

(603) 823-8107

UltraCamp Instruction Sheet



From the website www.coppercannon.org All camper families will need to “Create an Account” for the 2019 season.

On the “Create an Account” page, the first person entered is the parent or legal guardian. At least one phone number and an email are required for every account. After the primary account member is added, a secondary parent or legal guardian can be added. “This person is an authorized pickup” is automatically filled in for you.

Campers are entered next under “Add a camper to my account”. Fill in all information requested. From this page, you may enter an adult who is an authorized pick-up or someone who can be contacted if the parents/legal guardians are not available. Reservation is the term for the camp sessions. You will now make session choices. Be certain to read the sessions, especially for teens, so the correct week is chosen. Note that “Any Available Session” is an option. After you make your session choices, you will begin the required forms for Copper Cannon Camp. You will not be assigned to a week until after the USDA Summer Food Service form is completed.

Each required form will ask for a clarification that the information is correct and ask for an electronic signature and an e-mail will be sent confirming Copper Cannon received the forms. We have the option for you to upload forms to our website. Any medical forms concerning your camper – physical, med sheet, immunization sheet – can be uploaded. Secondly, a school letter showing the child’s eligibility in the free or reduced lunch program for the 2018-2019 school year can be submitted in place of the USDA Form.

First required form is the USDA Information form. If you have received a letter for the 2018-2019 school year from your child’s school, you may upload the letter and are NOT required to complete the USDA form. To upload a school letter, please click on “Additional Options” that is across the top of your account. Go to “Document Center” and click. Here is where all the forms are kept and the upload icons are available. Simply go to the right side – “Downloadable Forms” – and look for the USDA Form upload. Without the school letter, please complete the USDA Form online or download, print, and fill it out. If you fill out the hard copy form, please mail it to Copper Cannon Camp, P. O. Box 124, Franconia, NH 03580 immediately.

The next three forms are the Camper Information Form, Authorization Form, and the Camper Health History Form. For the Camper Health History, you can upload the medical forms as you did for the school letter. Use the Physical Form upload cloud. Answer as many of the questions on the information form and the health history as necessary. More information helps us make certain your child has the best experience possible.

You have the option of adding more campers or other adults onto your account. Anyone you list as an authorized pick-up **MUST BE 18 YEARS OR OLDER**. If, you have **a person who should not contact your camper, is not authorized to pick-up, or we should be aware of**, contact Katie immediately (603-823-8107).

If you have any questions concerning the information, call our camp office (603) 823-8107. Katie will be happy to help you with any issues. You are welcome to email her at: kgadapee@coppercannon.org This may be trying the first season, but once you are in the system, you are in!