



UltraCamp Login Instructions

Hello Summer Camp Parents!

We are thrilled this year to collaborate with UltraCamp, a summer camp software company, to bring you a smooth and easy camp registration experience. We've created this document to give you more information about camp enrollments, how to use UltraCamp, with step-by-step instructions for creating an account. Though camp registrations are not open yet, **you can set up your account at any time to save you time on February 3 and 4! I will send out an updated document with more detailed information about the registration process over the weekend.**

Basic Information:

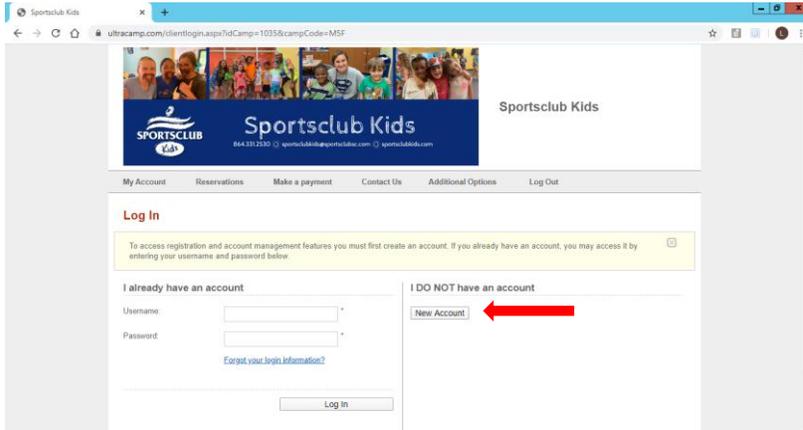
- Camp enrollment does not open until
 - Monday, February 3 for returning campers and their siblings
 - Tuesday, February 4 for all campers
- Though the online enrollment system will open at 6:00 AM on Monday, February 3, Sportsclub Kids will not be open until 9:00 AM.
- Register February 3 and 4 to take advantage of these special promotions that are good these two days ONLY:
 - \$20 off each week of full-day camp
 - \$10 off each week of half-day specialty camp
 - Buy an additional camp shirt for only \$10 (this is the only time you can get an additional shirt)
- We strongly encourage you to use the online system to enroll in camp! It will allow you to view your registration, make changes, access financial statements, fill out forms electronically, and more!
- We are not using online payments this year, so after we receive your enrollment, we will call you as soon as we can to confirm receipt and talk to you about payment. Expect to hear from us in one business day EXCEPT on February 3 and 4 (we will receive hundreds of registrations these two days!) and Monday, June 8 (the first day of camp!) when it may take us longer.

Using UltraCamp:

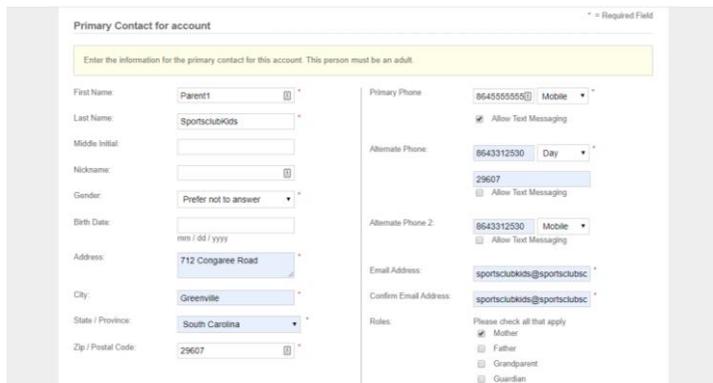
- **If you would like to set your account up ahead of time, you can go ahead and do that now even though registration is not open yet!**
- Access the online enrollment system these two ways:
 - Go to <https://www.sportsclubsc.com/summer-camp> and click on "Camp Enrollment"
 - OR go straight to this address:
<https://www.ultracamp.com/clientlogin.aspx?idCamp=1035&campCode=M5F>.
- The first time you use the registration system, you will need to create a new account; you will be able to use that account to view your child's registration, make changes, access financial statements, etc.
- The account will be set up with a parent as the primary contact, so you only need one account per family no matter how many siblings you are enrolling in camp!
 - If two different people will be paying for a child's camp tuition and you want to keep the finances separate, you can set up two different accounts for financial records, but *please only use one account to register for camp.*
- Under your child's profile on UltraCamp, There is a place for you to upload a picture of them—**please do this!**

Step-By-Step Instructions for Creating an Account:

1. Access the registration site by doing one of these two things:
 - Go to <https://www.sportsclubsc.com/summer-camp> and click on “Camp Enrollment”
 - OR go straight to this address:
<https://www.ultracamp.com/clientlogin.aspx?idCamp=1035&campCode=M5F>
2. Choose “New Account” on the right side of the page under “I DO NOT have an account.” (See red arrow below.)



