NATURE CENTER
AT SHAKER LAKES

Outdoor Adventure Camp 2027

Nature Center at Shaker Lakes

Registration How to Guide

For 2027, we have moved to UltraCamp for our registration software.

This document is created to help families understand our registration process and how the software works.

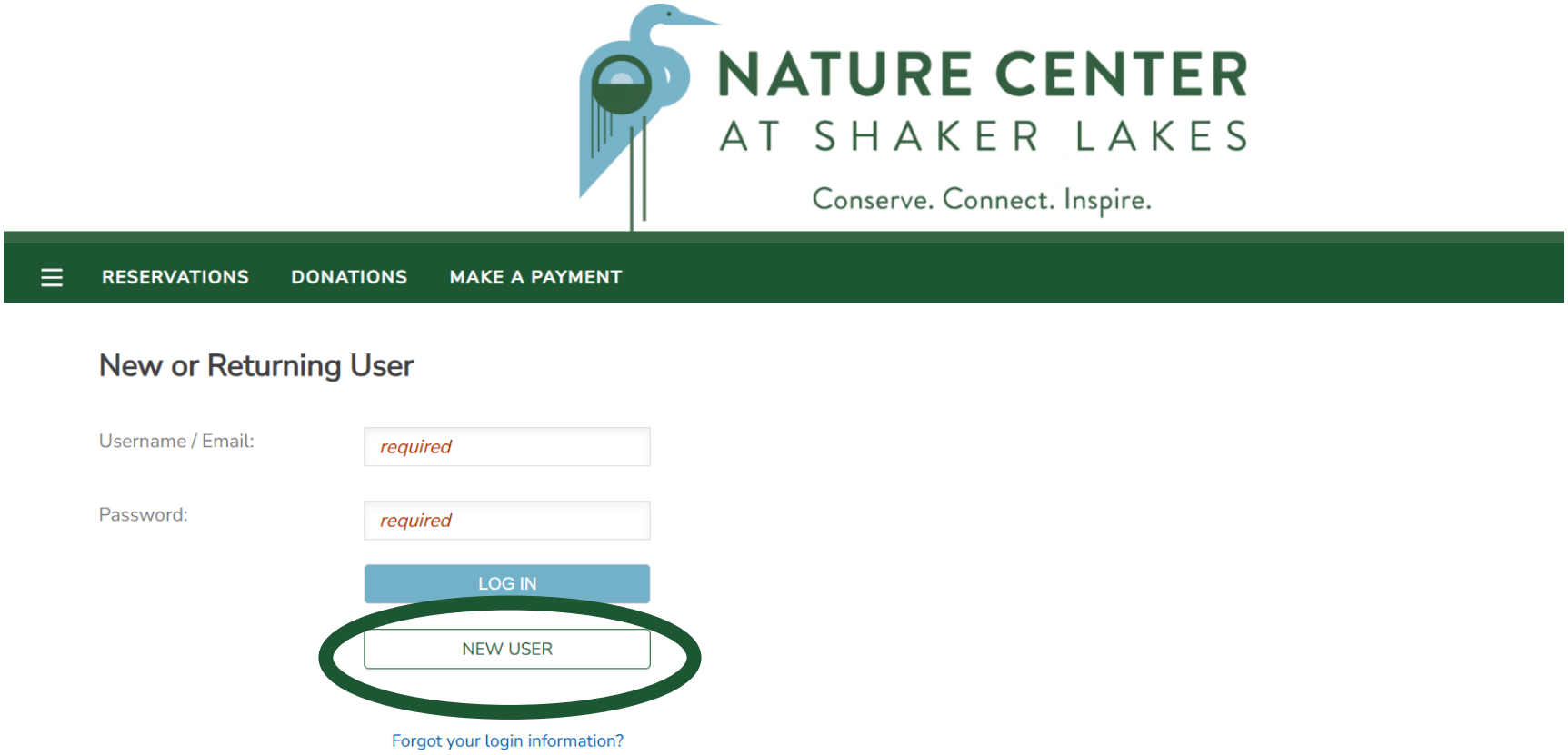
Table of Contents

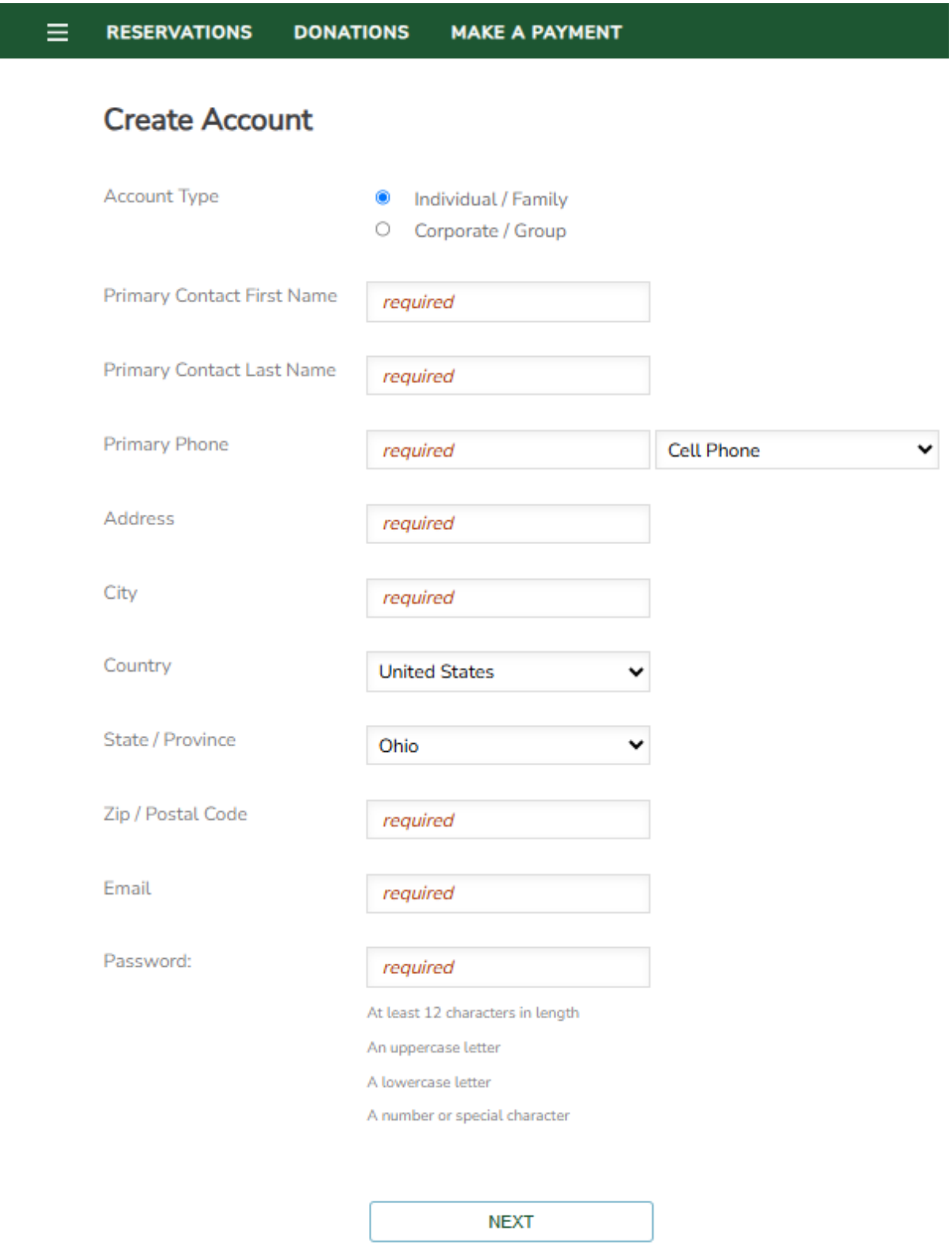
Link to Registration Page.....Pg. 4
Steps to Create a Family Account.....Pg. 5 - 6
Adding Someone to an Account.....Pg. 7 - 8
Account Example with members added.....Pg. 9
Camper info page.....Pg. 10 - 13
Document Center & Form Walk Through.....Pg. 14 - 24
Including family level form & Camper medical form
How to Register for Camp.....Pg. 25 - 40

https://www.ultracamp.com/clientlogin.aspx?idCamp=1590&campCode=XUE

Registration Link for NCSL's camps can also be found on our website, at shakerlakes.org/camp

