Directions for Sponsoring Organizations on Using UltraCamp Reservation System

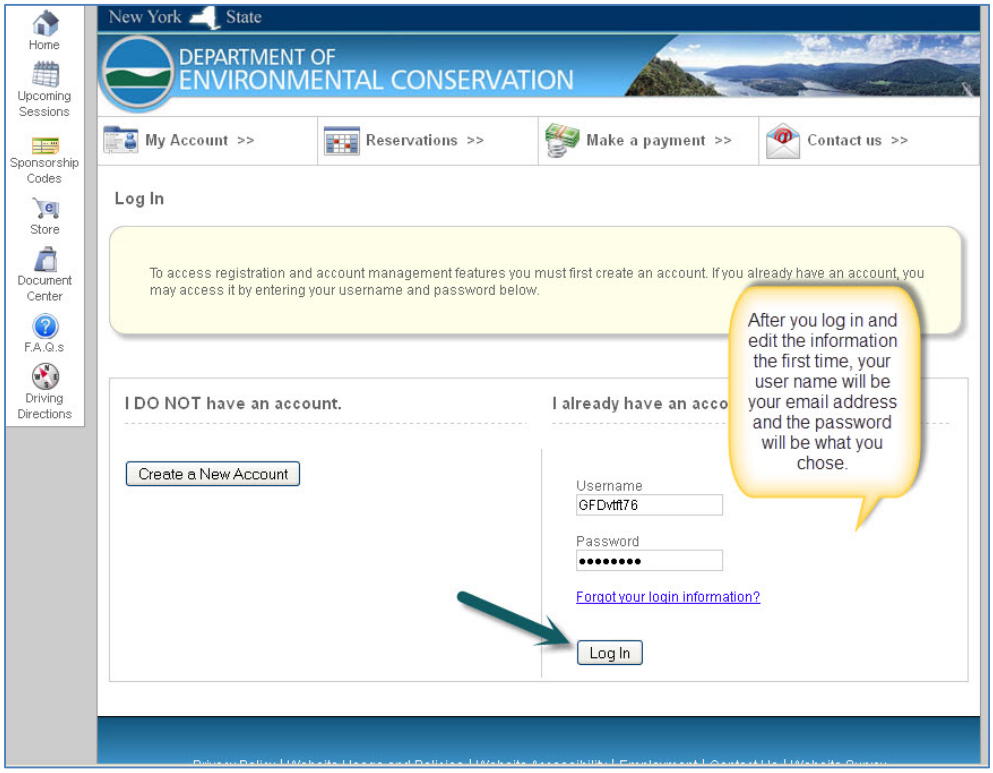
Log In

Existing sponsor accounts will be established in the UltraCamp system. We will send you the user name and starting password for your account. You will then need to log in, add your email address and change your password to something you choose. If you are a new sponsor, then you can create a new account from the log in screen.

1. Go to UltraCamp's log in page https://www.ultracamp.com/clientlogin.aspx?idCamp=405&campCode=dec There will also be a link to UltraCamp from DEC's Sponsoring Youth to Camp web page http://www.dec.ny.gov/education/1866.html

2. Enter your user name and password that you were given.

3. Then click on the Log In button at the bottom of the screen.

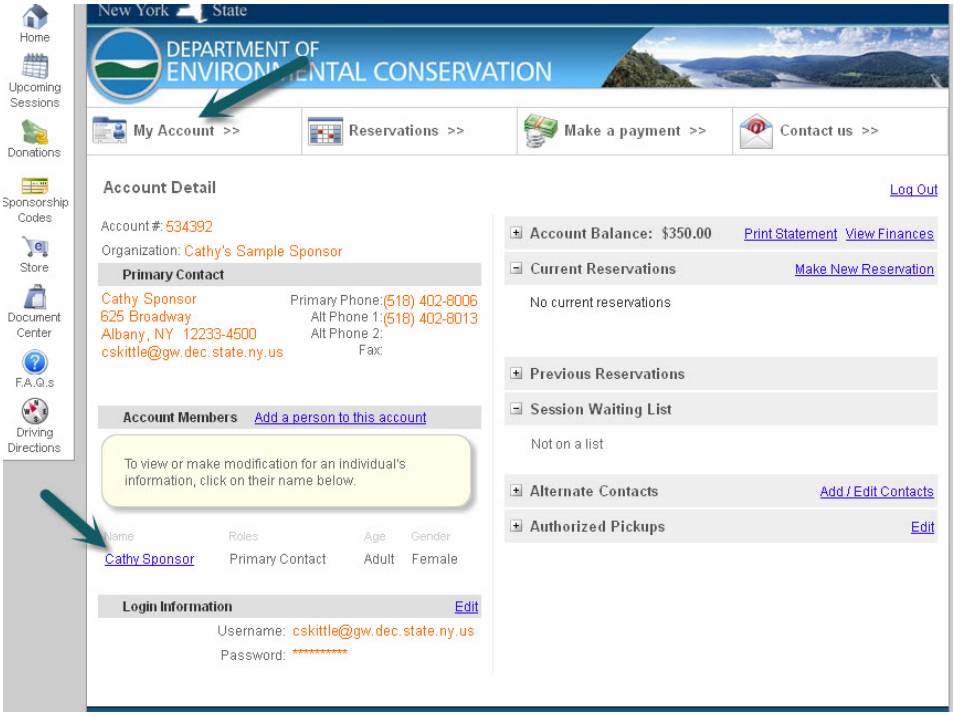


4. You will then see your account information.

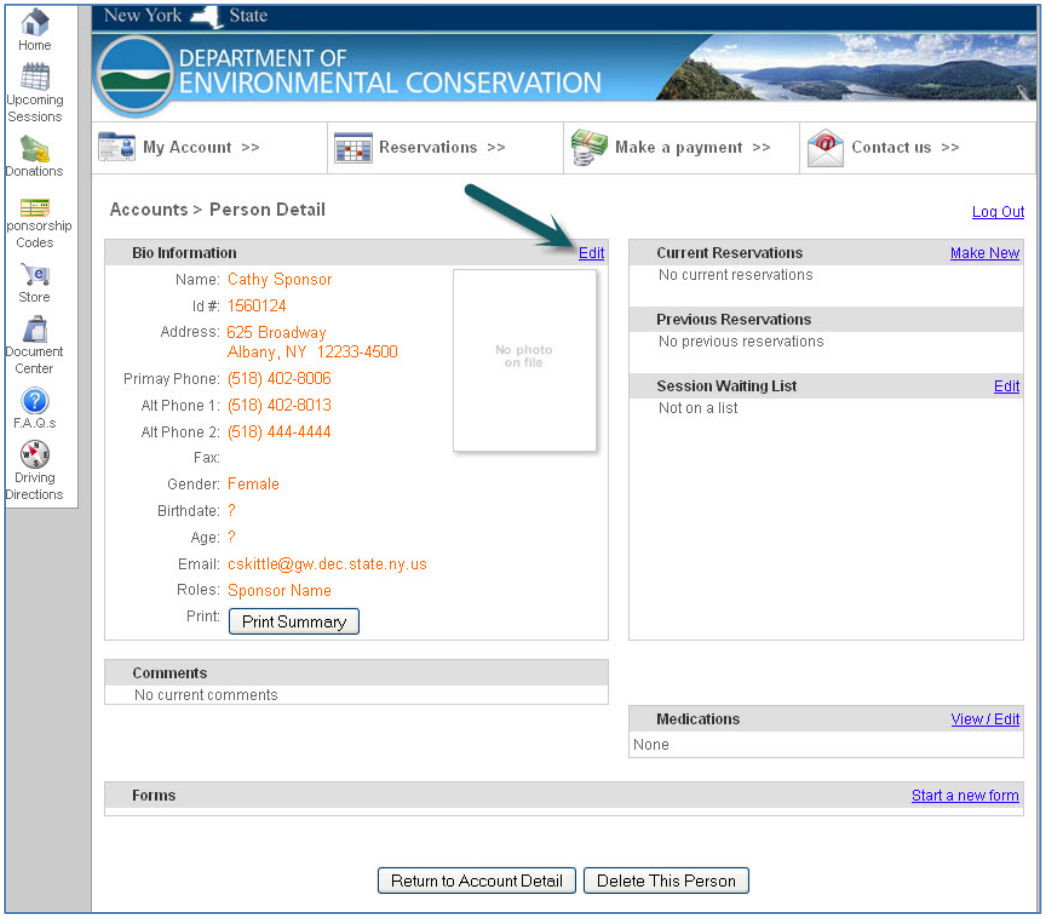
Editing Your Account Information

You can easily edit/add information to your account.

