

Ultracamp Set up: Session Templates
Need to Complete: Session templates for your department

Reminders

- Always need a Category to have a Template.
- Can use Templates for many Sessions.
- Seasons are by year – 2023 to 2024 (August 1st – July 31st).
- Locations – think of Departments (ex. CAS, Athletics, STEM).
- Don't hit enter in template wizards, it will kick you out.
- User restrictions are by what you can do in the system not by subject area.
- Filter options will be provided for reporting.

Create your subject/program areas session templates:

- 1. Go to Settings – Session Templates – Session Categories
 - Does the Session Category already created cover your subject area? If not, finalize what subject areas you need to have.
- 2. Got to Settings – Session Templates – Session Templates
- Find template example created or create new.
- We will come back to edit these templates after we create Page Order and Email Communications.
- Name: (example: Dept Day/Overnight Session by Age/Grade)
 - 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.
 - 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
 - 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?
 - Do you want to get notifications for any of the following?
 - 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

Recap: The following our permanent pieces of a session template to keep in mind.

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| • Individual or Group | • Collection Method | • Confirmation Email |
| • Session Category | • Age, Grade, or Neither | • Page Order Template |
| | • Notifications | |