

CHALLENGE

UltraCamp How-To Guide

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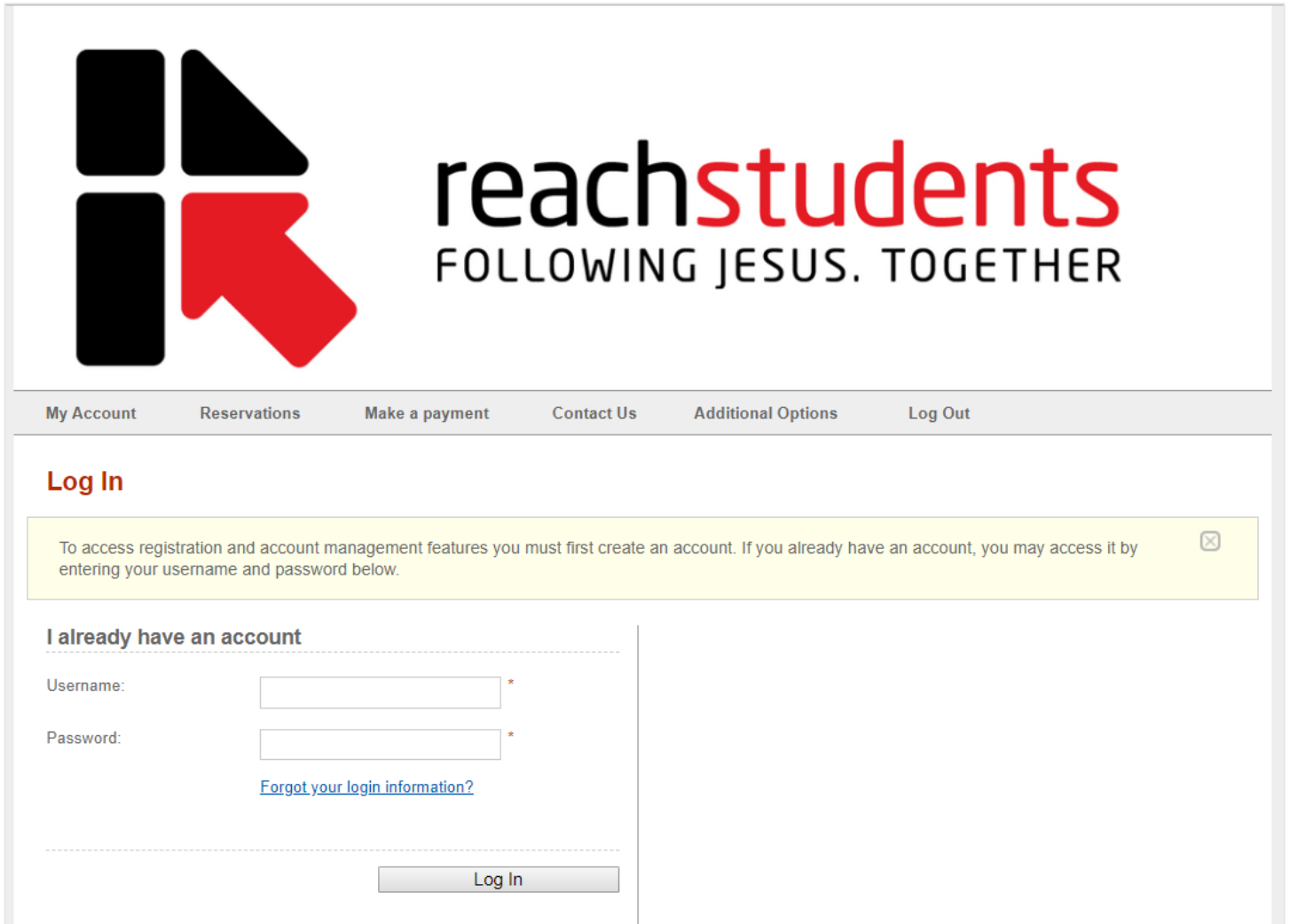
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How to Log In

1. Open the link provided on the Register page of our website or [click here](#). You'll then see the screen shown on the right.
2. Enter your account username and password.
3. Click "Log In."

