

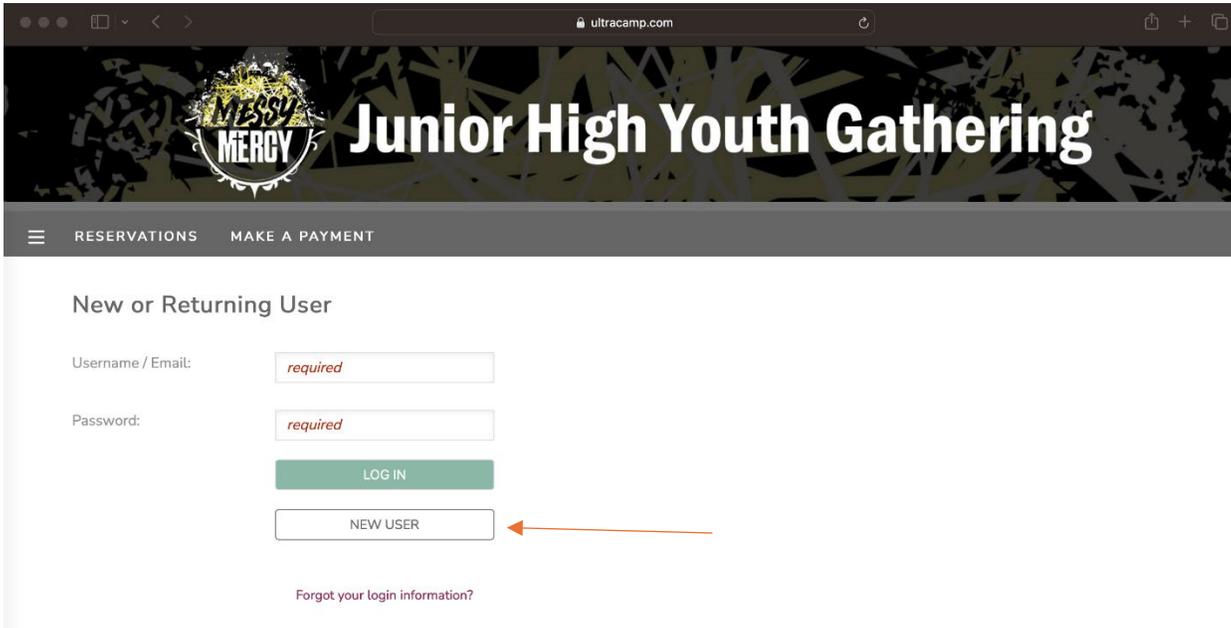
Jr. High Youth Gathering “How to Register” for Attendees (Adults & Youth)

NOTE: Reservations = registrations. If you are making more than one reservation, several of the forms will only be completed when you create the FIRST reservation on your account. These forms will be in effect for all members of your account and therefore will only be completed once.

- 1) Click on the link provided to you by your youth leader OR copy it and paste it directly into your web browser.

