



# ULTRACAMP PORTAL INSTRUCTIONS for APPLICANT PARENTS & GUARDIANS

---

## Create an Ultracamp Account:

Use the link in the provided below from your Program Coordinator to access the Ultracamp portal.

**CLICK LINK HERE: [2021 Applicant Enrollment Form Link](#)**

**OR COPY/PASTE THIS LINK:**

**<http://www.ultracamp.com/info/sessiondetail.aspx?idCamp=885&campCode=MC5&idSession=299609>**

You can access this link on a computer, tablet, or smart phone.

### 1. Clicking the link above link will take you to this page:

The screenshot shows the Ultracamp portal interface. At the top left is the CITYKIDS logo. Below it is a navigation bar with 'RESERVATIONS' and 'MAKE A PAYMENT' links. On the right side of the navigation bar are icons for a home page, a shopping cart, and an email notification with a '1' next to it. The main content area displays 'Applicant Enrollment Form 2021'. Below this title is an orange 'REGISTER' button, which is circled in red. A red arrow points from the text 'Click here.' to the 'REGISTER' button. Below the button, there are details about the session: 'Dates: 1/1/2021 - 7/15/2021', 'Ages: Ages 9 - 12', 'Cost: \$0.00', and 'Availability: This session has openings for males and females. Registration will end on 7/15/2021.' At the bottom of the page, there is a footer with a language dropdown menu set to 'English', and links for 'Contact Us', 'Privacy Policy', 'Refund Policy', and 'Frequently Asked Questions'. The address '2437 15th Street NW - Washington, DC 20009' is also listed, along with a small CITYKIDS logo in the bottom right corner.

## 2. After clicking register as outlined above, you'll be prompted to create a new account in our system:

**CITYKIDS**

RESERVATIONS MAKE A PAYMENT

New or Returning User

Username:

Password:

[Forgot your login information?](#)