Notes:

- Your church's username should be your church's ID number (assigned by our office).
- **If you don't know your account info**, please follow the "Forgot your login information?" prompts.
- **If your church does not yet have an account**, please fill out [this account request form](#).



reachstudents
FOLLOWING JESUS. TOGETHER

My Account Reservations Make a payment Contact Us Additional Options Log Out

Log In

To access registration and account management features you must first create an account. If you already have an account, you may access it by entering your username and password below. ✕

I already have an account

Username: *

Password: *

[Forgot your login information?](#)

Log In

After logging in for the first time:

1. Verify the information for your account's Primary Contact is accurate.
 - a. On the "My Account" page, click the name in the list of Account Members.

My Account Reservations Make a payment Contact Us Additional Options Log Out

My Account

You have 4 unread messages.

Account Summary

Primary Contact: **Mandi Croom**
Account Balance: **(\$349.00)**
Payments Scheduled: **\$0.00**
Current Reservations: **0**

Account Details

Organization

Account Members

Name	Roles	Age	Grade	Gender
Mandi Croom	Primary Contact	?		Female

[Add a person to my account](#) >>

Common Tasks

- b. If needed, edit bio information.

When finished editing bio information, click "Save Person."

Person Summary

Name: **Mandi Croom**
Current Reservations: **0**

Common Tasks

- Make a Reservation** >>
- Edit My Bio Information** >>
- Print Summary** >>
- Upload a Photo** >>

Details

Bio / Contact Information

Name: Mandi Croom
Address: 901 East 78th Street
Minneapolis, MN 55420
Primary Phone: (952) 853-8420
Alternate Phone #1:
Alternate Phone #2:
E-mail Address: mandi.croom@efca.org
Gender: Female
Birthdate: ?
Today's Grade:
Choose a meal option. Note: Regular Meal
ALL of our meals are nut-free!

[Edit my bio information](#) >>

2. Verify your organization's information is accurate.
- On the "My Account" page, click the plus icon to expand Organization info.
 - If any of your organization's information is incorrect, please email the correct info to challenge@efca.org.

The screenshot shows the 'My Account' page with a navigation bar at the top containing 'My Account', 'Reservations', 'Make a payment', 'Contact Us', 'Additional Options', and 'Log Out'. The 'My Account' menu item is circled in green. Below the navigation bar, the page is titled 'My Account' and includes a message icon with the text 'You have 4 unread messages.' The page is divided into two main sections: 'Account Summary' and 'Account Details'. The 'Account Summary' section lists: Primary Contact: Mandi Croom; Account Balance: (\$349.00); Payments Scheduled: \$0.00; Current Reservations: 0. The 'Account Details' section has a plus icon next to the 'Organization' label, which is highlighted with a green arrow. Below this is an 'Account Members' section with a minus icon. A table lists members with columns for Name, Roles, Age, Grade, and Gender. The table contains one entry: Mandi Croom, Primary Contact, ?, Female. At the bottom right of the 'Account Details' section, there is a link: 'Add a person to my account >>'.

Name	Roles	Age	Grade	Gender
Mandi Croom	Primary Contact	?		Female

How to Add a Person to Your Account

We recommend adding as many of your attenders as possible before you register for Challenge, but you can also add people during the registration process.

1. On the “My Account” page, click “Add a Person to my Account.”

My Account

You have 4 unread messages.

Account Summary

Primary Contact: **Mandi Croom**

Account Balance: **(\$349.00)**

Payments Scheduled: **\$0.00**

Current Reservations: **0**

Common Tasks

- Make a Payment >>**
- Make a Reservation >>**
- View my Finances >>**
- Add a Person to my Account >>**

Account Details

Organization

Account Members

Name	Roles	Age	Grade	Gender
Mandi Croom	Primary Contact	?		Female

[Add a person to my account >>](#)

Reservations

This account does not have any reservation history.

[Make a Reservation >>](#)

Available Care Units

No care units are available.

[Add Care Units >>](#)

2. Choose the appropriate Individual Type for the person. (adult or child)

Add a Person

✉ You have 4 unread messages.

