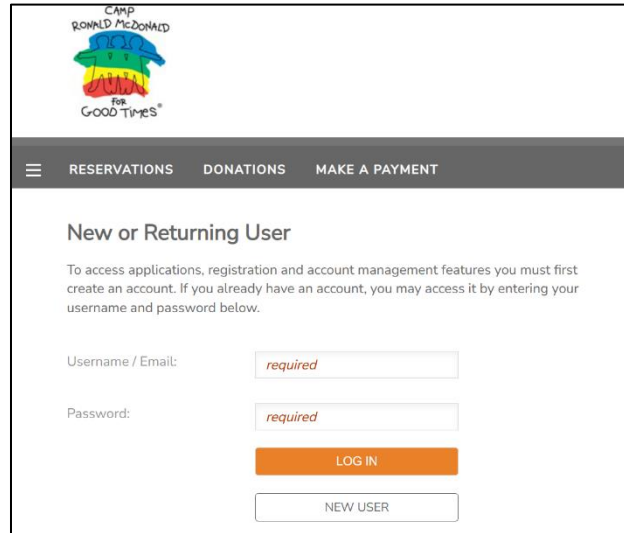


## Filling Out a Volunteer Counselor Application via UltraCamp – User Guide

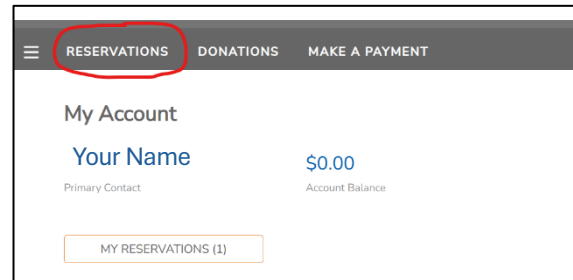
**Step 1:** Navigate to the following link to create an UltraCamp account:

### [UltraCamp Volunteer Application](#)

Select “New User” and fill out the required fields to create an account:

A screenshot of the UltraCamp login page. At the top left is the Camp Ronald McDonald For Good Times logo. Below it is a navigation bar with three items: "RESERVATIONS", "DONATIONS", and "MAKE A PAYMENT". The main heading is "New or Returning User". Below this is a paragraph: "To access applications, registration and account management features you must first create an account. If you already have an account, you may access it by entering your username and password below." There are two input fields: "Username / Email:" and "Password:", both with a red "required" label to their right. Below the fields are two buttons: "LOG IN" (orange) and "NEW USER" (white with a grey border).

**Step 2:** Navigate to the menu and select “Reservations”

A screenshot of the UltraCamp "My Account" page. At the top is a navigation bar with three items: "RESERVATIONS", "DONATIONS", and "MAKE A PAYMENT". The "RESERVATIONS" item is circled in red. Below the navigation bar is the heading "My Account". Underneath, there are two pieces of information: "Your Name" (Primary Contact) and "\$0.00" (Account Balance). At the bottom, there is a button labeled "MY RESERVATIONS (1)".



**Step 3:** Select “Individual” as your Reservation Type.

RESERVATIONS DONATIONS MAKE A PAYMENT

### Reservation Type

INDIVIDUAL

FAMILY

**Step 4:** Select your name (typically, the names that show up will be yours and your emergency contact)

RESERVATIONS DONATIONS MAKE A PAYMENT

### Make a reservation for

Your Name

Jane Doe

+ ADD PERSON

**Step 5:** You will be prompted to select a session. Under the section “Volunteer Application” section, select “Application – Camp Volunteer” and click register.

RESERVATIONS DONATIONS MAKE A PAYMENT

### Select a session

Listed below are the upcoming sessions for which this person is eligible. To begin the registration process, select the session for which you would like to make a reservation.

FILTERS REGISTER

#### Volunteer Application

- Application - MD/RN Volunteer Application  
Ages 19 and up
- Application - Camp Volunteer  
6/1/2023 - 1/1/2026  
Ages 19 and up



**Step 6:** You may be prompted with additional selections. If so, select “No, continue registration”

A screenshot of a web form titled "Additional Selections". At the top, there is a navigation bar with "RESERVATIONS", "DONATIONS", and "MAKE A PAYMENT". Below the title, the question asks "Would you like to make additional selections for other account members?". There are two buttons: "YES" and "NO, CONTINUE REGISTRATION". The "NO, CONTINUE REGISTRATION" button is circled in red.

**Step 7:** Alas, you have made it to the Camp Volunteer Application! Fill out the required fields and submit your application.

A screenshot of a web form titled "Application - Camp Volunteer". At the top, there is a navigation bar with "RESERVATIONS", "DONATIONS", and "MAKE A PAYMENT". Below the title, the question asks "Will your current (mailing) address be the same as your summer address?". There are two radio buttons: "Yes" (selected) and "No". Below the question, there is a text input field labeled "Summer Address".

**Step 8:** Select Complete Order to Submit Your Application

A screenshot of a web page titled "My Cart". It says "Review your order for accuracy." Below this, there is a prominent orange button labeled "COMPLETE ORDER". There are also two blue links: "Add additional reservations" and "Add a gift certificate or promotional code". Three orange arrows point to the "COMPLETE ORDER" button.

Once you select “Complete Order”, you’ll have officially submitted your application and will also receive an automatically generated email confirming that we’ve received your application.

**\*\*If we feel your completed application and background/experience meet our requirements, we will contact you to schedule an interview.**