Ultracamp Set up Task #2

Due: Oct. 28st

Need to Complete Individually and as a Group:

- **Update/Clean up CAS Policies**
  - Are we keeping the registration fee? Are there other policies that aren't enforced or needed? Are there policies that are actually waivers?
  - Do you want one form that has all policies and is used throughout all CAS or do you want it separated by type of program?
- **Any additional upload/download documents or supplemental forms needed? (Outside of custom questions)**
  - Reach out to Kirsten on what those are. I know Summer Camps/CSI have some additional forms. Julia, let's touch base on those. Laura, Yvonne and Meredith, let me know if anything is missing on the Financial Aid side of things.
- **Begin organizing needed Custom Questions – Ongoing - this task will not be completed these week**
  - Would like to have confirmation on broad CAS questions that will be asked all the time or in multiple session but are not questions we would necessarily ask outside of CAS.

Note: Next week we will talk about tasks and processes which creates the requirements and due dates for these documents.

Forms/Questions already set up or built in. Open to edits if needed.

Health Form – set up

Waiver/Release Form – set up

Emergency Contacts – built in

Authorized Pickup - built in - Authorized Pickup

Medication form – built in

Buddy Request Question – Had to be created and linked under settings – custom questions – buddy request question – this enables special handling and matching tools when performing lodging assignments. You will still need to schedule it as a session custom question to work properly.

T-Shirt Size Question

School attending/School District – will have dropdown

- **1. Documents – uploads (e.g. insurance card) and downloads (e.g. campus map)**
  - Go to Settings – Communication – Document Management
    - Any additional documents you want your participants to upload?
    - Any additional documents you want them to download and reupload or just download for information?
- **2. Waivers, Policies, Health Forms and other supplemental forms**
  - Go to Settings – System/Management – My Forms
    - Review registration policies and your specific policies and make needed edits to templates.

- **3. Categorizing Custom Questions**
    - Begin gathering your custom questions for your sessions.
    - Person Custom Questions – **These are questions that Kirsten will set up. Let me know if there are others that are standard questions that should be asked across all persons.**
        - What are questions that can be standardized across DCL?
            - Expected High School Graduation Year
            - School Attending
            - School District
            - Current Work/Employer
            - Job Title
            - T-shirt size
            - Buddy Request Question
        - What questions are standard throughout all of CAS?
            - Primary Instrument
            - Voice Type
            - Music/Choir/Band Teacher or Private Lesson Teacher
            - BW Student, Faculty, Staff?
            - Student ID
            - Music Experience
            - How did you hear about CAS?
        - What questions are standard across your subject area?
        - What questions are standard for a certain session?
            - Are there ways that you can group these into a form?
- **4. Create Custom Questions (Refer to the UC Consistency guidelines)**
- Go to Settings – Custom Questions – Custom Question Templates
    - Create custom questions there
- Two ways to add these too sessions:
    - Scheduling – Custom Questions – Session Custom Questions
        - Choose your session -> and add questions
    - Settings – System/Management – My Forms
        - Create a form with required custom questions for your session(s) that will be required to complete during registration.
- Many ways to view/manage completed forms and custom questions:
    - Custom Reporting – which will be later
    - Go to someone's specific account – open reservation – click on "Additional Information" tab
    - Go to "My Sessions" – Click the Roster Tab to the right of "Acro" – hit the plus button to the right of Report Parameters – scroll down and choose session custom questions – save – and those will be an added column.
    - Also can get there by going to "Summary of Sessions" – clicking on Acro – clicking on roster.

Additional Help Videos and How To's from Ultracamp:

Scheduling Custom Questions – clarification on the difference between account, person, and session questions and how to schedule questions in a session.

Managing Completed Forms – insight into how you will manage your forms

Custom Online Forms – details on creating forms