SCHEDULE A NEW SESSION
SESSION MASTER

Select a Session Template: Choose the template that goes with your subject area and grade/age restriction

BASIC INFORMATION

Session Name: Public name of program offering

Sub Category 1: ignore

Sub Category 2: Ignore

Location: Department program falls under

Session Code: Ignore

Begin Date: 1st day of program

End Date: Last day of program

Alternate Date Label: Day(s) of week meeting, dates, and end with comma

Examples: Monday, August 15th – October 12th, OR January 1st – January 7th

Daily Start Time: choose time

Daily End Time: choose time

Time Description: shortened times (examples: 7pm – 9pm or 3:30pm – 5:30pm)

Registration Begin Date: 1st day participants can register

Registration End Date: Last day participants can register

Modification Cutoff Date: put in a past date unless you want them the ability to modify their registration

Cancellation Cutoff Date: put a past date

Paid-in-Full Due Date: date that last payments are due

SELECT THE NEXT STEP

Choose the next step:

- **Schedule another session –** set up basics for another session
- **Continue working with this session in the Session Editing Wizard –** continue setting up settings and details for this session
- **Copy settings to this session from a previously scheduled session –** copy settings and details from a previous sessions

BASIC INFO

Session Name: Public name of program offering

Session Master: Session Template previous created

Session Type: Individual (Group only used for family/team type sessions)

Category: Interest area program falls under

Sub Category 1: ignore

Sub Category 2: Ignore

Location: Department program falls under

Session Code: Ignore

Enable Public Registration: public can register, if you only choose this and not visible to public, it will be a private program

Visible to Public: Link is public on Ultracamp

Sort Order: By default, upcoming sessions are display in order by begin date. To move a session up in the list, enter a number less than 0. To move a session down in the list, enter a number greater than 0. Sessions with the lowest number will be displayed at the top of the list while session having a higher number will be at the bottom.

Custom Tag 1: Locations & Address

- WhistleStop Building, 599 W Bagley Rd, Berea, OH

- Boesel Musical Arts Center, 49 Seminary St, Berea, OH
- Kulas Musical Arts Building, 96 Front St, Berea, OH
- Wheeler Hall, 300 Front St, Berea, OH
- Student Activity Center (SAC), 96 Beech St, Berea, OH
- Packard Athletic Center, 123 E Bagley Rd, Berea, OH
- Lou Higgins Center, 136 E Bagley Rd, Berea, OH
- Knowlton Center, 370 Front St, Berea, OH
- Kleist Center for Art & Drama, 95 E Bagley Rd, Berea, OH
- George Finnie Stadium, 141 E Bagley Rd, Berea, OH
- Center for Innovation & Growth (CIG), 340 Front St, Berea, OH
- Durst Welcome Center, 115 Tressel St, Berea, OH
- Kamm Hall, 191 E Center St, Berea, OH
- Burrell Observatory, 42 W 5th Ave, Berea, OH
- Telfer Hall, 336 Front St, Berea, OH
- Marting Hall, 50 Seminary St, Berea, OH
- Malicky Center for Social Sciences, 33 E Bagley Rd, Berea, OH
- Strosacker Hall, 120 E Grand St, Berea, OH

Custom Tag 2 & 3: Ignore
Camper Equivalent: Ignore
Session Description: Write description for this program. This should mirror website description.

DATES

Begin Date: 1st day of program
End Date: Last day of program
Alternate Date Label: Day(s) of week meeting, dates, and end with comma
Examples: Monday, August 15th – October 12th, OR January 1st – January 7th
Daily Start Time: choose time
Daily End Time: choose time
Time Description: shortened times (examples: 7pm – 9pm or 3:30pm – 5:30pm)
Registration Begin Date: 1st day participants can register
Registration End Date: Last day participants can register
Modification Cutoff Date: put in a past date unless you want them the ability to modify their registration
Cancellation Cutoff Date: put a past date
Paid-in-Full Due Date: date that last payments are due

CAPACITY

Maximum Males, Females, Total: Need to say the same number of all genders are eligible for programming.
Example: Males: 35, Females: 35, Total: 35
Ignore the remainder of this page