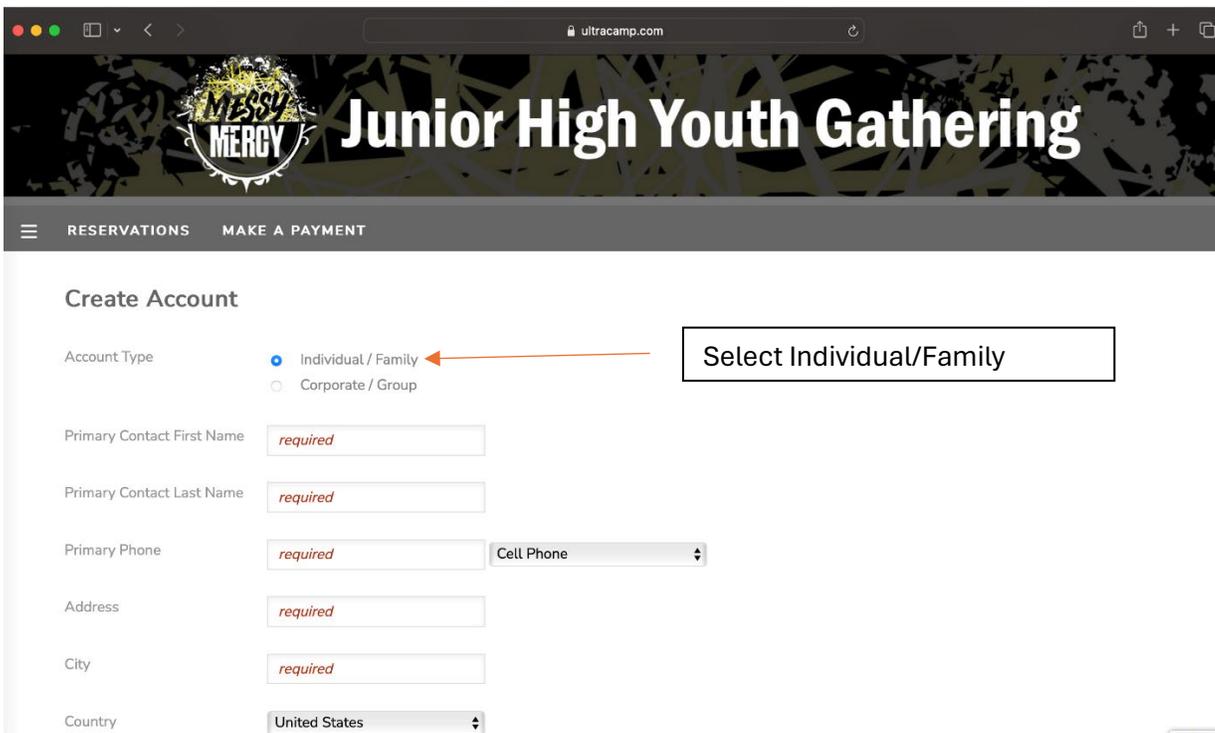
You should then see this page:

- 2) Click on NEW USER to begin setting up your Parent (Adult) Account



The screenshot shows the login page for ultracamp.com. The header features the 'MESSY MERCY' logo and the title 'Junior High Youth Gathering'. Below the header is a navigation bar with 'RESERVATIONS' and 'MAKE A PAYMENT'. The main content area is titled 'New or Returning User' and contains two input fields for 'Username / Email' and 'Password', both marked as 'required'. Below these fields are two buttons: a green 'LOG IN' button and a white 'NEW USER' button. An orange arrow points to the 'NEW USER' button. At the bottom of the form, there is a link that says 'Forgot your login information?'.

- 3) On this next page, create your Individual/Family Account. Fill in all the required information and then click “NEXT”



The screenshot shows the 'Create Account' page on ultracamp.com. The header is identical to the previous page. The main content area is titled 'Create Account' and features a form with several fields. The 'Account Type' section has two radio buttons: 'Individual / Family' (which is selected) and 'Corporate / Group'. An orange arrow points to the 'Individual / Family' radio button, and a white box with the text 'Select Individual/Family' is positioned next to it. Below this are input fields for 'Primary Contact First Name', 'Primary Contact Last Name', 'Address', and 'City', all marked as 'required'. There is also a 'Primary Phone' field marked as 'required' with a dropdown menu set to 'Cell Phone'. At the bottom, there is a 'Country' dropdown menu set to 'United States'.

4) Next, Select "+ADD PERSON"

ultracamp.com

MESSY MERCY Junior High Youth Gathering

RESERVATIONS MAKE A PAYMENT

Welcome, Parent Adult [Sign Out](#)

Select Individual

Parent Adult Account

+ ADD PERSON

RESERVE GROUP SPACE

This should say your First Name/Last Name – This is your parent account.

Click here to add your first reservation.

Do NOT select Reserve Group Space!

5) This is the first person you want to register to attend the gathering. If you (the parent/adult) are attending as an Adult Chaperone, complete a reservation for YOURSELF first!

If adult: Complete with the selections marked with arrows and your personal information and click "SAVE"

ultracamp.com

Add a Person

Welcome, Parent Adult [Sign Out](#)

This person is:

a child

an adult

First Name:

Last Name:

Middle Initial:

Nickname:

Gender:

Birth Date:

E-mail Address:

CC on all correspondence.

