

Bulk Updates in Ultracamp

Using Bulk Updates for Scheduled Sessions

<https://help.ultracamp.com/hc/en-us/articles/7228746352916-Bulk-Update-Scheduled-Sessions>

Tools > Additional Tools > Bulk Updates > Upcoming Scheduled Items: Scheduled Sessions

1. Choose sessions that you would like to bulk update > Select
2. Check the settings you wish to update and enter the new values in the appropriate fields. Be sure to click the check box on the left of the item you are updating > Next
3. Review Bulk Updates > Process

Types of things you can bulk update:

Basic Information

- Custom Tag 1 (Location/Address)
- Sort Order
- Enable Public Registration
- Visible to Public

Age Restrictions

- Minimum Age/Grade
- Maximum Age/Grade
- Age Grace

Dates

- Begin Date
- End Date
- Alternate Date Label
- Daily Start/End Time
- Time Description
- Registration Begin Date
- Registration End Date

Fees

- Non-Refundable Fee(Deposit)
- Allocation Account
- Remaining Cost (Basic Fee)
- Alternate Price Description
- Discount Maximums and Exclusions

Payment Options

- Collection Amount
- Paid-in-Full Due Date
- Payment Plans

Limits

- Maximum Males
- Maximum Females
- Maximum Total
- Maximum Reservations
- Perform Waitlist Check

Waiting List

- Waiting List Enabled

- Signup Cutoff Date
- Days Opening Should be Held

Page Order

- Page Order Template

Required Forms

Additional Information - Lodging

Using Bulk Updates for Updating Option Templates

<https://help.ultracamp.com/hc/en-us/articles/12457813489044-Bulk-Update-Option-Templates#bulk-update-option-templates-0-0>

Tools > Additional Tools > Bulk Updates > Masters: Option Templates

4. Choose options that you would like to bulk update > Select
5. Check the settings you wish to update and enter the new values in the appropriate fields. Be sure to click the check box on the left of the item you are updating > Next
6. Review Bulk Updates > Process

Types of things you can bulk update:

Display Information

- Category Name
- Description
- Settings

Fees

- Non-refundable Fee
- Cost (less deposit)
- Allocation Account

Availability Limit

- Availability Limit
- Age/Grade Restrictions

Additional Settings

- Confirmation Note
- Option Documents
- Option Online Forms
- Option Payment Plans
- This options is a child of:

See Scheduling a Session for how to add/edit these settings into a session one at a time