Enter the information for this person below. ✕

Individual Type

This person is:

a child ▼



3. Fill in the required biographic, contact, and additional information.

4. Click "Save Person."

Biographic Information

First Name: *

Last Name: *

Middle Initial:

Gender: *

Birth Date:
mm / dd / yyyy

Photo: No file chosen (7 megabytes size limit)

Roles:

- This person is the primary contact / guardian for the account.
- This person is the secondary contact / guardian for the account.

Contact Information

Contact information for this person is the same as the primary contact's.

Additional Information

Choose a meal option. Note: ALL of our meals are nut-free!

- Regular Meal
- Gluten-free
- Vegan *

Save Person >>

Save and Make Reservation >>

How to Register for Challenge 2020

Before you register for Challenge, we recommend [adding](#) as many of your attenders as possible on your account, but you can also add people during the registration process.

If you have individuals entered on your account from prior Challenge conferences whom you'll be bringing to Challenge 2020, please [review their personal information for accuracy and update](#) as needed.

1. Open the "Reservations" page.
2. Click "Make my group's reservation."

The screenshot shows a user interface for managing reservations. At the top, a navigation bar contains links for 'My Account', 'Reservations' (circled in green), 'Make a payment', 'Contact Us', 'Additional Options', and 'Log Out'. Below the navigation bar, the page is titled 'My Reservations'. A notification indicates 'You have 5 unread messages.' The page is divided into two main sections: 'Current Reservations' and 'New Reservations'. The 'Current Reservations' section contains a yellow box with the text 'To view, add to, or edit a current reservation, click on the session name below.' and a message 'No current reservations'. The 'New Reservations' section contains a yellow box with the text 'To make a new reservation, select from the options below.' and three buttons: 'Make my group's reservation >>' (with a calendar icon), 'Add a person to my account >>' (with a person icon), and 'View Upcoming Sessions >>' (with a calendar icon). A green arrow points from the 'Current Reservations' section to the 'Make my group's reservation >>' button.

3. Select the Challenge 2020 session.


4. Click "Register."

5. Select each person from your account who you want to register at this time.

Note: If you still need to add people to your account in order to register them, follow the link in the yellow help box.

6. Click "Next."

Select Session

 You have 4 unread messages.


 Filter these Sessions >>

Select	Session / Dates	Age / Grade	Cost	
<input checked="" type="checkbox"/>	Challenge 2020 July 13-17, 2020	Grades 6th - New Graduate	\$369.00	info

Register >>

Select Attendees

 You have 4 unread messages.

Select EACH PERSON from your account who will be attending Challenge 2020 by checking the box next to their name. If you need to add additional people to your account, please [click here](#). 

- Mami Croom (Adult)
- Yoda Layhehoo(Grade: 11th)
- Jane Doe(Grade: 10th)

Next >>

7. Review the account's primary contact's information and make edits if needed.

8. At the bottom of the page, click "Next."


9. If desired, register for outreach by checking the box(es) next to your desired options.

Notes:

- Before registering for outreach, please read our [Outreach Registration Instructions](#).
- Please make a **MAXIMUM of two** selections. If you're interested in a third afternoon of outreach, please indicate your interest in the Additional Outreach Day section. We will notify you in June whether we're able to accommodate your request.
- If you don't register when you first register for Challenge, fill out our [registration change form](#).

Confirm the Primary Contact's Information

 You have 4 unread messages.

Please confirm the primary contact's information below. 

Options

 You have 4 unread messages.

Outreach Registration

Prayer

<input type="checkbox"/>	Tuesday - Prayer	500 available
<input checked="" type="checkbox"/>	Wednesday - Prayer	500 available
<input type="checkbox"/>	Thursday - Prayer	500 available
<input type="checkbox"/>	Friday - Prayer	500 available

Service

<input checked="" type="checkbox"/>	Tuesday - Service	1300 available
<input type="checkbox"/>	Wednesday - Service	1300 available
<input type="checkbox"/>	Thursday - Service	1300 available
<input type="checkbox"/>	Friday - Service	1300 available

Additional Outreach Day

If you are interested in adding a 3rd day of outreach (prayer or service), please check below which type of outreach you would be interested in. If space is available after registration closes, we will contact you about adding a 3rd day of outreach for your group.

- | | |
|--------------------------|---------|
| <input type="checkbox"/> | Prayer |
| <input type="checkbox"/> | Service |

10. If desired, register for Apex Experience by checking the box next to your desired day.

Notes:

- Plan to do Apex Experience on a *different* afternoon than outreach.
- If you don't register when you first register for Challenge, fill out our [registration change form](#).