Phone:

Set As:

The primary contact for account

The secondary contact for account

A standard account member

Address / Alternate Phone

Same as Primary Parent or Guardian

Additional Information

Photo:

(7 megabytes size limit)

Roles: Please check all that apply.

Youth Leader (Main Church Leader)

Adult Leader (Chaperone)

Youth Attendee

Parent

If a youth: Complete this information and click “SAVE”

The screenshot shows the 'Add a Person' form on the ultracamp.com website. The page title is 'Junior High Youth Gathering'. The form includes the following fields and options:

- This person is:** a child (indicated by a red arrow) and an adult
- First Name:** Child Attendee First Name
- Last Name:** Last Name
- Middle Initial:** (empty field)
- Nickname:** (empty field)
- Gender:** Female
- Birth Date:** 06/21/2011
- Grade in the Fall of 2024:** 8th
- Child's Email:** (empty field)
- Child's Phone:** (empty field)

Below the form, there are sections for 'Address / Alternate Phone' (with an option 'Same as Primary Parent or Guardian') and 'Additional Information' (with a photo upload field and a list of roles: Youth Leader (Main Church Leader), Adult Leader (Chaperone), Youth Attendee (checked), and Parent).

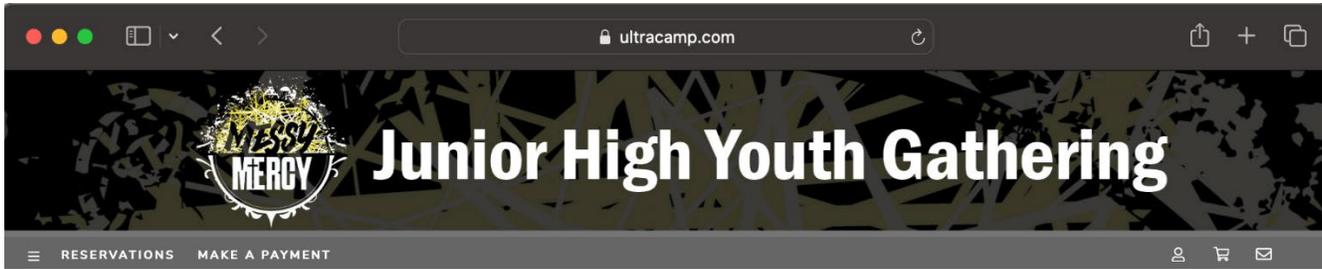
IF THIS IS YOUR SECOND RESERVATION, SKIP DOWN TO STEP #9

- 6) Group Membership (You will only complete this the first time through)
 - a. Select Yes

The screenshot shows the 'Group Membership' form on the ultracamp.com website. The page title is 'Junior High Youth Gathering'. The form includes the following fields and options:

- Are you a member of a group that has already reserved space?** Yes (indicated by a red arrow) and No
- NEXT** button

7) Select your group from the drop-down menu. Click “NEXT”



Select Your Group

Welcome, Parent Adult Sign Out

Provide your group information

Input your group registration code:

OR

Select your group: ←

8) Your group should show up ... click “SELECT”



Select Your Group

Welcome, Parent Adult Sign Out

Test Church

- **Sample Block**
2024 Junior High Gathering
7/30 - 8/1
Grades 6th - 8th
\$0.00

English

[Contact Us](#) [Privacy Policy](#) [Refund Policy](#) [Frequently Asked Questions](#)

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- 9) If you are registering as an adult, you would see the Adult Leader Attendee Form here. Complete this form, be sure to sign, and then click NEXT.

The screenshot shows a web browser window with the URL "ultracamp.com". The page header features a "MISSOURI MERCY" logo and the title "Junior High Youth Gathering". Navigation links for "RESERVATIONS" and "MAKE A PAYMENT" are visible. The form is titled "Adult Leader Attendee Form" and includes a "Welcome, Parent Adult Sign Out" link. The form fields include: "Indicate Tee Shirt Size (Adult Sizes)" with a dropdown menu set to "L"; "Do you have any Medical Experience? If yes please share type of experience, if no please enter NA" with a text box containing "NA"; "Please share if you consent to be contacted in the event of a medical emergency where your experience is necessary" with radio buttons for "Yes", "No", and "No Medical Experience" (selected); "What is your role at your congregation?" with a dropdown menu set to "Parent"; "If your role is 'other', please share what that role is or enter NA" with a text box containing "NA"; "Gathering Guidelines" with a list of 7 items; "I have read the Gathering Guidelines and agree to abide by them for the 2024 Michigan District Jr. High Youth Gathering, and will lead my group in full participation of all Gathering activities." with a radio button for "Yes I agree" (selected); and "I authorize the representatives of the Michigan District, LCMS to consent to any needed medical or dental care necessary for my welfare and I do hereby release the Michigan District of the Lutheran Church—Missouri Synod, the congregation and their respective representatives from and of any liability for injury." with a radio button for "Yes I authorize" (selected).

