

Application

ACCIDENTALLY EXITED BEFORE FINISHED

Log in to [UltraCamp](#), click 'Apply for Camp' under **Common Tasks** on the left, click on your name, select your session(s), then click **Apply**; after the 'Before You Begin' page and confirming your personal information, the system will jump to the last page you were on before you exited

UPDATE/EDIT PAGES

1. Log in to [UltraCamp](#), click on your name under **Account Details**, then scroll down and click the **My Forms** bar
2. Click the name of the form you want to edit, make any necessary edits, then click **Save**

Contact Information

UPDATE/EDIT

1. Log in to [UltraCamp](#) and click on your name under **Account Details**
2. Scroll down, click 'Edit my bio information' under **Bio / Contact Information**, edit your info, then click **Save Person**

Forms

DOWNLOAD/PRINT

(Medical Form / Immunization Record / Certifications)

1. Log in to [UltraCamp](#), click **Additional Options** in the top menu bar, then click **Document Center**
2. Click the name of the form you want under **Downloadable Forms**, click on your name, then download and/or print the form

HOW TO SUBMIT

- **Upload:**
 1. Scan and save your document(s), including the barcoded 'Return Document Instructions' cover page, as a **SINGLE PDF** file
 2. Log in to [UltraCamp](#), click **Additional Options** in the top menu bar, then click **Document Center**
 3. Click the upload icon for the form,  select your name, click **Choose File**, attach your document, then click **Upload Form**
- **E-Fax:** (888) 755-7365
- **Email:**
 1. Scan and save your document(s), including the barcoded 'Return Document Instructions' cover page, as a **SINGLE PDF** file
 2. Email the file as an attachment – no subject or message – to forms@submitMyForms.com
- **Mail:** Camp Wapiyapi, 191 University Blvd, Box 294, Denver, CO 80206

Medications

ADD NEW

1. Log in to [UltraCamp](#), click on your name under **Account Details**, then click 'Manage Medications' under **Common Tasks** on the left
2. Enter the medication information, then click **Save Medication** if you have more to enter OR **Save and Proceed** if finished

EDIT or DELETE

1. Log in to [UltraCamp](#), click on your name under **Account Details**, then click 'Manage Medications' under **Common Tasks** on the left
2. Scroll down to **Current Medications**, find the medication you want and click 'Edit'
 - a. EDIT – Make any necessary edits, then click **Save Medication** to edit another OR **Save and Proceed** if finished
 - b. DELETE – Click **Delete**, then **Save and Proceed**

References

CHECK STATUS

1. Log in to [UltraCamp](#) and click on your name under **Account Details**
2. Scroll down and click the **Incomplete Tasks / Forms** bar; incomplete references will be listed here

**NOTE: Reference requests expire 1 month from the date they are sent. If your reference writer did not receive the request, it may be in their junk folder OR their email address may have been entered incorrectly.*

EDIT and RE-SEND REQUESTS

1. Follow the steps above, then...
2. Click on the reference form you want to re-send, edit information (if necessary), then click **Send this invitation**