



kidz2leaders, inc.  
& Camp Hope®

Dear Volunteers,

We are excited you are applying to attend Camp Hope 2018! As you may have heard, we will be adding a second session of camp this summer. We are so excited to get to serve more campers this season. The newest session of camp will serve 30-40 of our new campers. This will be a week of 8-10 year old Cornerstone campers who are attending Camp Hope for the first time. The dates for this session are **June 16-22, 2018** at Camp Twin Lakes-Dream in Warm Springs, GA. The second session of camp will be during the week of **July 7-13, 2018** at Camp Twin Lakes in Rutledge, GA. This session will look like it has in the past and it will serve both Cornerstone and Leadership campers. Since we are adding in an additional session of camp, we need more volunteers. Make sure to spread the word about this great opportunity!

We are also excited to announce our **new online registration process**. These applications will look different than past applications due to the fact that we are using a new registration system and we have added in some questions so that we can better serve our campers and volunteers. Completing your applications online, will allow your future applications to be completed much faster, as it will save your information from year-to-year! If you need guidance through the online registration process, please refer to the document below.

If you have any questions at all, feel free to contact Hope Rosenlund, Director of Programs, at the kidz2leaders/Camp Hope Office.

**Call:** 770-977-7751

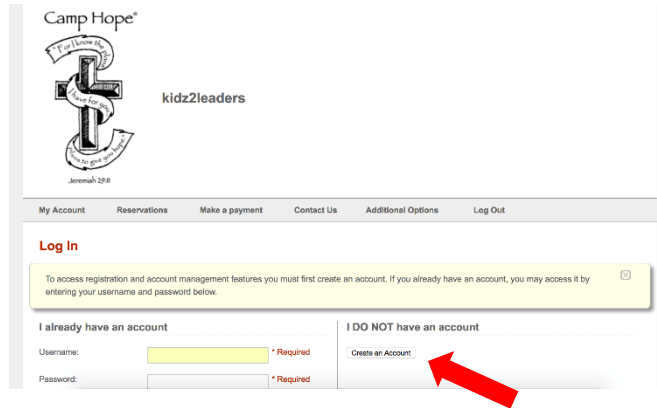
**Text:** 470-455-8744

**Email:** [hope.rosenlund@kidz2leaders.org](mailto:hope.rosenlund@kidz2leaders.org)

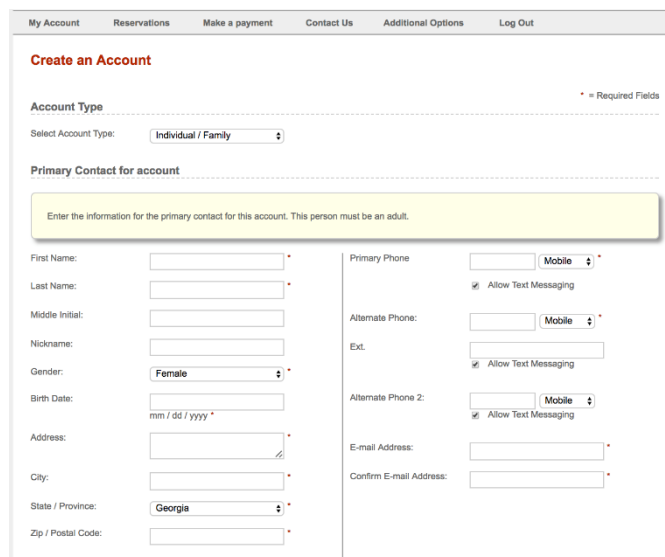
Thank you!