Creating a Family Account

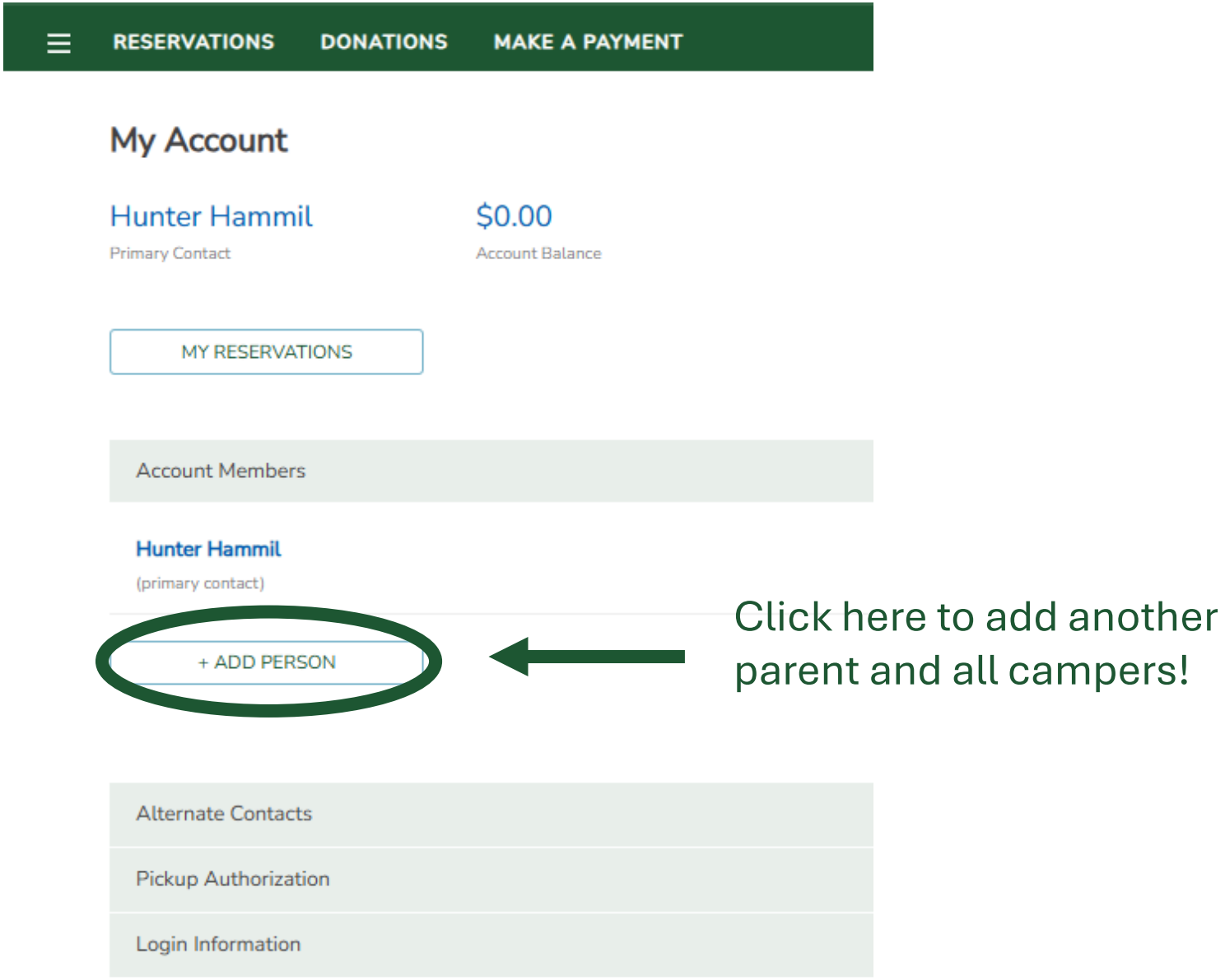




“Create Account” is for the family.

Primary Contact name, phone, address, city, etc. should be a parent.

Pay attention to the Password requirements (12 characters, 1+ uppercase, 1+ lower, and a number/special character).

