

Creating a Reservation - 2020 Seasonal Rental (Trailer)



Hi Pugwash family,

We're excited to be accepting reservations through UltraCamp for our seasonal rentals. Below you can find a step-by-step guide to creating a 2020 Seasonal Rental for a trailer.

1. To begin, Google search our website (www.camppugwash.com) and click the red "Camp Registration" button. This should lead to you Camp Pugwash's UltraCamp Page.
2. On the left-hand side you will see information to log in if you already have an account. Log in with your credentials.
3. You should now see the main page of your account. Have a look at your Account Members. You should see the name of the primary contact under the account. If this is the name of the individual you would like the reservation to be under, no additional steps are required at this time.
 - If you would like the reservation to be under a different name, click "Add Person" and fill out the form with information about the individual and click save. Once saved, you should see that name appear under the "Account Members" section.
4. On the left-hand side menu, click "Make a Reservation". On the right-hand side under where it says, "Make an individual reservation for:" click the individual you would like you the reservation to be made under.
 - You should then be displayed with the sessions you are eligible to register for.
 - Proceed by clicking the one you would like to register for, "2020 Seasonal Rental" and then click "Register"
5. You should now be displayed with the two Seasonal Rental Options. Since these instructions are tailored to a Trailer rental, select "Trailer" and then "Next"
6. Now you should see a list of all available trailer sites. On the left hand side you can see the trailer number and then a description of the site in the middle.
 - For reference to the campground, you can click on the map located at the top of the page.
 - Proceed by clicking on your desired trailer and then clicking "Next"
7. Trailer Renters have 2 options for this season:
 - Option 1: Seasonal Rental: This option allows you to visit your trailer on the Pugwash grounds while following our COVID-19 Operational Management Plan.
 - Option 2: You pay a storage/hold fee to hold your spot until next season, and you do not visit your trailer on Pugwash grounds this season.
 - Select the option you would like for this season and then click "Next"

FOR OPTION 1: SEASONAL RENTAL

8. Please indicate whether or not you are planning on using an air conditioner in your trailer while you visit this summer.
 - If you have one, click the check box and then click, "Next"
 - If you do not have an air conditioner, do not select the option, simply click "Next"
9. The 2020 Seasonal Rental Agreement will then be displayed. Read the document thoroughly before agreeing.
 - Once you have read and agree with the terms and conditions, click an option to the right of the statement, "Do you agree to the terms and conditions outlined above in the Camp Pugwash 2020 Seasonal Rental Form"
 - Also click the box under "Completion Acknowledgement" verifying that the information you provided is complete and accurate.
 - An e-signature is required for this document. Click the red "Click to Sign" arrow. In the textbox provided, enter the name in which you would like the signature to be made and click "Next"
 - Next, scroll through the available signature styles and select the one that best suits your signature.
 - Click the checkbox verifying that this electronic representation of your signature holds the same importance as a pen-and-paper signature. Click "Create Signature"
 - It will then present you with a preview of the signature that will be added to the document. Click "Sign Document"
 - It will then embed your online signature to the document and have a green check mark on the right-hand side when successfully added. Once this appears, click "Next"
10. The reservation details are complete. Now you have the option to add an additional reservation, or to proceed to checkout. Note your reservation will not be successful if you do not checkout at some point during your visit.
 - Clicking "Add an additional reservation" will allow you to keep this reservation in your cart while you complete another reservation for another individual in your account.
 - Clicking "Proceed to Checkout" will take you to your payment options.
11. After proceeding to check-out, you will be presented with your total. Clicking the plus box near the title "2020 Seasonal Rental" will give you a complete cost breakdown.
12. If you have a promotional code, click "Add a gift certificate or promotional code" and enter the code in the textbox provided. You should then see your balance update. When done, click "Proceed to Payment"
13. Here, your payment options are outlined.
 - Your first payment option is through Credit Card. Clicking this option will take you to a secure page where you can enter your credit card information and pay directly through UltraCamp and complete your reservation.
 - The second option is Check/ Money Order/E-transfer – This is done through your bank, not UltraCamp. If this is the most convenient option for

you, we ask that you send your e-transfer to our Maritime Conference Treasurer at: ed.sharpe@maritimesda.com . In the memo note of your transfer, we ask that you please include your name and a phrase explaining where the payment is to be allocated (ex: Jane Doe, Seasonal Rental 2020). Upon receiving your e-transfer, your UltraCamp balance will be manually updated by our team. Please allow 3-7 business days to see the funds update in your UltraCamp account. Click this option upon check out, if you would like to e-transfer to ensure your reservation is saved. Click "Complete Order"

