

# Creating an UltraCamp Account



Hi Pugwash family,

We're excited to be transferring Camp Pugwash registration online. The first step in adapting to this transition is to make an UltraCamp account. Once you have an account, you are able to register for any of our camps! We know this process can be overwhelming, but we're here to help. Below you can find a step-by-step outline on how to create an UltraCamp account.

1. To begin, Google search our website ([www.camppugwash.com](http://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. On the right-hand side, you should see the heading "I DO NOT have an account". Go ahead and click on the button underneath that heading which says "Create New Account"
3. Leave the account type drop down menu as "Individual/Family"
4. Proceed to fill out the information for the **primary contact** in the text boxes provided.
  - This should be an individual over the age of 18, that will be responsible for the campsite and account.
  - Please note that the boxes with a red asterisk \* are required fields that must be completed before moving on to the next step.
  - All information is secure and private and will only be visible to you, and Pugwash admin for registration purposes only.
  - 2 phone numbers and an email address are required to set-up the account. It is important that the email address used is one that you are able to access since registration information will be sent to this address, and it is commonly used as the username for the account.
  - Below the phone numbers you input, you can enable/disable text messaging to that number by clicking on the checkboxes.
5. Once you have filled out all the required information for the primary contact, scrolling down the page will allow you to add information for a **secondary contact** on the account.
  - An example of a secondary contact would be a parent/guardian/spouse or a child (to register for a kids summer camp).
  - Fill out the information in the same manner as above, inputting the information asked in the text boxes provided.
  - This is NOT a required step and can be skipped if preferred.
6. Below the secondary contact information section, it will be time to create the log in information for the account, a username and a password. These two pieces of information are important and will be used to sign into your account from now on.

- Username: By default, UltraCamp uses your email address associated with the primary contact as the username. If you are okay with using your email address (from the primary account) as the log in username, leave the check box checked beside the phrase, "Use Email Address". If you want to create your own username, uncheck the box and write your username in the textbox that appears.
  - In the password textbox, create a password that you will remember for your account. Keep in mind that passwords are case sensitive, so if you use a capital letter when making your password, it will need to be entered as a capital each time you come to log in. Enter the same password in the text box that says "Confirm Password"
  - We suggest you write your username and password down in a safe place where you will remember it, in case you forget next season.
7. Once all required fields have been completed, you can click the button in the bottom right-hand corner that says, "Create Account". The page will load, do not refresh the page or exit until your new account is displayed on the screen.
    - If it isn't processing your request to create an account, scroll up to see if there is an error message or to ensure that you have completed all of the required fields. It will not allow you to create an account if boxes with a red asterisk are left blank. Finish filling out the missing information and proceed by clicking the "Create Account" button again.
  8. You know your account has been successfully processed when your account is now displaying the reservation page and you see the green account success message.
  9. In the upper right-hand corner, there is a "Log Out" button for when you are ready to leave your UltraCamp account.
  10. From now on, each time you log in to Pugwash's UltraCamp, you will use the username and password credentials you just created!

Congratulations! You have completed the first step in registering for Pugwash through UltraCamp! If you have any questions, please don't hesitate to reach out. We're excited you're a part of our Pugwash family.

God Bless!