3. Input the information of the parent or guardian who is going to be the primary contact on the account. This person will automatically be added to the authorized pickup list for any children on this account. Note: We have no plans right now to use UltraCamp’s text messaging feature, but that may change!



4. Scrolling down on the same screen, if there is a secondary contact for the account (i.e., another parent or guardian), enter their information under “Additional Contact for Account.” If their contact information is the same as the primary contact, you can choose that option (see red arrow below). If you would like for them to receive the emails that we send out through the system, choose “CC this person on all emails” (blue arrow). If you would like to add this person to the authorized pickup list for the children on this account, choose “This person is an authorized pickup” (green arrow).

Additional Contact for account

Add an additional contact for this account by completing the information below.

This person is:

First Name:

Last Name:

Middle Initial:

Nickname:

Gender:

Birth Date:

The contact information is the same as the primary contact.

Address:

City:

State / Province:

Primary Phone:

Allow Text Messaging

Alternate Phone:

Alternate Phone Ext.:

Allow Text Messaging

Alternate Phone 2:

Allow Text Messaging

E-mail Address:

Confirm E-mail Address:

CC this person on all emails

Roles: Please check all that apply

Mother

Father

Grandparent

Guardian

This person is an authorized pickup

5. Scrolling down on the same screen, create login information, then click “Create Account” (red arrow).

State / Province:

Zip / Postal Code:

This person is an authorized pickup

Login Information

The username and password must consist only of letters and/or numbers. No special characters or spaces are allowed.

Username: Use E-mail Address

Password:

Confirm Password:

[View Privacy Policy](#)

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6. On the next screen, you will be able to add children to the account. Make sure you include the grade they will be in NEXT school year. We’d also love it if you uploaded a photo! When you are done, click “Save Person” (red arrow).

Add a Person

Enter the information for this person below.

Individual Type

This person is:

Biographic Information

First Name:

Last Name:

Middle Initial:

Nickname:

Gender:

Birth Date:

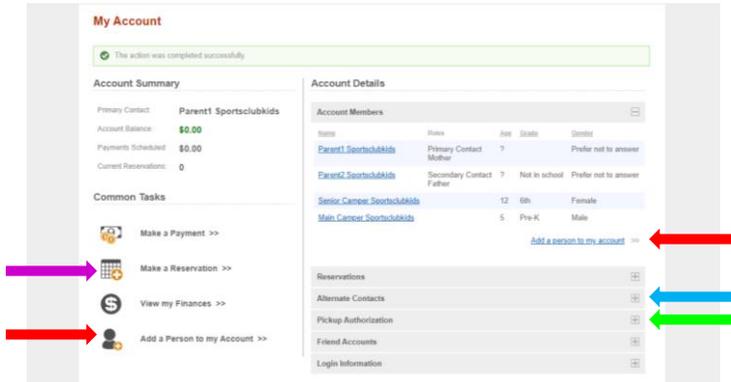
Grade in the Fall of 2020:

Photo: No file chosen (7 megabyte size limit)

Contact Information

Contact information matches the primary contact's.

7. After choosing “Save Person,” it will take you to a screen where you can add additional children to your account (red arrows), add an emergency contact (blue arrow), add people to your children’s authorized pickup list (green arrow). When camp registrations open on February 3, you will also use this screen to register for camp weeks (purple arrow).



The screenshot shows the 'My Account' page with the following sections and features:

- Account Summary:** Primary Contact: Parent1 Sportsclubkids, Account Balance: \$0.00, Payments Scheduled: \$0.00, Current Reservations: 0.
- Common Tasks:** Make a Payment >>, Make a Reservation >>, View my Finances >>, Add a Person to my Account >>.
- Account Details:** Account Members table, Reservations, Alternate Contacts, Pickup Authorization, Friend Accounts, Login Information.

Colored arrows indicate the following actions:

- Red arrows:** Point to the 'Add a person to my account' link in the Account Members table and the 'Add a Person to my Account >>' button in the Common Tasks section.
- Blue arrow:** Points to the 'Alternate Contacts' link in the Account Details section.
- Green arrow:** Points to the 'Pickup Authorization' link in the Account Details section.
- Purple arrow:** Points to the 'Make a Reservation >>' button in the Common Tasks section.