If you are registering a youth, you would see the Youth Attendee Form here:

The screenshot shows a web browser window with the URL "ultracamp.com". The page header features a "MISSOURI MERCY" logo and the title "Junior High Youth Gathering". Navigation links for "RESERVATIONS" and "MAKE A PAYMENT" are visible. The form is titled "Youth Information Form" and includes a "Welcome, Parent Adult Sign Out" link. The form fields include: "Indicate Tee Shirt Size (Adult Sizes)" with a dropdown menu set to "M"; "Please share all allergies or special medical conditions: (if none enter n/a)" with a text box containing "NA"; "I agree to participate and cooperate in every way at the 2024 Michigan District Junior High Gathering." with a radio button for "I Agree" (selected); "Below please have your child digitally sign this portion."; "Completion Acknowledgement" with a radio button for "Yes, this information is complete and accurate." (selected); "Signature Required" with a digital signature field containing "Parent Adult Account" and an "Edit Signature" link; and a "NEXT" button.

NOTE: IF THIS IS YOUR SECOND RESERVATION, SKIP TO STEP 13

10) Next, you will create an alternate contact (someone we will contact in the case of an emergency!) ... Click "SAVE CONTACT"

The screenshot shows a web browser window with the URL 'ultracamp.com'. The page header features a logo for 'MERCY' and the title 'Junior High Youth Gathering'. Below the header is a navigation bar with 'RESERVATIONS' and 'MAKE A PAYMENT' options. The main content area is titled 'Add / Edit Alternate Contact' and contains a form with the following fields: First Name (Contact First Name), Last Name (Contact Last Name), Address (3773 Geddes Rd), City (Ann Arbor), State / Province (Mi), Zip / Postal Code (48105), Primary Phone (7346653791), Alternate Phone 1, Alternate Phone 2, Email, Relation (Husband), and Contact Order (1). At the bottom of the form are two buttons: 'SAVE CONTACT' and 'DELETE'. A red arrow points to the 'SAVE CONTACT' button.

11) On this next screen, you can add ADDITIONAL Emergency contacts if you would like ... a grandma, an aunt, etc. But this isn't necessary. You can simply click "NEXT"

The screenshot shows the 'Emergency Contacts' section of the website. It includes a header with the 'MERCY' logo and 'Junior High Youth Gathering' title. Below the header is a navigation bar with 'RESERVATIONS' and 'MAKE A PAYMENT' options. The main content area is titled 'Emergency Contacts' and contains a warning message: 'In the unlikely event that the primary and secondary contact cannot be reached, an emergency contact will be used.' Below this message is a list of emergency contacts with the following information: Contact Last Name, Contact First Name, and 7346653791. At the bottom of the list is a '+ Add New Contact' link and a 'NEXT' button. A red arrow points to the '+ Add New Contact' link.

- 12) Here you can add additional individual(s) to pick up your child from the gathering. If you do not wish to add anyone else simply click “NEXT”. If you do, click “Add Non-Account-Member” and enter their information.

ultracamp.com

Junior High Youth Gathering

RESERVATIONS MAKE A PAYMENT

Welcome, Parent Adult Sign Out

Authorized Pick-up

Below is a list of those authorized to pick up a child.

Authorized Account Members

Parent Adult Account
734.665.3791

EDIT AUTHORIZATIONS

Non-account Members

None Found

ADD NON-ACCOUNT MEMBER

NEXT

- 13) Medication ... Be sure to complete this for the person whom you are doing this registration for. If it is for you (an adult chaperone), enter ONLY your information. You will enter your youth’s information when you complete THEIR registration.