AGE LIMITS

Minimum Age/Grade: Include if limits
Maximum Age/Grade: Include if limits
Minimum Age Grace: Ignore unless applicable
Maximum Age Grace: Ignore unless applicable
Alternate Date for Age/Grade Calculation: Ignore unless applicable

FEES

Non-Refundable Fee (Deposit): Amount owed at check out and not refunded in case of refund
Remaining Cost (Basic Fee): The reminder of the cost/tuition of the program MINUS the deposit
Total Fee: Will display deposit + basic fee total
Alternate Price Description: By default, the sum of the 'Non-refundable Fee' and the 'Basic Fee' are displayed to the public as the cost of the session. The 'Alternate Price Description' allows another description to be displayed in instead.
Advanced Settings: Ignore

PAYMENT OPTIONS
Payment Option: Chosen in Session Templates
Paid-in-Full Due Date: Date when all final payments are due (optional)
Payment Plans: Choose payment plans you want to use for this session
Need to create them? Go to Settings – Fees/Payments – Payment Plan Templates
Advanced Settings: Ignore

CONFIRMATIONS
Most confirmation emails will be set up with a Session Template. If not, Choose Confirmation Email template.
Need to create this? Go to Settings – Confirmation – Confirmation Templates

REGISTRATION PAGE ORDER
Most page orders will be set up with a Session Template.
Need to create this? Go to Settings – Session Templates – Page Order Templates
If not, decide what you want your page order to look like.
Page orders should always include:
- Confirm Attendee Information
- Confirm Primary Constant Information
- Session Custom Questions
- Session Options
- Discounts
- Alternate Contact
- Department specific policies
- DCL Youth/Adult Waivers & Policies

Page orders might include:
- Medication: for day and overnight camps
- Alternate Pickup: for camps
- Online Forms you are requiring

DISCOUNTS

DISCOUNTS
Add a discount to this session
Need to create one? Go to Settings – Discount Templates – Simple Discount Templates

DISCOUNT EXCLUSIONS
Do any of your discounts not include the deposit, tuition, activities, or options? Exclude them here.

DISCOUNT MAXIMUMS
Is there a maximum amount a reservation should not exceed? Add that here.

ADDITIONAL INFORMATION

ACTIVITES
If this feature applies to your area, add, create or edit your activity group

AGREEMENTS
Ignore – currently not using this feature

MEMBERSHIP INFORMATION
Ignore – currently not using this feature

LODGING
Ignore – currently not using this feature

STORE MONIES
Ignore – currently not using this feature

SESSION WAITING LIST
Enable: Click if using wait list, otherwise skip this feature
Signup Cutoff Date: When is the final date someone could sign up for the waitlist
Process To Start On Sign Up: Are there any documents they could fill out while they are on the waitlist?
Email Sent When Space Becomes Available: Use Default Message
Days Opening Should be Held: How many days do you want the registrant to have to register once a spot opens?

SESSION OPTIONS
Add Session Option: Any options in this session?
Need to create this? Go to Settings – Option Templates – Option Categories & Option Templates

ADVANCED SETTINGS

REGISTRATION PASSWORDS
Select Password: Do you need a password to password protect your session for specific registrants? Add an existing.
Need to create this? Go to Settings –

REQUIRED FORMS
What forms do you require the complete during registration or after?
Be sure this forms are listed in the page order if you want them to show up during registration.
Need to create this? Go to Settings – System/Management – My Forms

PROCESSES
Attach Processes: Do you have a document/upload you want added to their post-registration process?

PREREQUISITES
Add a new prerequisite: Are there courses they need to take before this one?

ADDITIONAL FEES/TAXES
Add a new 'Additional Fee': Are there additional fees you want to include in this program?

SAVE

CUSTOM QUESTIONS

Need to create or add Custom Questions to this session?

To create Custom Question – Settings – Custom Questions – Session Custom Questions

Check the Custom Questions Consistency Guidelines

Schedule Custom Question to this session

Go to Scheduling – Custom Questions – Session Custom Questions