Division of Community Learning
Inspiring Unending Curiosity

Options in Ultracamp

Option Categories

https://help.ultracamp.com/hc/en-us/articles/7228683795604-Option-Categories

Settings > Option Templates > Option Categories

- Add or Edit an Option Category
    - Note: There is usually one category for many templates
- Category Name: This will be title or subject of your Options
- Category Description: optional to share with participants more information
- Page Display Type: if it's simple you can have it share page with other categories. If it is going to link to other options or forms, choose Display on its own Page
- Select Mode: is this option going to allow one or multiple selections for a participant to choose from
- Additional Settings allow for how many selections they can choose and if it is required
- Financial Settings: Inherit from session
- Choose if Discounts can apply to options in this category

Option Templates

https://help.ultracamp.com/hc/en-us/articles/7228685649300-Option-Templates

Settings > Option Templates > Option Templates

- Choose Category Name this Template goes under
    - Note: Think of Option Templates as the answers or choices of the option category
- Sub Category: Usually no necessary
- Option Name: This is the name
- Short Name: How will it show up in reports
- Descriptions (Optional)
- The following checks should always be checked:
    - Display to Public (If you want it available for anyone to choose in the registration process)
    - Display to Admin
- Additional settings up to your needs
- Fees: does this option cost something additional?
- Availability Limit: REQUIRED
- Age/Grade Restrictions
- Additional Settings
    - Enabled: Be sure this is checked to make it available
    - Documents, Form, Seasonal Fees, Payment Plans and other options can be added as additional requirements or availabilities due to this option.

Adding Options to a Session

https://help.ultracamp.com/hc/en-us/articles/7228701523988-Scheduling-Session-Options

Scheduling > Session Options > Session Options

- Add one session option at a time to several sessions

OR

My Sessions > View Summary of Sessions > Go to session you want to add multiple options to > Edit pencil > Under Additional Information, Choose Session Options > Add Session Options > Complete

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

1. Choose options 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:

Display Information

- Category Name
- Description
- Settings

Fees

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

Availability Limit

- Availability Limit
- Age/Grade Restrictions

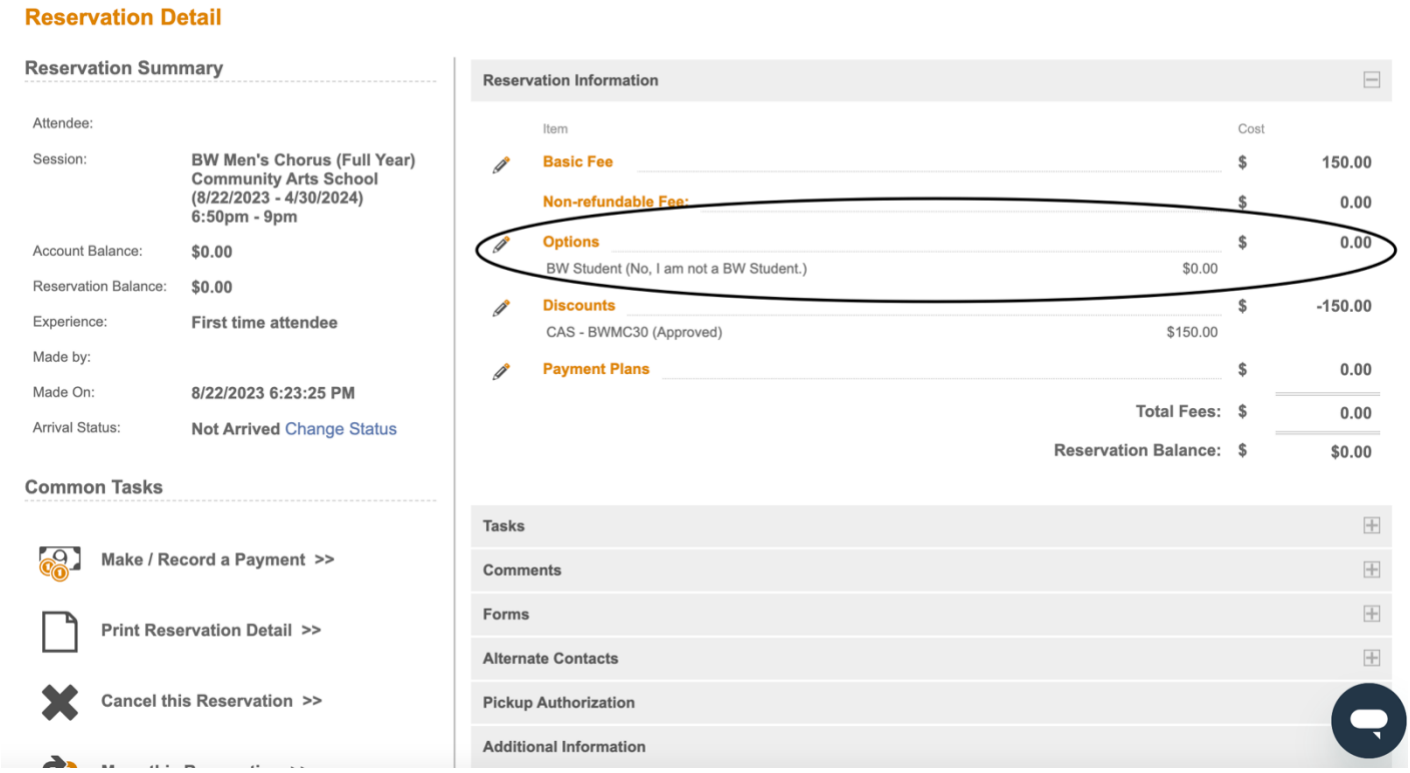
Additional Settings

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

Reporting Option Templates

Reports > Roster > Session Options Roster

- Choose what Options you want to report on, which Sessions that have these options you want in the report, and any additional Filters you need in this report
- From there you can store that group or export the report

Seeing Option Templates on Accounts

- Go to account and choose the reservation you want to view options
- Under Reservation Information is Options and will list how they answered Options in the registration.