If you say yes, it will take you to another screen to enter all your medications.

If you say no, it will take you to the next section.

ultracamp.com

Junior High Youth Gathering

RESERVATIONS MAKE A PAYMENT

Welcome, Parent Adult Sign Out

Medication

Yes, First Name has medications.

No, First Name does NOT take any medications.

I do not wish to record medications at this time (they may be added to First Name later).

NEXT

English

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If you said yes, you will see this screen. Simply add all medications that you or your child takes by clicking on +NEW MEDICATION. When done, click on the box “All medications are listed and correct” and then click NEXT.

ultracamp.com

Junior High Youth Gathering

RESERVATIONS MAKE A PAYMENT

Welcome, Parent Adult Sign Out

Medication for First Name Last Name

+ NEW MEDICATION

Current Medications

Confirmation Required

All medications are listed and correct

English

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IF THIS IS YOUR SECOND RESERVATION, SKIP TO STEP 17

14) Medical Emergency Form (Treatment and Release)

Complete this form with your family’s insurance information. If you are going to complete a chaperone registration and a youth registration, you should only have to enter this information once. This form will be in effect for EACH member on your account.

ultracamp.com

Junior High Youth Gathering

RESERVATIONS MAKE A PAYMENT

Welcome, Parent Adult Sign Out

Medical Emergency Form

Medical Treatment and Release

This information shall be presented to a physician, dentist, or appropriate hospital representative at such time as medical, dental, surgical care, or hospitalization may be required.

The participant is authorized to participate in the 2024 Michigan District Junior High Youth Gathering in Frankenmuth from July 30-August 2, 2024 and to travel in a private car, van, or bus to and from the event.

I/we do hereby release the Michigan District of The Lutheran Church-Missouri Synod, the congregation, their respective representatives, the driver and/or adult leaders from and of any liability for injury. (Required)

Yes I agree.

Insurance Company: required

Insurance Company's Address: required

Insurance ID or Contract Number: required

Family Physician's Name: required

Physician's Phone Number: required

Be sure to sign this form as you (the parent). Not with the child's name.

Completion Acknowledgement

Yes, this information is complete and accurate.

Signature Required

CLICK TO SIGN

15) General Parental Consent Form

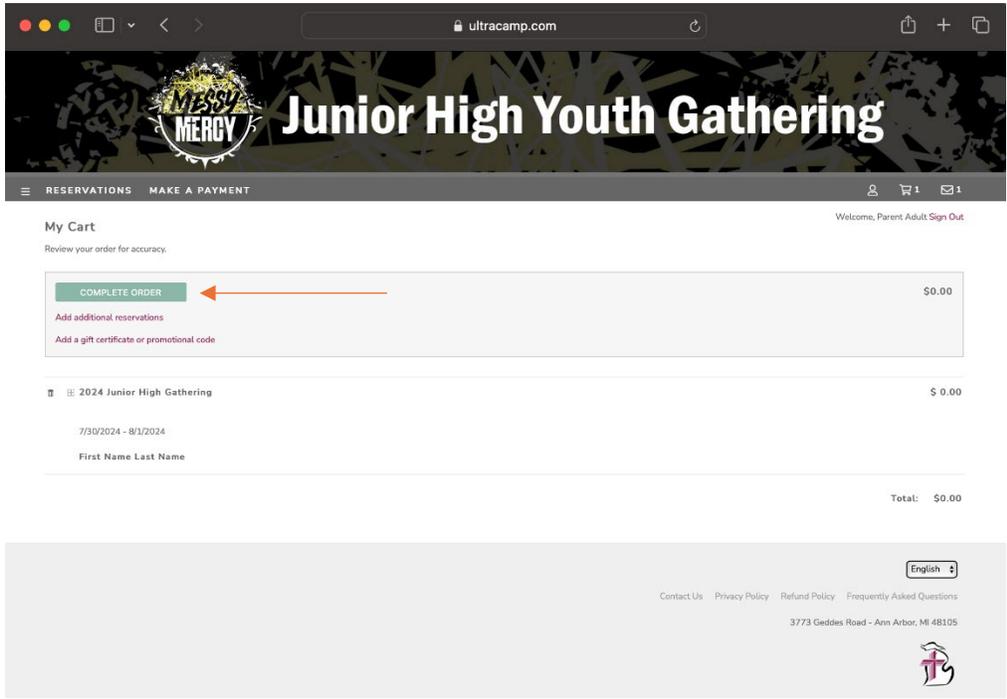
Complete this form. It will be in effect for EACH member on your account.