## How to Register for kidz2leaders - Camp Hope on UltraCamp

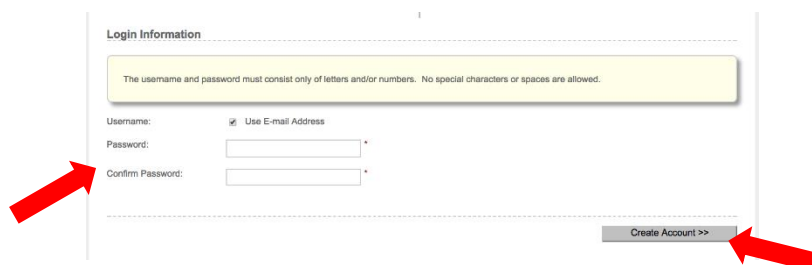
1. Follow link to UltraCamp (our new online registration system)
2. Your screen will look like the image below
3. Click on “Create an Account”



4. Fill out all required information (Required information are noted with a red \*)

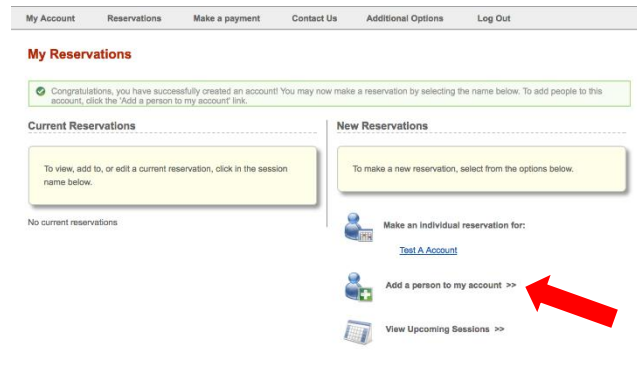


5. At the bottom of that page, it will ask you for log in information. You will just need to create a password.

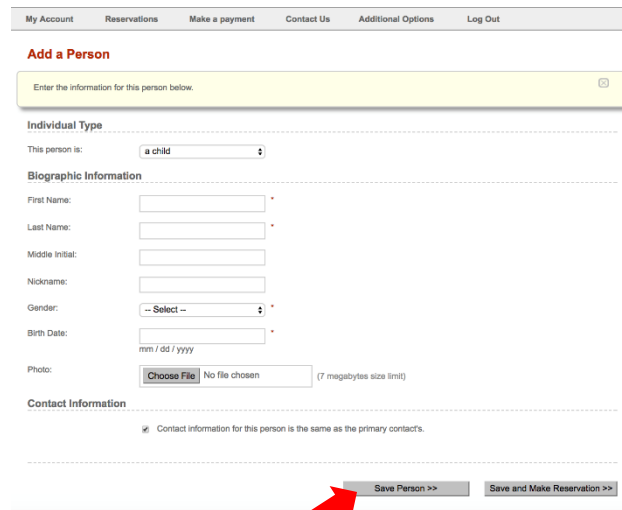


6. Click “Create Account >>”

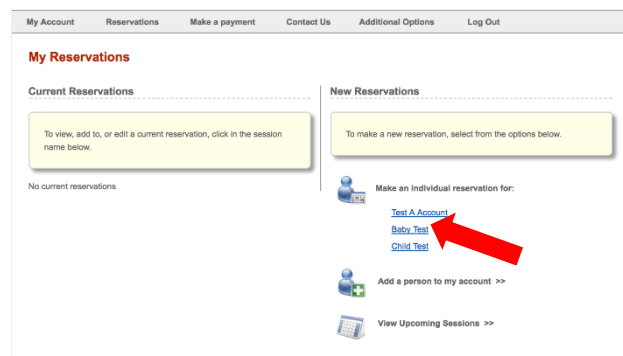
7. You will be led to a page that looks like the image below



8. Click “Add a person to my account >>” if you are creating an account for more than one individual
9. Add all family members who may attend kidz2leaders programs
10. Make sure you click “Save Person” for each individual you add



11. Once you have added everyone, click “Make an individual reservation for:” and choose who will be attending the kidz2leaders program.