- If you applied a discount code earlier on, you can click the "Money Order/Check" option to complete your reservation.
14. You should then see a green message saying your reservation has been processed successfully. You should also receive an email to the email associated with the primary individual of the account.
15. You can then go back to your account by clicking the "click here" button at the bottom of the page. When taken back to the main page, you should see your reservation under the "Reservation" heading on the right-hand side.

FOR OPTION 2: Storage/Hold Option

16. You should then be presented with the Storage/Hold Agreement for this season. Read the document thoroughly before agreeing.
- Once you have read and agree with the terms and conditions, click an option to the right of the statement, "Do you agree to the terms and conditions outlined above in the Camp Pugwash 2020 Storage/Hold Agreement"
 - Also click the box under "Completion Acknowledgement" verifying that the information you provided is complete and accurate.
 - An e-signature is required for this document. Click the red "Click to Sign" arrow. In the textbox provided, enter the name in which you would like the signature to be made and click "Next"
 - Next, scroll through the available signature styles and select the one that best suits your signature.
 - Click the checkbox verifying that this electronic representation of your signature holds the same importance as a pen-and-paper signature. Click "Create Signature"
 - It will then present you with a preview of the signature that will be added to the document. Click "Sign Document"
 - It will then embed your online signature to the document and have a green check mark on the right-hand side when successfully added. Once this appears, click "Next"
17. The reservation details are complete. Now you have the option to add an additional reservation, or to proceed to checkout. Note your reservation will not be successful if you do not checkout at some point during your visit.
- Clicking "Add an additional reservation" will allow you to keep this reservation in your cart while you complete another reservation for another individual in your account.

- Clicking “Proceed to Checkout” will take you to your payment options.
18. After proceeding to check-out, you will be presented with your total. Clicking the plus box near the title “2020 Seasonal Rental” will give you a complete cost breakdown.
 19. If you have a promotional code, click “Add a gift certificate or promotional code” and enter the code in the textbox provided. You should then see your balance update. When done, click “Proceed to Payment”
 20. Here, your payment options are outlined.
 - Your first payment option is through Credit Card. Clicking this option will take you to a secure page where you can enter your credit card information and pay directly through UltraCamp and be done with your reservation.
 - The second option is Check/ Money Order/E-transfer – This is done through your bank, not UltraCamp. If this is the most convenient option for you, we ask that you send your e-transfer to our Maritime Conference Treasurer at: ed.sharpe@maritimesda.com . In the memo note of your transfer, we ask that you please include your name and a phrase explaining where the payment is to be allocated (ex: Jane Doe, Seasonal Rental 2020). Upon receiving your e-transfer, your UltraCamp balance will be manually updated by our team. Please allow 3-7 business days to see the funds update in your UltraCamp account. Click this option upon check out, if you would like to e-transfer to ensure your reservation is saved. Click “Complete Order”
 - If you applied a discount code earlier on, you can click the “Money Order/Check” option to complete your reservation.
 21. You should then see a green message saying your reservation has been processed successfully. You should also receive an email to the email associated with the primary individual of the account.
 22. You can then go back to your account by clicking the “click here” button at the bottom of the page. When taken back to the main page, you should see your reservation under the “Reservation” heading on the right-hand side.

Congratulations! You have created a reservation UltraCamp! If you have any questions, please don't hesitate to reach out to our UltraCamp resident, Ashley at ashleyvboehner@southern.edu. We're excited you're a part of our Pugwash family.

God Bless!