1. Click on your Sponsor Account name. You can always get to your account by clicking on “My Account” at top.



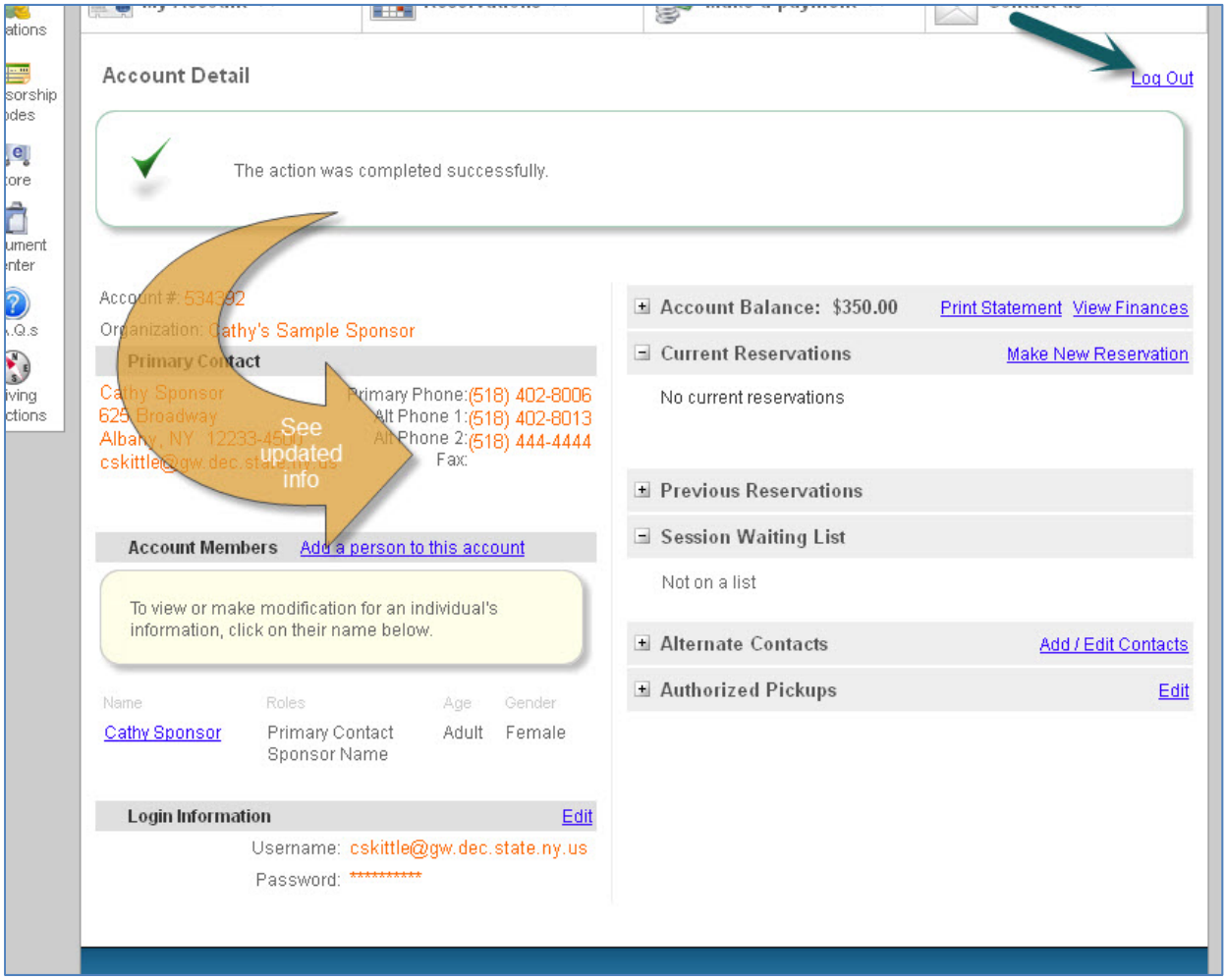
2. Click on “Edit” by your Bio Information.



3. Update contact information, add new contacts to the account, etc. Your email address becomes your new user name.

4. Click on the “Save Person” button at the bottom of the screen.

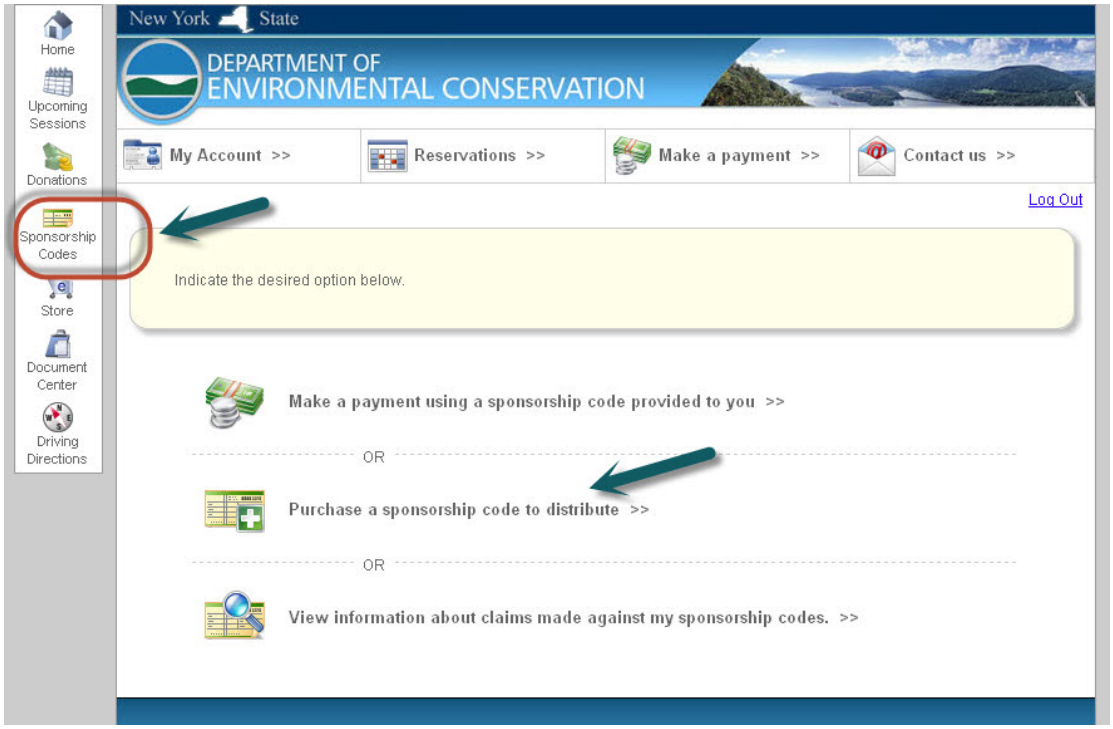
5. Check to make sure your edited contact information is correct. Click on “Log Out” when you are done.