The screenshot shows a web browser at ultracamp.com with a dark header featuring a 'MESSY MERCY' logo and the text 'Junior High Youth Gathering'. Below the header is a navigation bar with 'RESERVATIONS' and 'MAKE A PAYMENT' links. The main content area is titled 'General Parental Consent Form' and includes a 'Welcome, Parent Adult Sign Out' link. The form contains several sections: a consent statement, a 'Photo Release' section, and a 'Completion Acknowledgement' section with a radio button for 'Yes, this information is complete and accurate.' Below this is a 'Signature Required' section with a signature field containing 'Parent Adult Account' and an 'Edit Signature' link. At the bottom of the form is a 'NEXT' button.

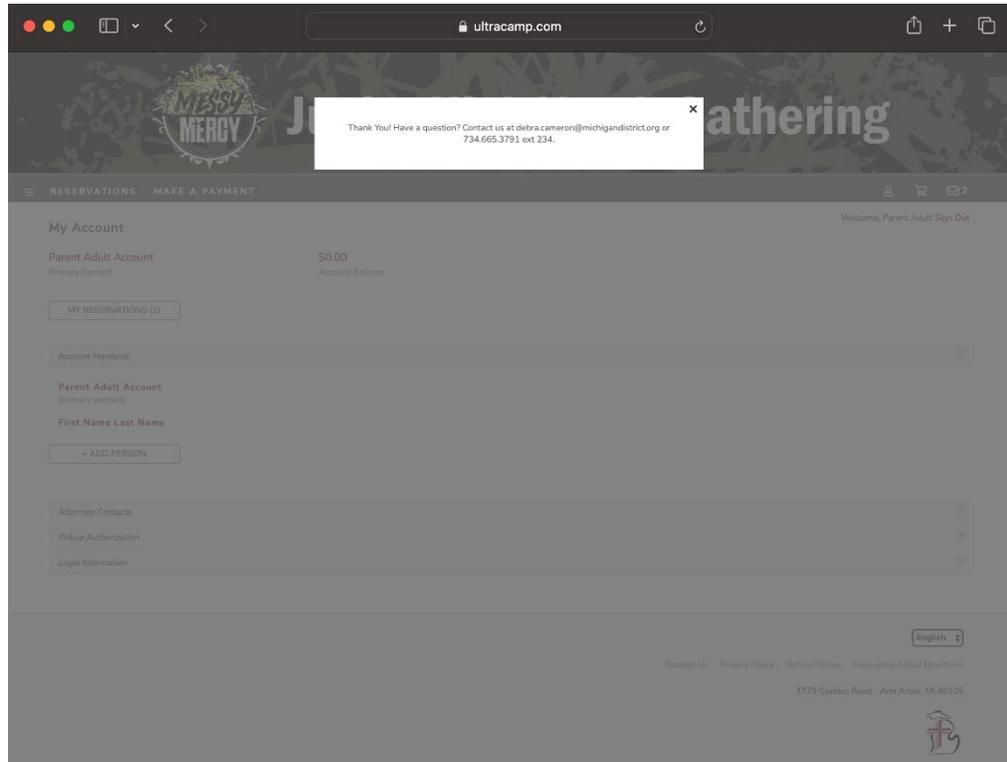
16) You will now simply review the information you provided, confirm it, then click NEXT.

The screenshot shows the 'Confirm Information for Parent Adult' form on ultracamp.com. The header and navigation bar are identical to the previous screenshot. The form contains the following fields: 'First Name' (Parent Adult), 'Last Name' (Account), 'Middle Initial' (empty), 'Nickname' (empty), 'Gender' (Female), 'Birth Date' (05/14/2024), 'E-mail Address' (lindaakong@yahoo.com), 'Phone' (734.665.3791), and 'Opt Out of SMS Messages' (checkbox). Below these is the 'Address / Alternate Phone' section with fields for 'Alternate Phone 1' and 'Alternate Phone 2' (both with 'Home Phone' dropdowns), 'Address' (3773 Geddes Road), 'City' (Ann Arbor), 'State / Province' (Michigan), and 'Zip / Postal Code' (48105). At the bottom is an 'Additional Information' section.