12. Once you have selected your participant, you will be led to this page

The screenshot shows a web interface with a navigation bar at the top containing links: My Account, Reservations, Make a payment, Contact Us, Additional Options, and Log Out. Below the navigation bar is a section titled "Select a session". A yellow box contains instructions: "Listed below are the upcoming sessions for which this person is eligible. Select the sessions for which you'd like to register. Follow the onscreen prompts to proceed. Once you've registered, you will arrive at the Shopping Cart. Your reservation will only be complete after checking out in the Shopping Cart." Below this is a "Filter these Sessions >>" link. A table lists sessions with columns: Select, Session / Dates, Age / Grade, Cost, and Info. The first row shows "Fall Family Camp" for "9/22/2017 - 9/24/2017" with a cost of "\$0.00". A red arrow points to the "Select" checkbox for this session. At the bottom right, a "Register >>" button is highlighted with another red arrow.

13. Click on the upcoming session (Camp Hope Volunteer Application) then click “Register”. Make sure you click the application with the correct dates/location.

14. This is when you will begin adding information about that participant. You will be led through several pages of questions. Remember “\*” means the question is required. You will not be able to move on to the next page until all information has been entered by clicking “Next >>”

15. Some pages will require an electronic signature. See directions below for this process.

- Electronic signature process
  - Click “Click to Sign”

The screenshot shows a "Completion Acknowledgement" page. It includes a checkbox labeled "Yes, this information is complete and accurate." Below this is a "Signature Required" section with a horizontal line for a signature. A red arrow points to a "Click to Sign" button on the right. At the bottom right, there is a "Next >>" button.

- Confirm your name, then click “Next”


The screenshot shows an "Adopt Your Signature" page. A yellow box at the top says "Confirm the name you will use as your electronic signature." Below is a "Full Name:" label followed by a text input field containing "Test A Account". A red arrow points to this input field. At the bottom right, a "Next >>" button is highlighted with another red arrow.


- Choose signature, then click the “Adoption Agreement” after reading the statement. Then click “Create Signature”

Select the signature style you would like to use to represent your electronic signature. Then indicate your agreement to the electronic signature policy.

**Signature Style**

☒  Test Account

☐  Test Account

☐  Test Account


**Adoption Agreement**

☐ I agree that this signature is the electronic representation of my signature for all purposes when I use it on documents, including legally binding agreements and contracts - just the same as a pen-and-paper signature.

[Create Signature >>](#)

- To complete the signature, click “Sign Document”

**My Signature** [Edit my signature](#)

 Test Account

[Sign Document >>](#)

16. You are NOT done yet, but you are so close! After completing the Permission Forms, you will be directed to this screen – click “Add reservation” until everyone that will participate has been entered. Once everyone has been entered, click “Proceed to Checkout”

[My Account](#) [Reservations](#) [Make a payment](#) [Contact Us](#) [My Cart \(1\)](#) [Additional Options](#) [Log Out](#)

**Your order is not yet complete**

Your cart contains 1 item(s). To complete the registration process, you must select the "Proceed to Checkout" option below.

[Proceed to Checkout >>](#)  
Here you will have an opportunity to review all the items in your cart, make changes and enter payment information (if applicable).

Or

[Add additional reservations >>](#)

17. Once you click proceed to checkout, you will be led to your “cart”- Click “Complete order if your reservation is showing all individuals that will participate. IF you realize that someone is not registered, click “add another reservation”

**My Cart**

Review your order for accuracy. Once you have verified that everything is correct, click the button to proceed.

[Click to view cart items](#)

**×** **+** **✕** **Fall Family Camp** \$ 0.00

9/22/2017 - 9/24/2017  
Baby Tent

Total: \$ 0.00

[Add a gift certificate or promotional code](#) >>

[Make additional reservations](#) >>

**Complete Order**

18. Finally, you will see your reservation confirmation. You will also receive an email confirmation from the Camp Hope Staff

**Order Complete**

[My Account](#) [Reservations](#) [Make a payment](#) [Contact Us](#) [Additional Options](#) [Log Out](#)

**Order Complete**

You have 1 unread messages.

Your information has been processed successfully!

**Acknowledgement Number**

13865314

**Receipt**

An email receipt has been sent to info@kidd2teachers.org

**Contact Information**

If you have questions, please contact us at 775-677-7751 or email us at hope.rosenlund@kidd2teachers.org

**My Account**

To return to your Account Detail, [click here](#).