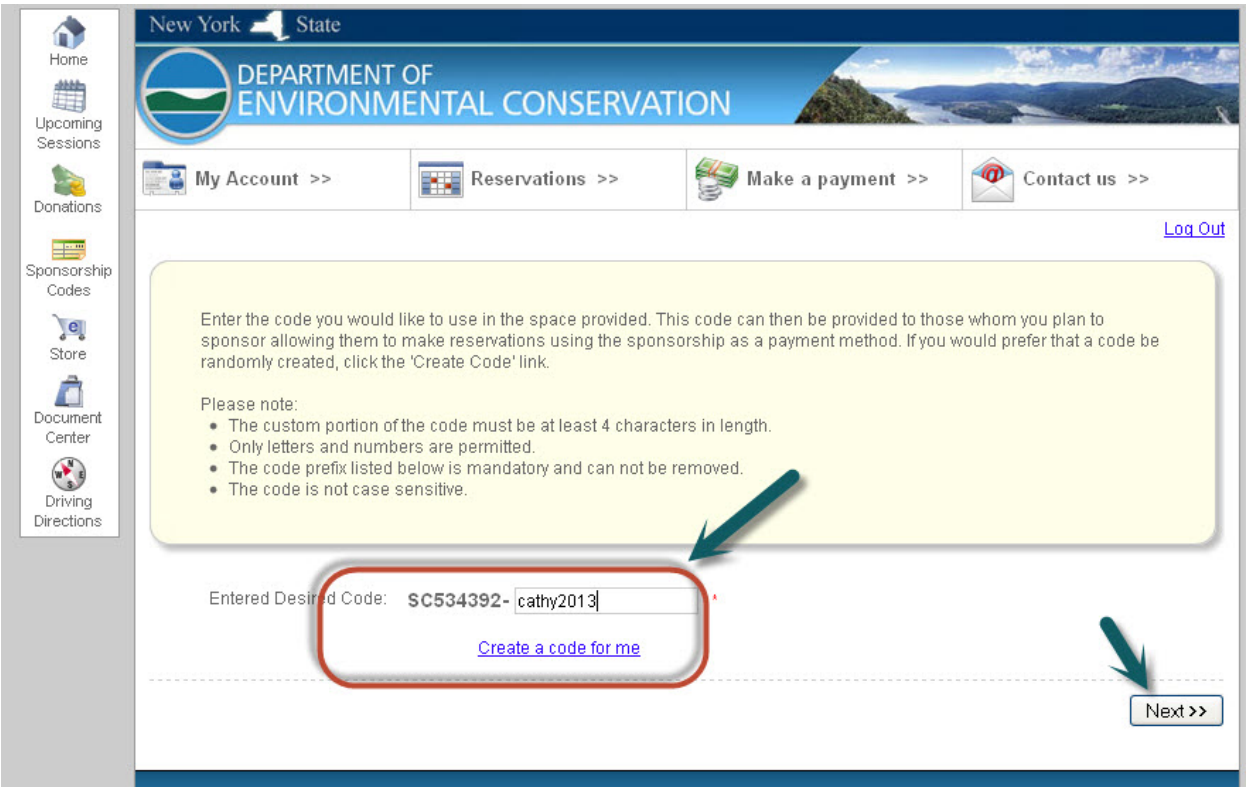
Adding Funds/Payments to Your Sponsor Account

1. Make sure you are logged into the system. (See Log In section on page one.)

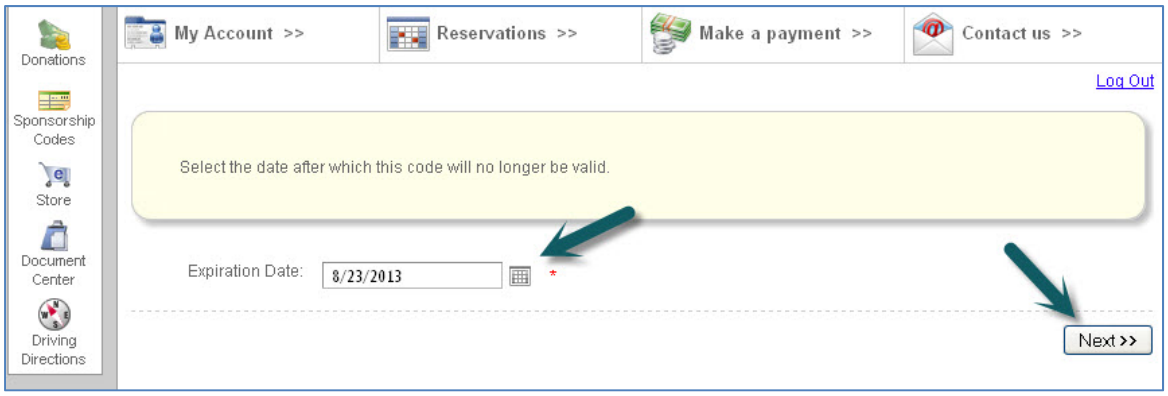
2. Click on “Sponsorship Codes” in left column. Click on “Purchase a sponsorship code to distribute.”



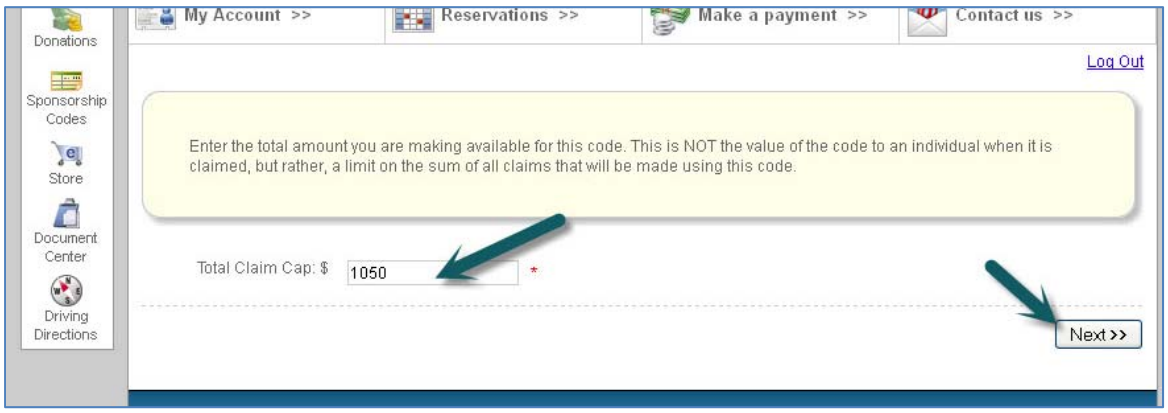
3. You can create your own code after the prefix or have it created for you. We recommend that you use your organization name and the year. This is the code campers will use during the payment process of registration. Click on “Next” button.



5. Enter an expiration date and click on “Next” button. This will make the code invalid after the date. We recommend you insert the end of camp season.

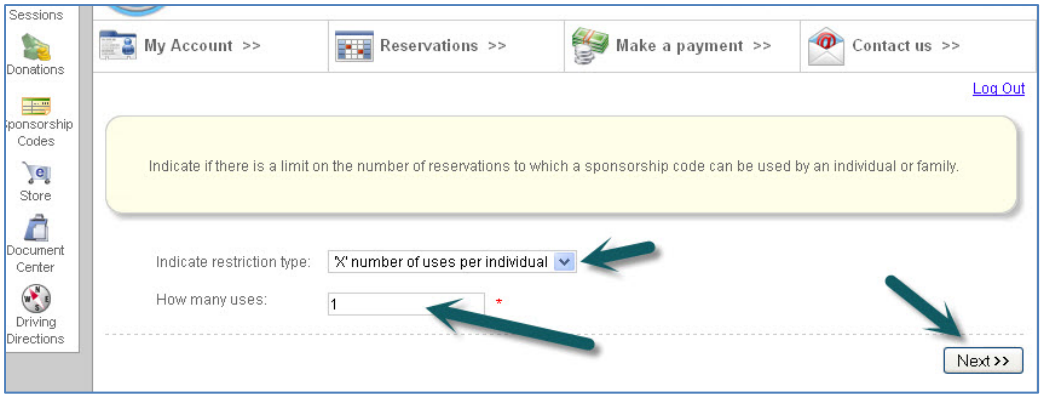


6. Input the claim cap total amount for all sponsorships together. Click on “Next” button. (**See Step 9 if you are interested in unique codes per camper)