11. Click "Next."

Apex Experience Day Selection

This 60-minute, hands-on experience will engage students with what God is doing around the world—and specifically in Japan. Apex Experience will be available each afternoon starting at noon with the last session starting at 5:45 p.m. You will register for your particular time slot on the next page.

<input type="checkbox"/>	Tuesday	880 available
<input type="checkbox"/>	Wednesday	880 available
<input checked="" type="checkbox"/>	Thursday	880 available
<input type="checkbox"/>	Friday	880 available



12. Select the time you would like to begin the Apex Experience.

- a. Check the box next to your desired time slot(s).
- b. Indicate how many people you're signing up for your time slot(s).

Notes:

- The Apex Experience opens at noon; the last start time each day is 5:45 p.m.
- If your group is larger than 40 people, we recommend signing up for consecutive time slots.

13. Click "Next."

Options

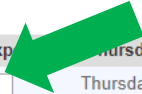
 You have 4 unread messages.

Apex Experience Time Slot

Select the time you would like to begin the Apex Experience. Note: Only 40 people can be registered per time slot. If your group is larger than 40, we recommend signing up for consecutive time slots.

Please make sure to indicate how many people will participate in each time slot you mark.

Apex Exp	Thursday	Thursday
<input checked="" type="checkbox"/> Qty. <input type="text" value="3"/>	Thursday - 12:00	40 available
<input type="checkbox"/> Qty. <input type="text" value="1"/>	Thursday - 12:15	40 available
<input type="checkbox"/> Qty. <input type="text" value="1"/>	Thursday - 12:30	40 available
<input type="checkbox"/> Qty. <input type="text" value="1"/>	Thursday - 12:45	40 available
<input type="checkbox"/> Qty. <input type="text" value="1"/>	Thursday - 1:00	40 available
<input type="checkbox"/> Qty. <input type="text" value="1"/>	Thursday - 1:15	40 available
<input type="checkbox"/> Qty. <input type="text" value="1"/>	Thursday - 1:30	40 available




14. From January 6 through March 6, the Early-Bird discount is available. It will be automatically selected for you during that timeframe. After March 6, you will not see any available discounts.

15. Click “Next.”

16. Click “Proceed to Checkout.”

Challenge 2020 > Discounts

 You have 4 unread messages.

Available discounts are listed below. 

Select	Discount	Amount
--------	----------	--------


<input checked="" type="checkbox"/>	Early Bird Rate	\$20.00
-------------------------------------	------------------------	---------

The Early Bird Rate (\$349/person) is available January 6 - March 6. You will save \$20 per registrant if you register during this time.

[Next >>](#)

Your order is not yet complete

 You have 4 unread messages.

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 >>

Donations >>

17. Review your registration details for accuracy.

- a. Click the plus button to expand your details.**

My Cart

 You have 4 unread messages.

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

Click to view details

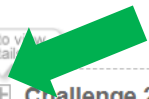


Challenge 2020

\$ 1,047.00



July 13-17, 2020

Mandi Croom
Yoda Layehoo
Jane Doe



b. Review the list of which individuals you're registering and, if applicable, your outreach and Apex Experience details.

18. Click "Proceed to Payment."

  **Challenge 2020** \$ 1,047.00

July 13-17, 2020
Mandi Croom
Yoda Layhehoo
Jane Doe

Base Fee	\$ 1,107.00
Edit Options	
Outreach Registration - Prayer - Wednesday - Prayer	\$ 0.00
Outreach Registration - Service - Tuesday - Service	\$ 0.00
Apex Experience Day Selection - Thursday	\$ 0.00
(3) Apex Experience Time Slot - Apex Experience - Thursday - Thursday - 12:00	\$ 0.00
Edit Discounts	
Early Bird Rate	-\$ 60.00

Total: \$ 1,047.00

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

[Make additional reservations](#) >>


19. Choose if you want to pay items in full, pay the minimum amount due (\$100/person nonrefundable deposit), or an amount in between.