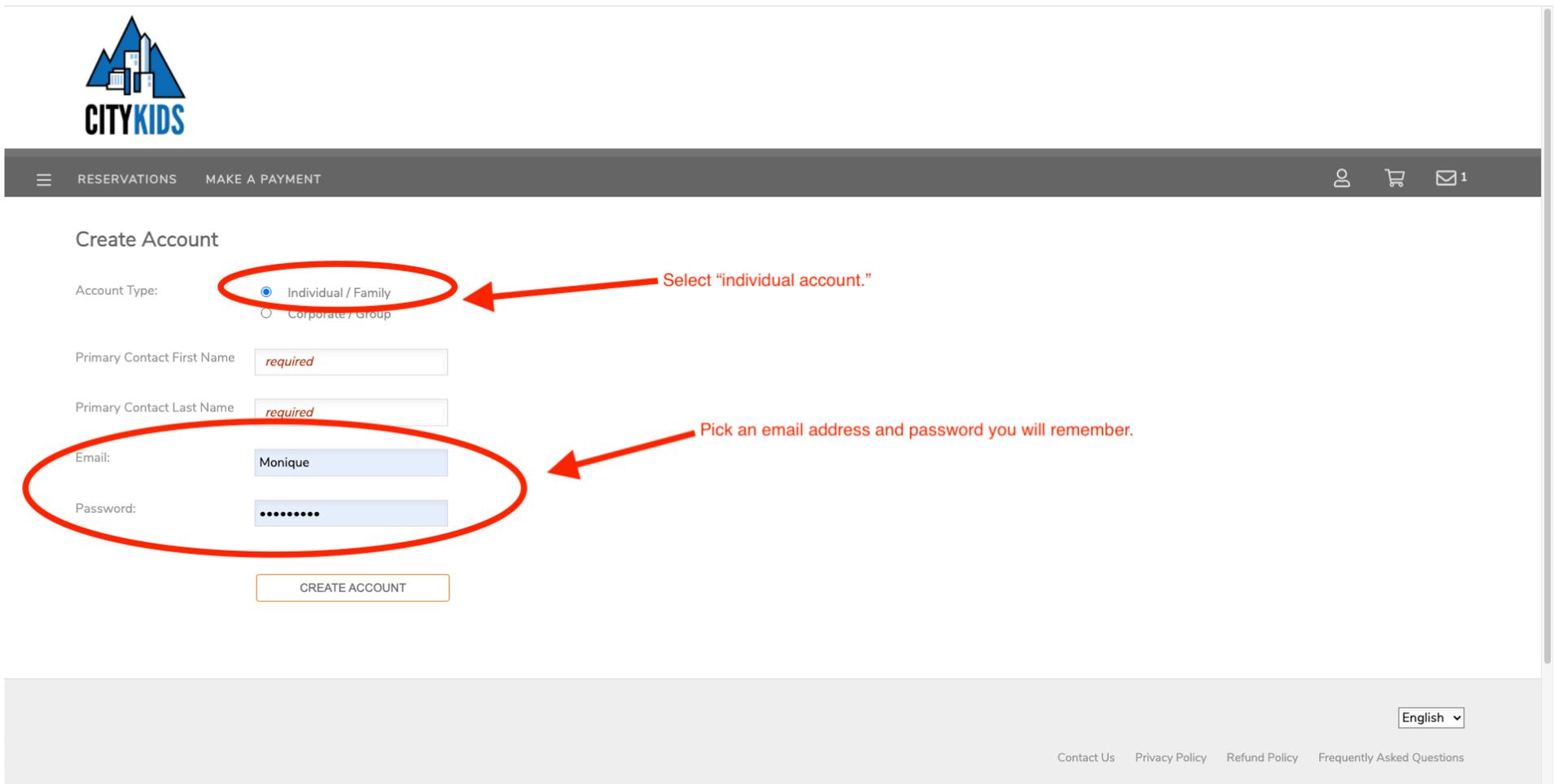
English

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

2437 15th Street NW - Washington, DC 20009

**\*If you have multiple children, you only need to create one account. After you have created an account, you will have the opportunity to add additional children to the same account which will save you from having to complete every form multiple times.**

3. On the next page, you'll be prompted to input your first and last name along with a valid email address and password. **Please choose an email and password you can remember because you'll need this to access your accounts moving forward.** When an email and password are selected, click on "CREATE ACCOUNT"



The screenshot shows the 'Create Account' page for CityKids. At the top left is the CityKids logo. A dark navigation bar contains a menu icon, 'RESERVATIONS', 'MAKE A PAYMENT', a user profile icon, a shopping cart icon, and an envelope icon with a '1' notification. The main content area is titled 'Create Account'. Under 'Account Type', the 'Individual / Family' radio button is selected and circled in red, with an arrow pointing to it from the text 'Select "individual account."' Below this are input fields for 'Primary Contact First Name' and 'Primary Contact Last Name', both marked as 'required'. The 'Email' field contains 'Monique' and the 'Password' field contains seven dots. A large red oval encircles the 'Email' and 'Password' fields, with an arrow pointing to it from the text 'Pick an email address and password you will remember.' At the bottom of the form is a 'CREATE ACCOUNT' button. The footer includes a language dropdown set to 'English' and links for 'Contact Us', 'Privacy Policy', 'Refund Policy', and 'Frequently Asked Questions'.

**Account Type:**  Individual / Family  Corporate / Group

**Primary Contact First Name:**

**Primary Contact Last Name:**

**Email:**

**Password:**

English ▾

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

4. After creating your account, you'll land on this page where you'll be prompted to add you child(ren) to your profile. But before you do that, you need to update your contact information on your profile.



RESERVATIONS MAKE A PAYMENT



Welcome, Test [Sign Out](#)

Select Individual

[Testy Child](#)

+ A PERSON

Click here to access your profile.

English

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

2437 15th Street NW - Washington, DC 20009



5. After accessing your profile, click on your name to access your bio information page.

My Account

Test Testy  
Primary Contact

\$0.00  
Account Balance

Organization Name

MY RESERVATIONS

Account Members

Test Testy ← Click here  
(primary contact)

REGISTER

Testy Child

REGISTER

+ ADD PERSON

And:

Test Testy

Not Specified  
Birthdate

ckenrollmenttester@gmail.com  
E-mail Address

EDIT MY BIO INFORMATION ← Click here.

Reservations

My Forms

Medications

6. After clicking on “Edit My Bio Information” you’ll be prompted to add you contact information. Please complete all information required here.

## Edit Test

First Name:

Last Name:

Middle Initial:

Nickname:

Birth Date:  

E-mail Address:

Phone:  Home Phone

COMPLETE ALL REQUIRED INFORMATION

### Address / Alternate Phone

Alternate Phone 1:  Home Phone

Alternate Phone 2:  Home Phone

Address:

City:

State / Province:

7. After completing this section, go back to your profile and complete alternate contacts section for any additional contacts for your child(ren).