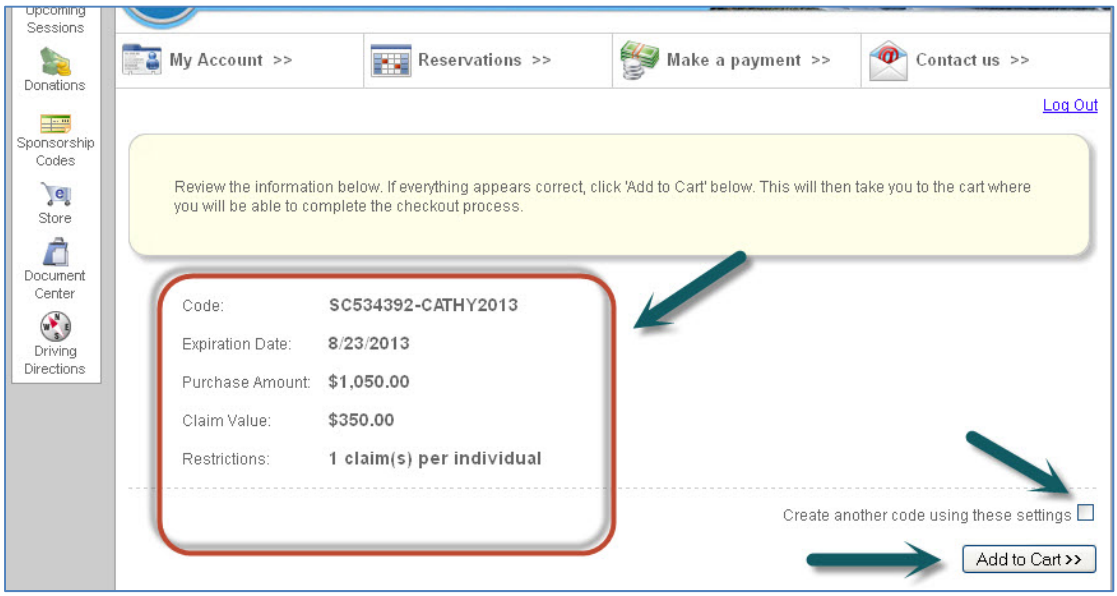


7. Input the total dollar amount to be eligible per camper. Click on “Next” button.

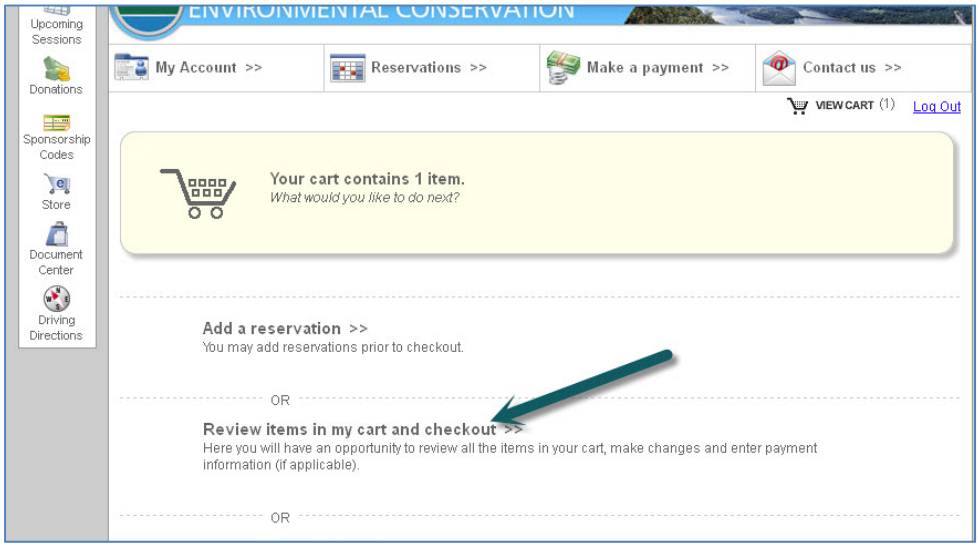
8. Choose the sponsorship code restriction type (“# of uses per individual” is recommended). Put in how many times a camper may use that code (typically it would be “1” time, unless you allow one camper multiple weeks). Click on “Next” button.



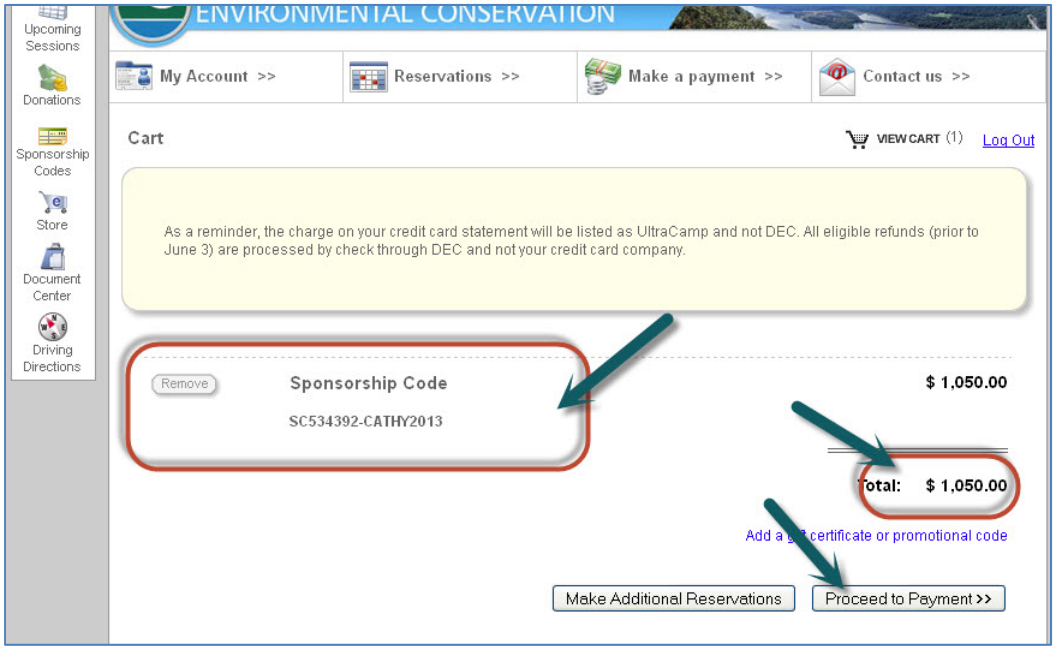
9. Review total and amount allotted per camper. Leave "Create another code using these settings" **unchecked** to use the same code for all of your sponsored campers. We recommend this. **However, if you want to create a unique code per camper, make the initial "Total Claim Cap" on Step 6 the total amount allotted per camper and check the "Create another code using these settings box." Click on "Add to Cart" button. You will then be brought back to Step 3 to make another unique code. Repeat as necessary.



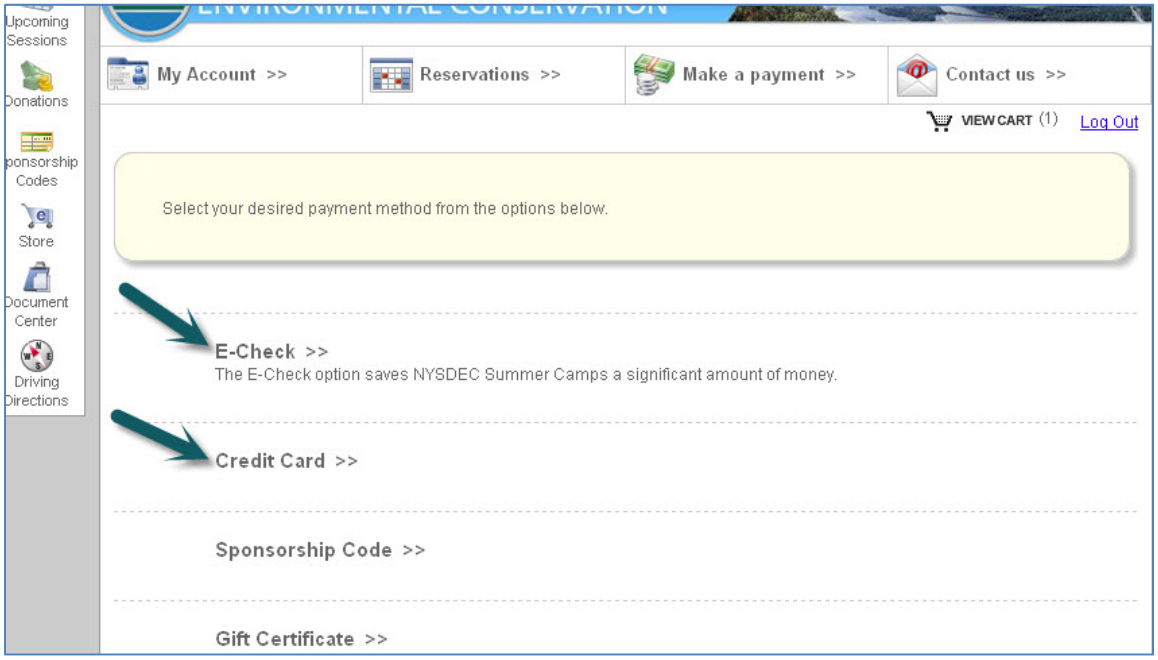
10. Click on "Review items in my cart and checkout."



