

Ultracamp Set up Task #1

Due: Oct. 21st

Need to Complete: 1 to 5 Session Templates for your programs

Create your subject/program areas session templates:

- 1. Go to Settings – Session Templates – Session Categories
 - o Does the Session Category already created cover your subject area? If the answer is no, reach out to Kirsten (kbramley@bw.edu and/or Thursday zoom hours) to discuss what session category name might make more sense or one that needs to be added.
- 2. Got to Settings – Session Templates – Session Templates
- Find template example created or create new. Follow video and below questions to decide required pieces for your subject areas.

- We will come back to edit these templates after we create Page Order and Email Communications in the coming weeks.
- Name: Dept Day/Overnight Session by Age/Grade
 - o Will you have any programs that are for families as a group to sign up for a program? (not including siblings both signing up) If the answer is no, choose individual as the registration type. If you will have group/family's sign up as a unit, choose group. This should not include school districts that are signing up teachers for PD.
 - o How will you want people to pay for your program? Will it be different for certain programs? If yes, list out which programs would go in which collection method options. Reach out to Kirsten if you have questions on how to organize your templates.
 - Payment in Full or Payment Plan
 - Collect all fees
 - Require only the deposit
 - Collect another amount
 - Must select a payment plan
 - o Do you want to limit your programs that are using this template by age, grade, or no limit? Which programs will be limited by age and which programs will be limited by grade?
 - o Do you want to get notifications for every:
 - Reservations made in your session
 - Reservations modified in your session
 - Reservations canceled in your session
 - Added to waiting list in your session
 - Moved from wait list to reservation in your session
 - When a session is at capacity in your session
 - Send capacity notifications when the count of reservations is within 'X' of the total? How many spots left

