

# ONLINE FAITH FORMATION REGISTRATION THROUGH ULTRACAMP

## Registration Instructions

We are excited to introduce our new online 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 for both Youth Ministry and Faith Formation.

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

Create your family account by clicking “**Log Into Your Account/Register For An Event**” on the STMA Youth Ministry Home Page: [www.stmacatholicyouth.org](http://www.stmacatholicyouth.org) or by selecting the UltraCamp log in directly at: <https://www.ultracamp.com/clientlogin.aspx?idCamp=937&campCode=t14> Click “**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** by clicking “**add a parent or child to my account,**” and completing the information for each person. **Please include all family members** (*parents, all children under 18 and younger*). This information will be stored in your family account and can be used to register for future youth events or faith formation ministries.

**\*\* Important Note for Youth Ministry:** *For teens registering for a Discipleship Group (8<sup>th</sup> Grade Breakaway), Core Team, or any overnight trip 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 “**register for an event**” on the left side of the page. Under “**new registrations,**” click on the name(s) of the person(s) 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. Depending on the event there may be medical forms, parental consent forms, questions related to dietary restrictions, etc., **Submit the registration** once all the steps have been completed.

### 3. Pay for your Reservations

**There are different payment options made available;** making full payment with a credit card, payment plans, or sending payment to the parish office. Scholarship options may also be available. Click “**make a payment**” to view payment options.

**\*\* Important Note for Youth Ministry:** *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 able to deduct 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 or have feedback?** For **Youth Ministry Events** contact: [jwelter@stmacatholicyouth.org](mailto:jwelter@stmacatholicyouth.org)  
For **Faith Formation Ministries** contact: [bswift@stmccatholicchurch.org](mailto:bswift@stmccatholicchurch.org)