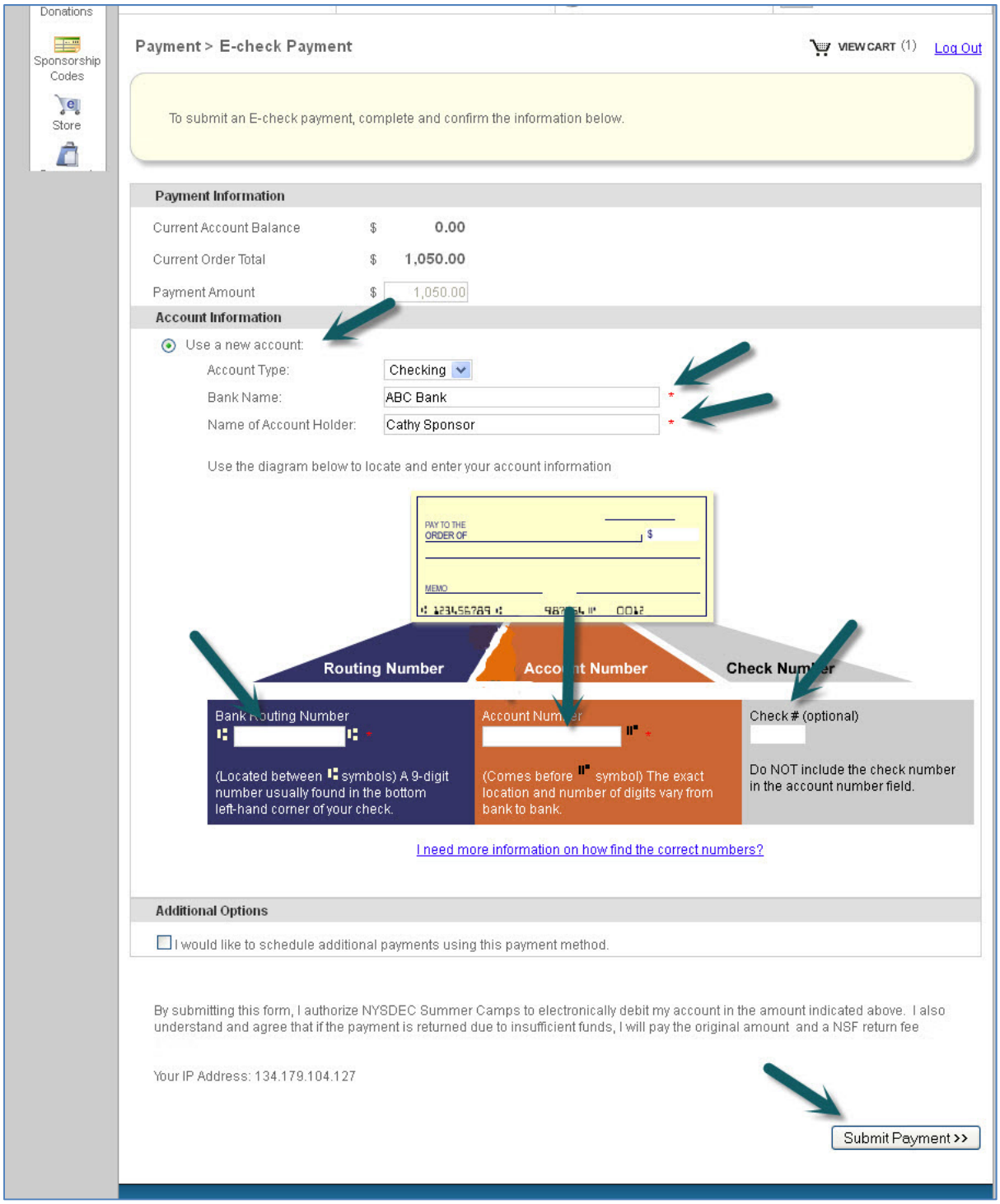
11. Confirm the code and total for that code is correct. Click on “Proceed to Payment” button.



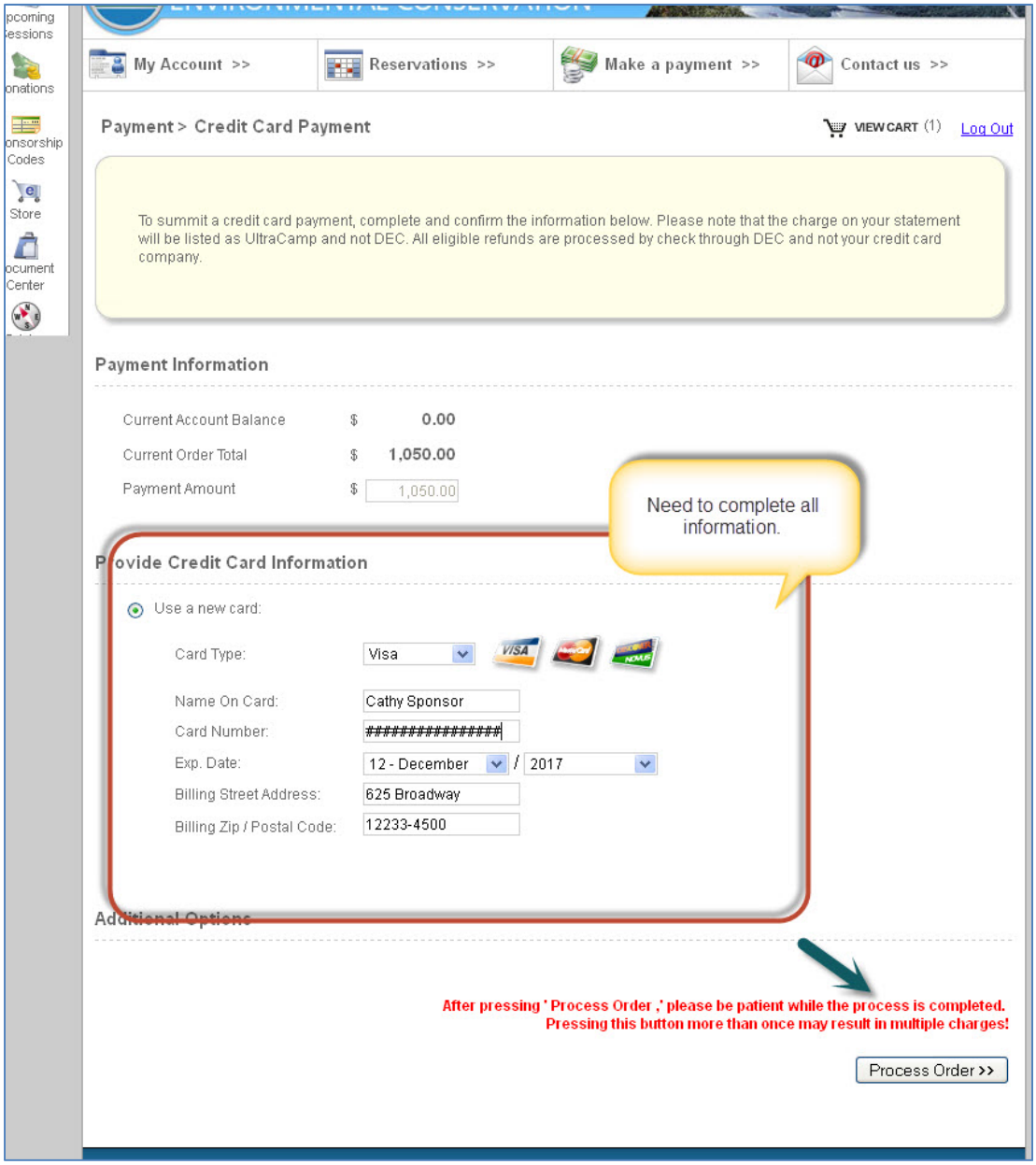
12. Choose your method of payment: e-Check or credit card.



