entered.
3. Select 'Make a Reservation' and select the individual (camper) who you are registering for camp.
4. Follow steps 5-13 from the instructions above. The child's Camper Health History Form will be saved from the previous year, and if no information has changed, you only need to update your signature.

5. Proceed to payment and click 'Complete' at the bottom of the last page.
6. You will receive a confirmation email. If you do not receive the confirmation email, your registration is not complete. Please recheck the instructions to make sure nothing was missed. If you still are experiencing issues, please contact our Registrar by email at [Registrar@NLLOM.org](mailto:Registrar@NLLOM.org) or by phone at 402-944-2544.