

# Registration Instructions

We are excited to introduce our new registration platform hosted by UltraCamp software, which allows families to save personal information and easily access registrations and payment information for your entire family, all in one place!

## 1. Create your family account and add account members (spouse and children)

**Create your family account** by clicking on the link on the [www.stmacatholicyouth.org](http://www.stmacatholicyouth.org) homepage. It will redirect you to a login screen hosted by UltraCamp (our registration platform partner). Click on the “create an account” link on the right hand side of the page. \*\*Complete the profile for the primary account holder (there will be time to add a spouse and an unlimited number of children later on).

**Add Family members (any child you are registering for a youth event or a spouse who volunteers with youth ministry)** by clicking on “Add a parent or child to my account,” and complete the information for each person. This information will be stored in your account and save you time when you register for any youth event!

\*\* Please note that teens registering for a Discipleship Group, Core Team, or any overnight trip out of state should uncheck the box that says “contact information for this person is the same as the primary contact” and include a teen cell phone number (if they have one) under “primary phone number” and a parent phone number as “secondary phone number.”

## 2. Make a Registration/Reservation

**To register for an event**, log into your account, click on “make a registration” on the right hand side of the screen. Under “New Registrations,” click on the name of the person you would like to register for the event. A list of events that are available for that person will show up and you can select the desired event.

**Submit the registration** once all the steps have been completed.

### **3. Pay for your Reservations (pay for the events you are now registered for)**

**There are different payment options available**, including setting up a payment plan, paying with a card, applying scholarships and fundraising vouchers.

**Click on “Make a Payment”** to set view payment options. You can set up recurring payments, pay the entire balance at once, view information on how to send in a physical check, or enter a scholarship code to apply scholarships and fundraising amounts to your balance.

\*Important Note: After you set up your family account, you will be able to add the amounts your family members earned through fundraising to your account and will be deducted from your totals automatically. Please allow one or two weeks for this information to show up on your newly created account.

\*If you have a concern regarding finances or ability to pay, please contact us for more information about financial assistance and scholarships for youth events or assistance for your family.

### **4. Questions? Feedback?**

**If you have any questions or have feedback to help us improve**, please contact us: [jwelter@stmacatholicyouth.org](mailto:jwelter@stmacatholicyouth.org) or either of the youth ministers!