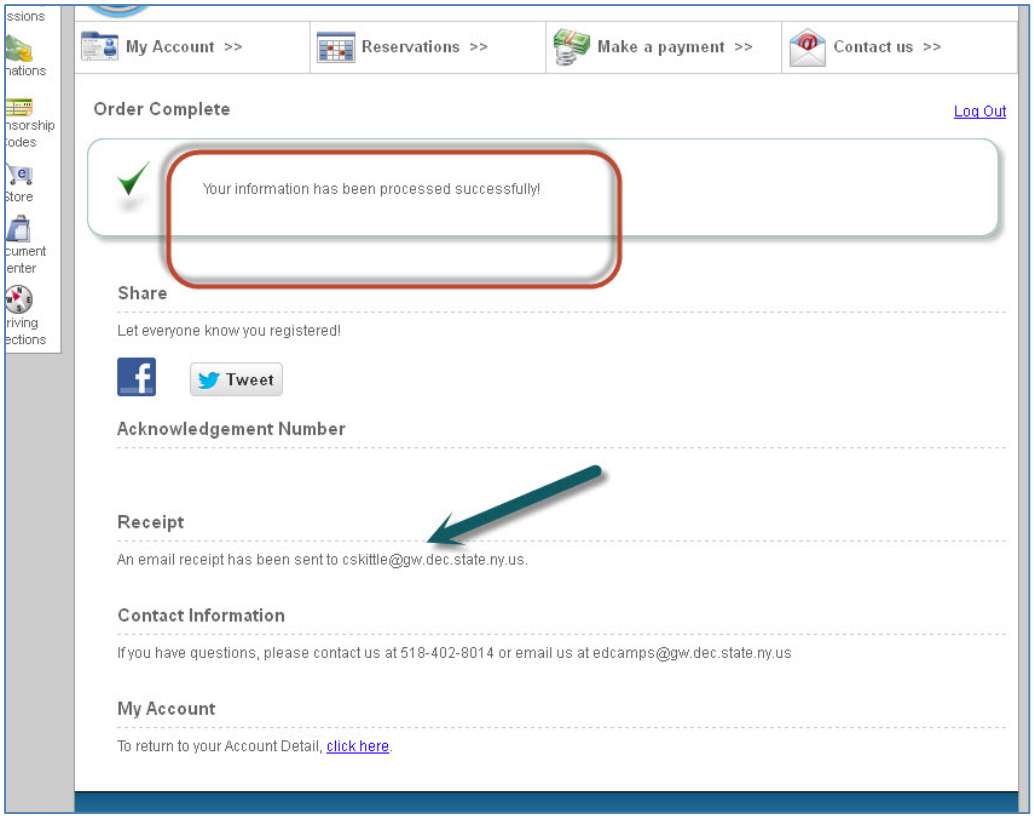
e-Check Option: This saves DEC the handling fee. If your checking account does not allow ACH transactions to UltraCamp's merchant account, you can ask your bank to allow it or call us at 518-402-8014 for assistance.

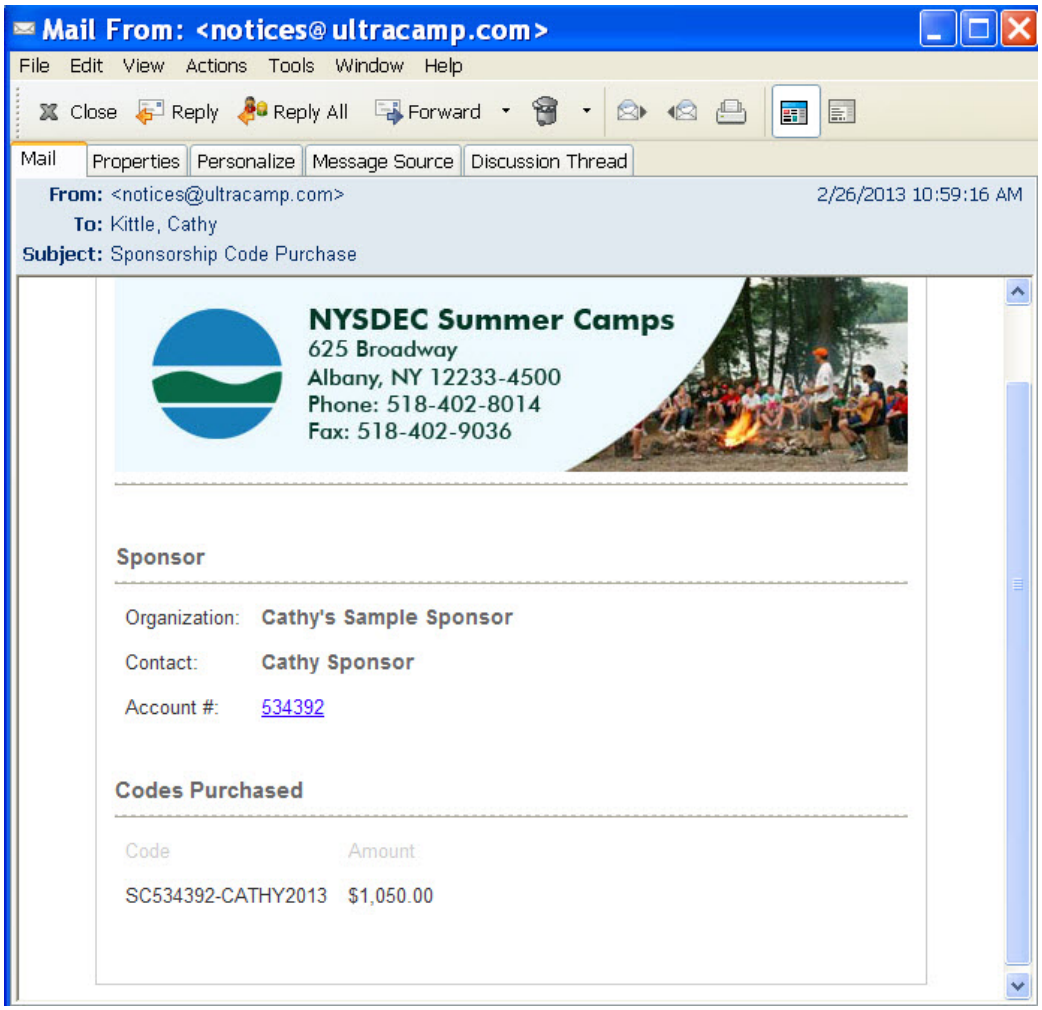


Credit Card Option:



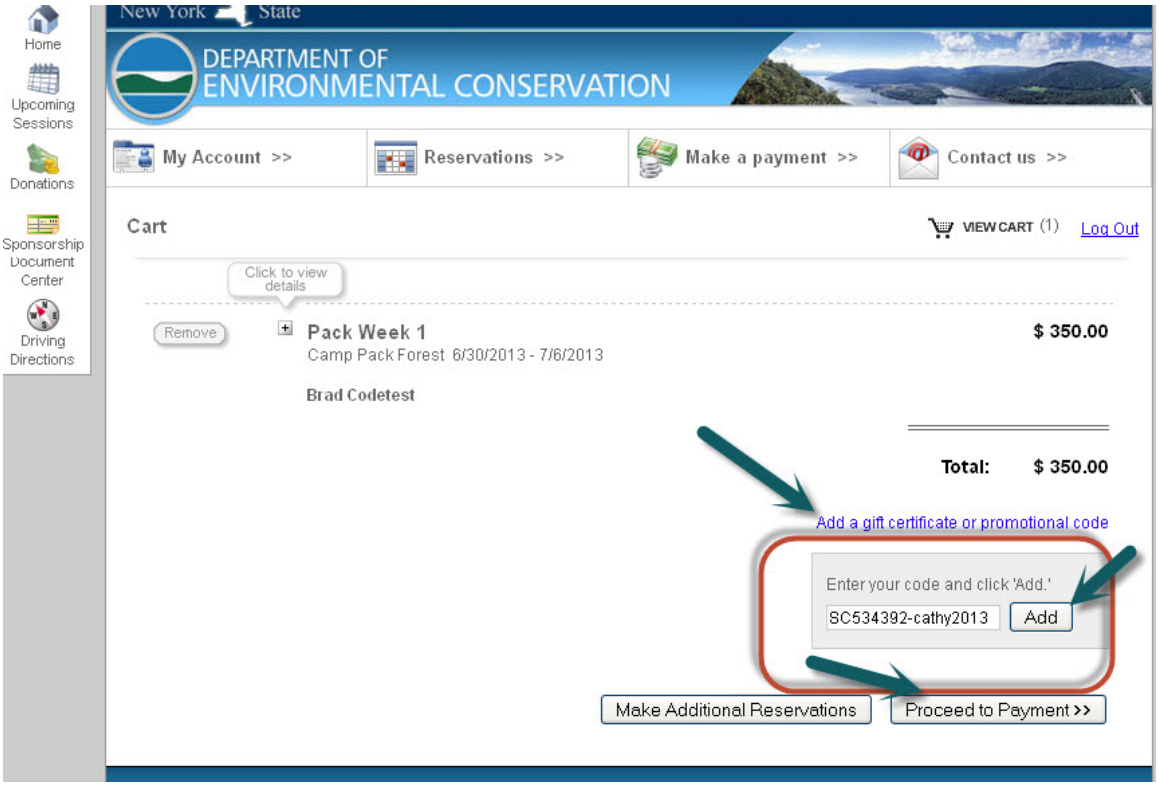
13. You will see a final confirmation screen. You will also receive a confirmation email to the sponsor email listed for your account.

