



Instructions on Completing a Summer Staff Application

1. Go to troutlakecamps.org and click on the orange tab on the left that says "Camp Registration."
2. Follow the link that has you log in and access your UltraCamp account.
3. If you do not have an UltraCamp account, click "Create a new account" on the left side of the page. If you already have an UltraCamp account log in and skip to Step 6.
4. Select the account type "Individual/Family". Fill out the Parent/Primary Contact information on the left side of the page. This person must be 18 years of age or older. If you are not 18 put in your parent's information on that side and your information on the Parent/Guardian or Child side. Fill in the login information at the bottom of the page (you may want to write down your username and password for future reference).
5. After all of the information is complete, click "Create Account."
6. On the left side under the "Home" icon click "Upcoming Sessions."
7. Click the underlined "Summer Staff Application."
8. Click the button labeled "Register for this session."
9. Choose yourself under the "Eligible Members" and click "Next."
10. Verify your information. Click "Next."
11. Complete the Alternate Contact information. If hired, this will be the person we will use as your emergency contact. Click "Next."
12. Fill out the Application portion of the process. You must sign the bottom electronically to confirm that you are applying. This section must be completed within 24 hours. Although, if you leave the page and come back it will not save your progress. Click "Next."
13. After completing the application click "Review items in my cart and checkout."
14. Click the "Complete Order" button.
15. You are finished with the application portion of the process! Look for an email with more information. Once Trout Lake Camps receives all your references we will schedule an interview with you.

If you have any questions please call the Trout Lake Camps Office at 218.543.4565.