20. Choose if you want to pay via credit card or via a check.

- a. If you choose credit card payment, you'll be asked to enter your card information. Click "Process Order" when finished.**
- b. If you choose check payment, it will give you instructions on mailing us your check. Click "Complete Order" when finished.**

Payment Options

 You have 4 unread messages.

Select the desired payment option from the list below. 

Pay all items in full >>

\$1,047.00

OR

Pay the minimum amount due >>

The remaining balance for these items will be \$747.00.

\$300.00


OR

Other payment options >>

Selecting this option will allow you to indicate an amount between the minimum amount due at this time and full payment.

Payment Method

 You have 4 unread messages.

Select your desired payment method from the options below. 

Credit Card >>


A 2.50% surcharge will be added for credit card transactions.

Check or Money Order >>

21. When you see this screen, you've submitted your Challenge registration! The primary contact on your account will receive an email confirmation, which includes the Confirmation Packet.

Order Complete

 You have 5 unread messages.

 Your information has been processed successfully!

Acknowledgement Number

F264391

Receipt

An email receipt has been sent to mandi.croom@efca.org.

Contact Information

If you have questions, please contact us at (952) 853-8420 or email us at challenge@efca.org

My Account


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


How to View and Update a Person's Information

Note: If you have individuals entered on your account from prior Challenge conferences whom you'll be bringing to Challenge 2020, please review their personal information for accuracy and update as needed.

1. On the "My Account" page, click the name in the list of Account Members.

My Account

 You have 4 unread messages.

 The action was completed successfully.

Account Summary

Primary Contact: **Mandi Croom**


Account Balance: **(\$349.00)**


Payments Scheduled: **\$0.00**

Current Reservations: **0**

Common Tasks

Account Details

Organization 

Account Members 

<u>Name</u>	<u>Roles</u>	<u>Age</u>	<u>Grade</u>	<u>Gender</u>
Mandi Croom	Primary Contact	?		Female
Yoda Layhehoo		15	10th	Male

[Add a person to my account](#) >>



2. Click "Edit my bio information."

Yoda Layhehoo

 You have 4 unread messages.

Person Summary

Name: Yoda Layhehoo

Current Reservations: 0

Common Tasks



Make a Reservation >>



Edit My Bio Information >>



Print Summary >>



Upload a Photo >>

Details

Bio / Contact Information

Name: Yoda Layhehoo

Address: 901 East 78th Street
Minneapolis, MN 55420

Primary Phone: (952) 853-8420

Alternate Phone #1:

Alternate Phone #2:

E-mail Address: mandi.croom@efca.org

Gender: Male

Birthdate: 1/1/2004

Today's Grade: 10th

Choose a meal option. Note: Gluten-free
ALL of our meals are nut-free!

[Edit my bio information](#) >>



3. Edit their information as necessary.

4. Click "Save Person."

Modify Yoda Layheehoo

[View Directions >>](#)

 You have 4 unread messages.

Individual Type

This person is:

Biographic Information

First Name: *

Last Name: *

Middle Initial:

Nickname:

Gender: *

Birth Date: *
mm / dd / yyyy

Grade in the Fall of 2019:

Photo: No file chosen (7 megabytes size limit)

Contact Information

Contact information for this person is the same as the primary contact's.

Additional Information

Choose a meal option. Note: ALL of our meals are nut-free!

- Regular Meal
- Gluten-free
- Vegan

*

How to Change an Outreach or Apex Experience Registration

Fill out our [registration change form](#).

Note: Submitting this form does not automatically update your outreach and Apex Experience registration, since these afternoon options have limited space. We will let you know as soon as possible whether we are able to accommodate your requested changes.

How to Register Additional People for Challenge

If you need to register additional people after you've already submitted a Challenge reservation, you must submit another Challenge reservation. Follow the [same process](#) as when you first registered.

Notes:

- To help us have more accurate numbers, if you registered for outreach and/or Apex Experience on your previously submitted reservation, *please also register for those on your additional reservation.*
- Please make sure you do not register an individual who is already on a previously submitted reservation!

How to Remove a Person from Your Challenge Registration

Fill out our [registration change form](#).

Note: After we make your requested changes in UltraCamp, your account balance automatically decreases the *full* registration cost per person removed. We will then manually add the \$100/person nonrefundable fee back onto your balance.