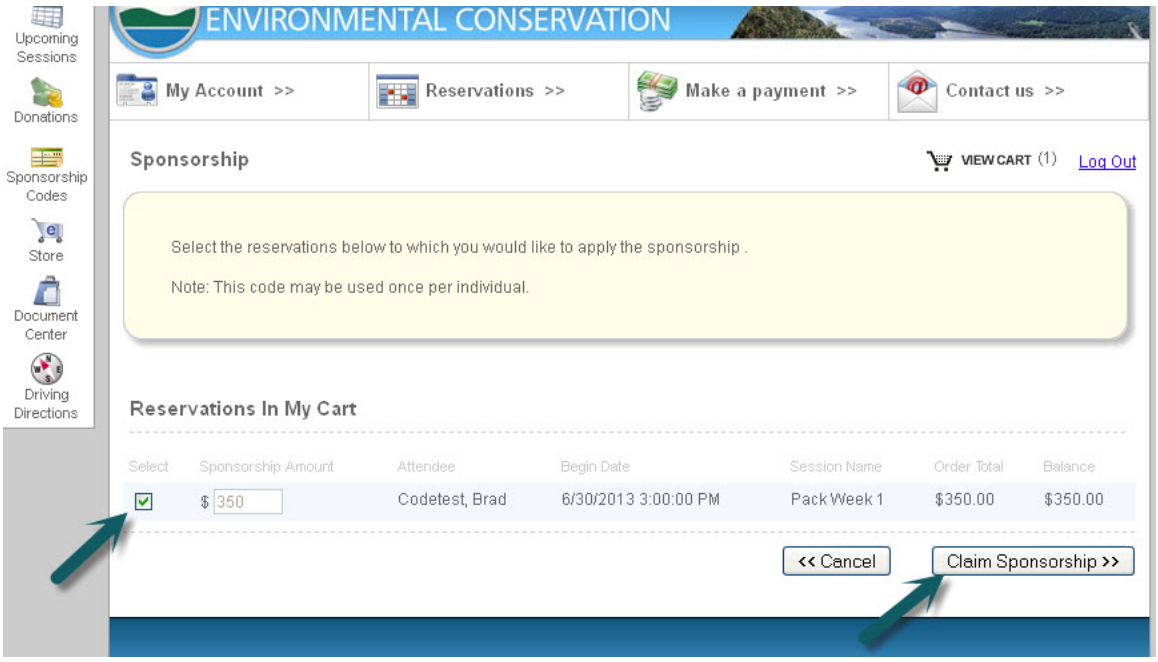

My Account >>
Reservations >>
Make a payment >>
Contact us >>
Order Complete
Log Out
Your information has been processed successfully!
Share
Let everyone know you registered!
Tweet
Acknowledgement Number
Receipt
An email receipt has been sent to cskittle@gw.dec.state.ny.us.
Contact Information
If you have questions, please contact us at 518-402-8014 or email us at edcamps@gw.dec.state.ny.us
My Account
To return to your Account Detail, click here.


Mail From: <notices@ultracamp.com>
File Edit View Actions Tools Window Help
Close Reply Reply All Forward
Mail Properties Personalize Message Source Discussion Thread
From: <notices@ultracamp.com>
2/26/2013 10:59:16 AM
To: Kittle, Cathy
Subject: Sponsorship Code Purchase
NYSDEC Summer Camps
625 Broadway
Albany, NY 12233-4500
Phone: 518-402-8014
Fax: 518-402-9036
Sponsor
Organization: Cathy's Sample Sponsor
Contact: Cathy Sponsor
Account #: 534392
Codes Purchased
Code Amount
SC534392-CATHY2013 $1,050.00

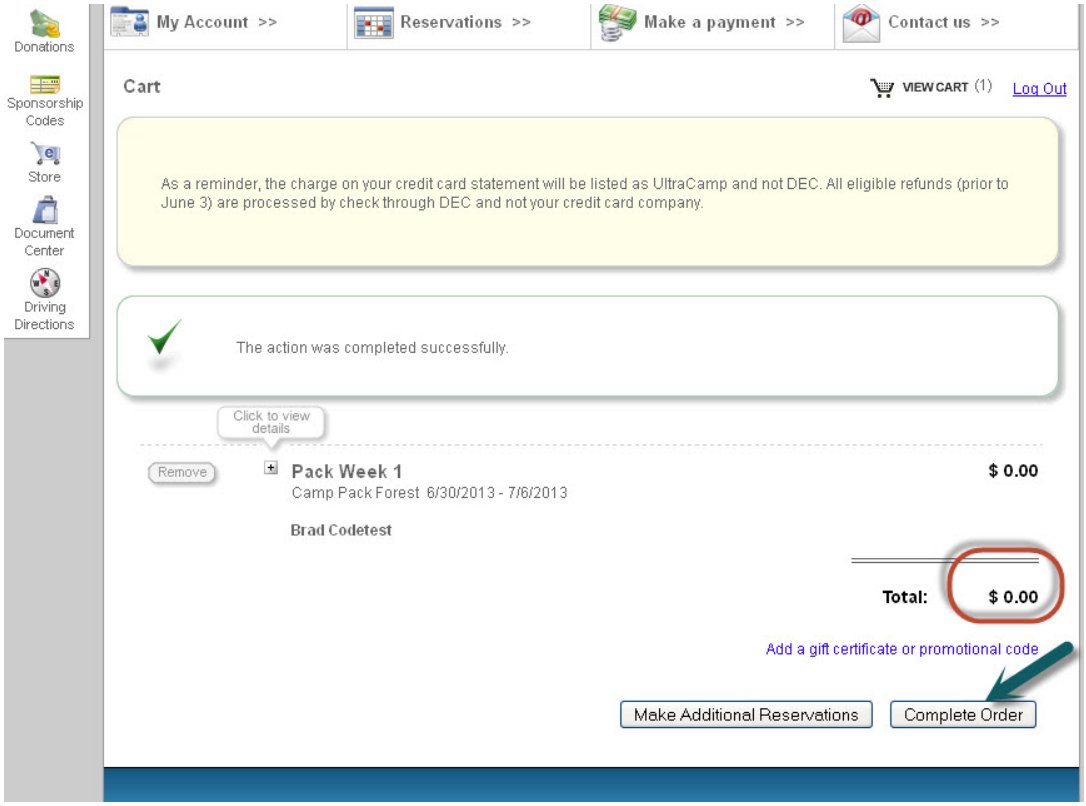
14. Distribute your purchased sponsorship code to the campers you will be sending this year and let them know the dollar amount of the code you set ($350, $100, $200, etc). They will use the code during the check out step of the registration process. All they do is:

1. Click on “Add a gift certificate or promotional code” at the lower right hand corner.
2. They enter in the code you provide them and click on “Add.”
3. They click on “Proceed to Payment” to go to the next screen.
4. Claim the code by checking the box and click on “Claim Sponsorship” button.