My Account

Test Testy  
Primary Contact

\$0.00  
Account Balance

Organization Name

MY RESERVATIONS

Account Members ☰

Test Testy  
(primary contact)

REGISTER

Testy Child

REGISTER

+ ADD PERSON

Click here to add any additional contact persons for your child(ren).

- Alternate Contacts ☰
- Pickup Authorization ☰
- Friend Accounts ☰
- Login Information ☰

8. Now it's time to add all applicable children to your account to complete our application.



RESERVATIONS MAKE A PAYMENT



! There is no one in your account eligible to attend this session.

Welcome, Test [Sign Out](#)

### Select Individual

Test Testy

+ A PERSON

Click here to add your child or children to your account.

English

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

2437 15th Street NW, Washington, DC 20009

9. The next page will allow to add your child(ren) to your account individually. Add each of your children who are applying as needed. Remember, only students we invite to the application process should be in our system. We will delete any additional students if they haven't been invited to our formal application process.

RESERVATIONS MAKE A PAYMENT

Welcome, Test [Sign Out](#)

### Add Person

This person is:

Child ← Add as a child.  
 Adult

First Name:  ← Required.

Last Name:  ← Required.

Middle Initial:

Nickname:

Birth Date:  ← Required.

Child's Email:  ← Please add if your child has an email. We'll always CC parents in email to children.

Child's Phone:  ← Please add if your child has a cell phone. We'll always include parents in communication to children.

Address / Alternate Phone

Same as Primary Contact

Additional Information

Photo:    
(7 megabytes size limit)

## 10. After adding your child(ren), you will be sent back to your profile where you'll be able to register your child for the appropriate session.

My Account

Test Testy      \$0.00      Organization Name  
Primary Contact      Account Balance

MY RESERVATIONS

Account Members

Test Testy (primary contact)      REGISTER

Testy Child      **Click here to register your child for the applicant enrollment forms.** →      REGISTER

+ ADD PERSON

## 11. On the next page, click on the “Applicant Enrollment Form 2021” box and then click register.

### 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

5 Results

<input checked="" type="checkbox"/>	Applicant Enrollment Form 2021 1/1 - 7/16 Ages 9 - 12	\$0.00	<a href="#">info</a>
<input type="checkbox"/>	Elite Enrollment Form 2021 1/1 - 7/16 Ages 9 - 18	\$0.00	<a href="#">info</a>
<input type="checkbox"/>	JET Enrollment Form 2021 1/1 - 7/16 Ages 9 - 18	\$0.00	<a href="#">info</a>
<input type="checkbox"/>	Leadership Enrollment Forms 2021 1/1 - 7/16 Ages 9 - 18	\$0.00	<a href="#">info</a>
<input type="checkbox"/>	Mountaineer Enrollment Form 2021 1/1 - 7/16 Ages 9 - 18	\$0.00	<a href="#">info</a>

**CLICK HERE and then click Register.**

# Completing 2021 Enrollment Forms (Please note there are 2 major steps):

## Step 1: Register for your child's session and complete on-line enrollment forms.

---

This will bring you right into the on-line enrollment forms. These forms should take less than 45 minutes to fill out. You will need your health insurance information and medication dosages handy to complete the forms.

Once you have clicked through all the forms. You will see a screen that reads "Order Complete."

Now you can click on "**My Account**" in the upper left-hand side of the screen to bring you to your account home page.

If you click on **your name or your child's name**, you will be brought to your "person summary page." Here, you can click "**my forms**" and access each form individually.

## Step 2: Visit the document center to upload additional documents. - **APPLICANTS STOP HERE**

---

***If your child is accepted into the 6 year program, these additional forms below will be requested & uploaded to the Document Center:***

1. Health Forms
  - a. City Kids Health Exam by Licensed Medical Professional Form **OR** the DC Universal Health Exam Form
  - b. Health Insurance Card
  - c. Immunization Records
  - d. Condition-specific forms (Asthma Action Plan, Psychotropic Drug Form)
2. Other Waivers
  - a. NONE applicable to new applicants.
3. COVID 19 Policies for Review
  - a. Covid-19 Policies and Procedures
4. Family Information
  - a. Free and Reduced Meal Form (for summer camp)

**Program Managers are here to assist you through the application process. If you run into any issues, please reach out to Rosy Garibay, the Ranger and Mountaineer Program Manager, at [rosy@citykidsdc.org](mailto:rosy@citykidsdc.org).**

**Thank you!**