17) My Cart - Here you will click on “COMPLETE ORDER”



18) You will then see the following screen to know you completed your FIRST Order.

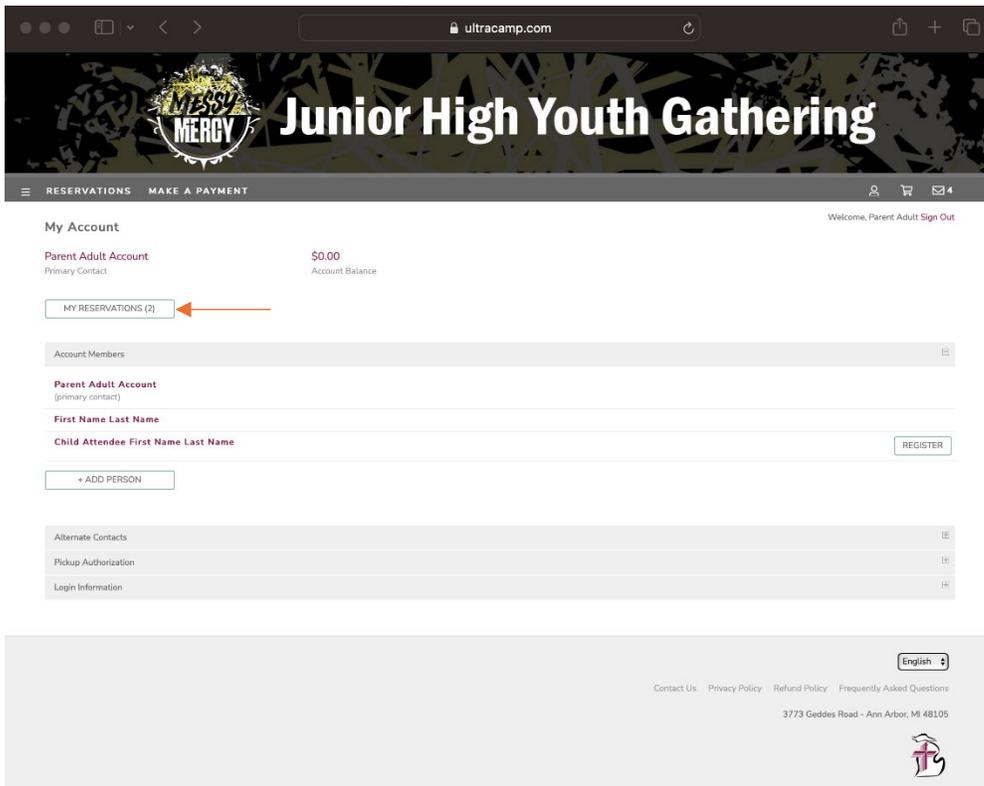


19) If you were completing an Adult Chaperone Registration, you will now need to complete your YOUTH’s registration (if you have a child you would like to register). To do this, you will copy the link provided to you by your youth leader and paste it into the browser to start your second reservation. You will do this step for every registration you need to complete.

20) You will start again at STEP #4 above.

21) IF you do NOT have any more reservations to complete, you can click on the (x) to close out the thank you message.

a. You should then see this under your account information:



- b. To make sure your reservations are completed, click on the “MY RESERVATIONS ()” BUTTON
- c. You should see the name(s) of the people that are ATTENDING the gathering under the “Reservation History”
 - i. If they are not listed here, something was not done correctly.

If you decide you need to complete a reservation for ANOTHER person later on, you can do so by copying and pasting the link in the browser again, and start back at STEP 4.

DO NOT log into your account and simply click on NEW RESERVATION on your “My Reservations” screen. This new registration would not be linked to the proper Group Reservation of your church. **You must use the link that you were emailed to start ANY reservations.**