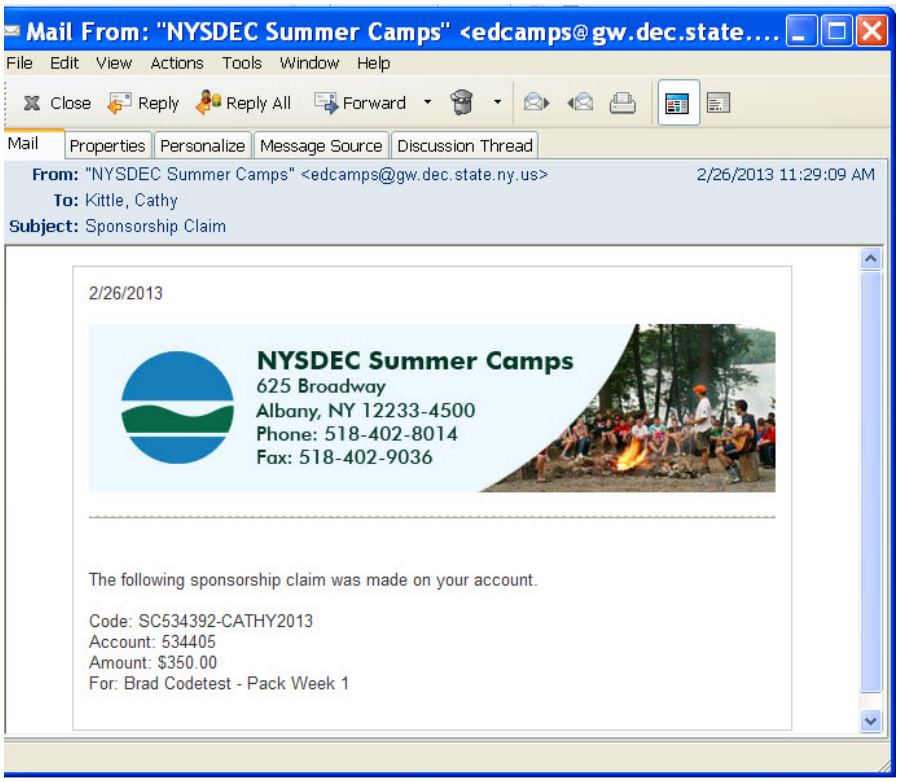




The camper will see no balance if your sponsorship code is set to cover the full amount. If your organization provides only a partial payment, there will be a balance left for parents to pay using their own credit card or e-Check when they click on “Complete Order” button.



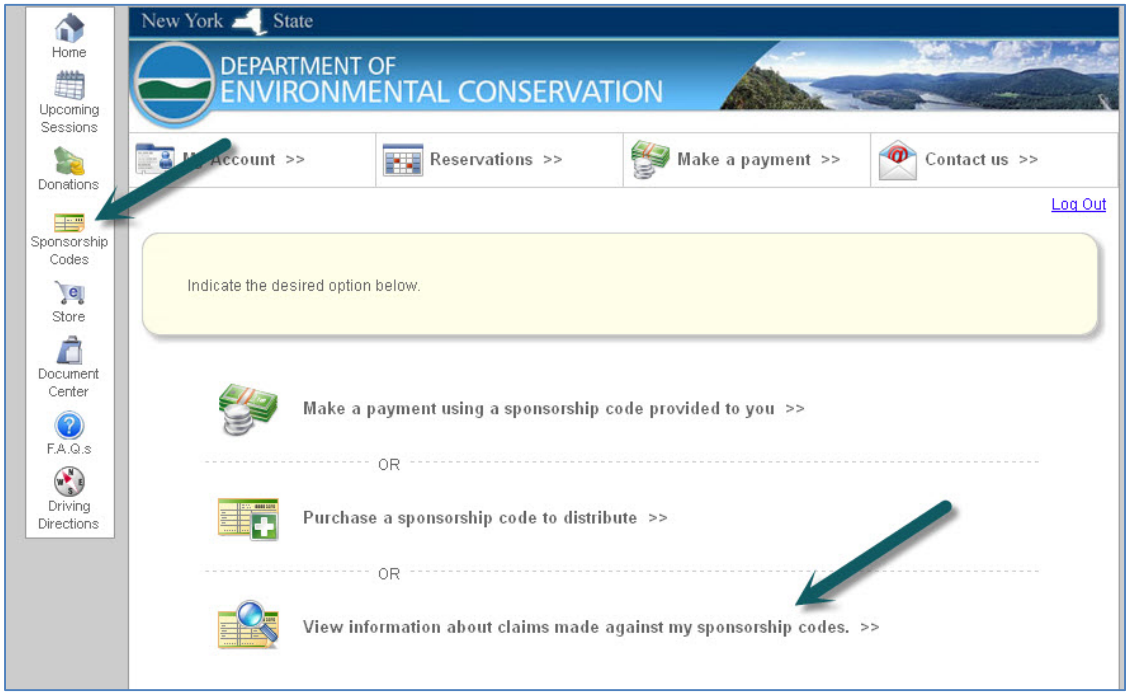
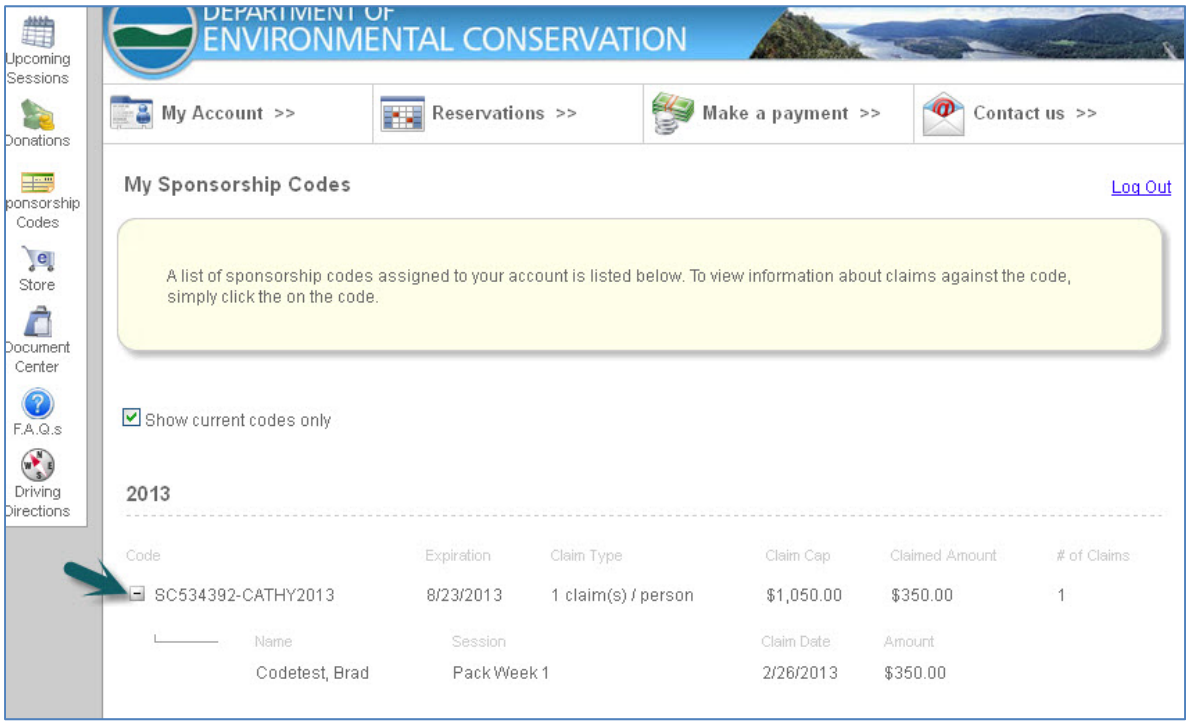
15. Whenever your sponsorship code is used, you will receive a confirmation email indicating the camper’s name, the sponsorship amount and which week they registered to attend.



Monitoring Your Sponsorship Code Use and Balance

1. You will automatically get an email every time your sponsorship code is used. (See above)

2. You can view a listing of campers who have used your code for their registration. Once you are logged in, click on "Sponsorship Codes" in the left column and click on "View information about claims made against my sponsorship codes."



3. By clicking on the "+" sign, you can see a full listing of all the campers who have used that code and when. If there are any discrepancies (your code was used for an unauthorized reservation by someone you did not intend to sponsor), please contact the DEC Education Camp staff at 518-402-8014. They will correct it immediately and contact the unauthorized user of your code.