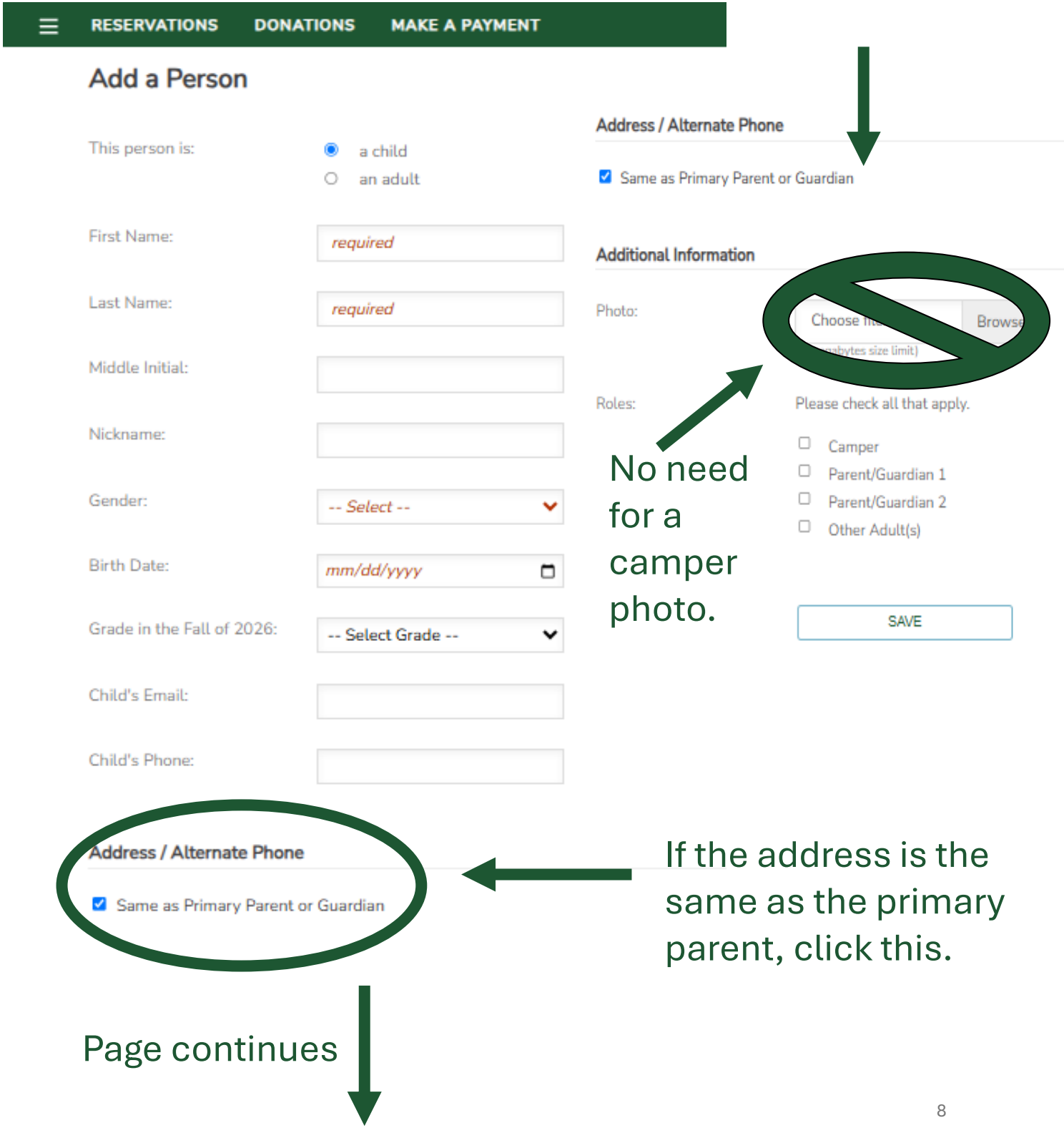


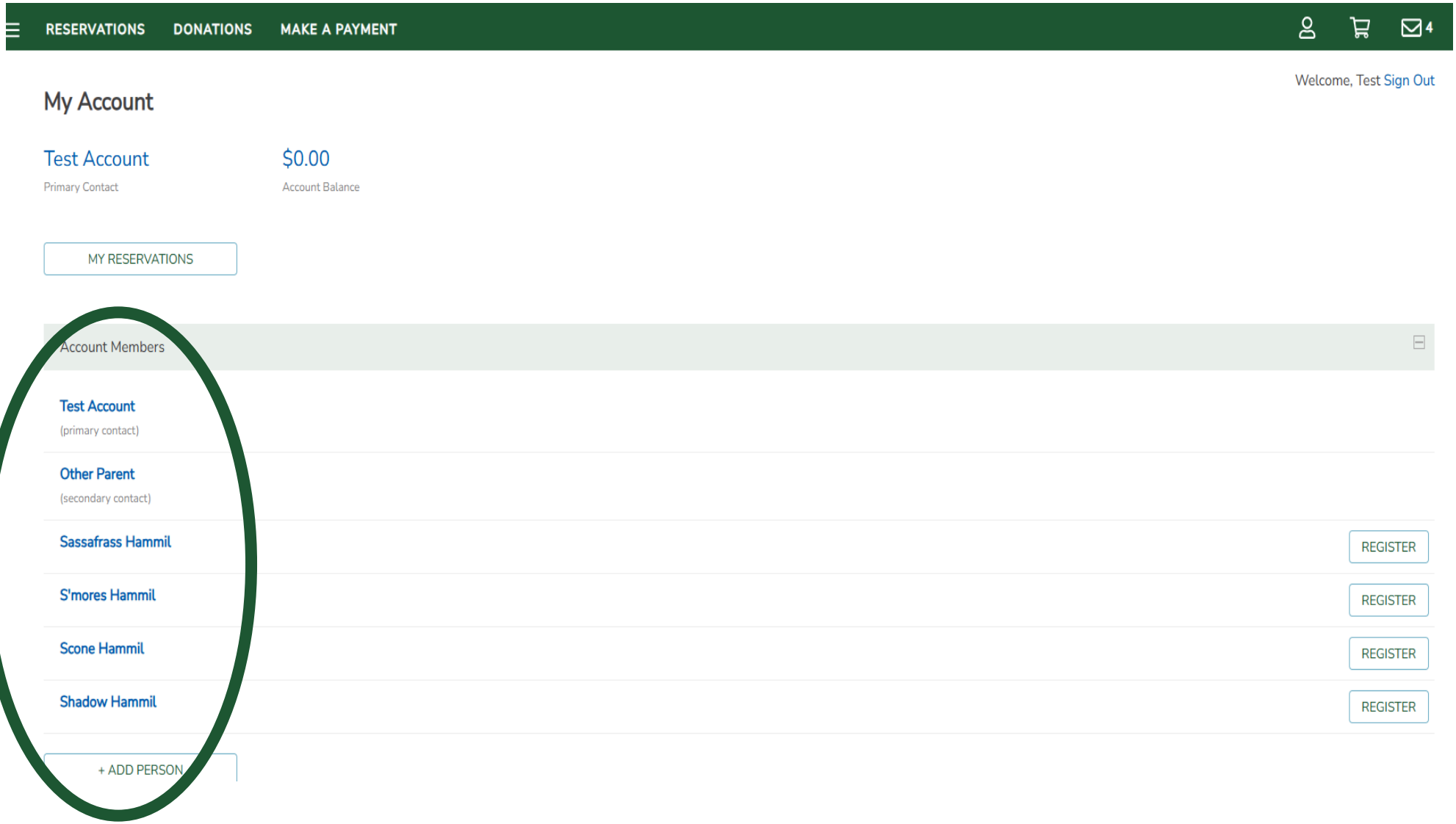
Click here to add another parent and all campers!

After creating an account, this is the next landing page.

Adding someone to the Account

- Add each camper to the account.
- If you have a second parent/guardian, they can be added the same way.
- For campers, their grade, first/last name, gender, and birthday are the only things required.





Once everyone has been added, this is what it will look like

(these are the Camp Manager's cats).

CAMPER INFO PAGE

Sassafrass Hammil

(216) 321-5935	10/28/2020	Female	6th	hunter@shakerlakes.org
Primary Phone	Birthdate	Gender	Today's Grade	E-mail Address

EDIT MY BIO INFORMATION

Leaving these blank will default to the primary adults contact info.

Reservations

None Found

REGISTER

My Forms

Family Level Questions and Informations
Complete
Updated 11/17/2026

Camper Medical Form
Complete
Updated 11/17/2026

Financial Aid
Complete
Updated 11/16/2026

These are FAMILY LEVEL forms and will only need completed once for each family.

COMPLETE A NEW FORM

Membership

NCSL Membership — Yes. Please provide your membership number (if known). : 00000

EDIT MEMBERSHIP

Sassafrass Hammil

(216) 321-5935	10/28/2020	Female	6th	hunter@shakerlakes.org
Primary Phone	Birthdate	Gender	Today's Grade	E-mail Address

EDIT MY BIO INFORMATION

Reservations

None Found

REGISTER

When the camper has been registered for something, it will show here.

My Forms

Family Level Questions and Informations
Complete
Updated 11/17/2026

Camper Medical Form
Complete
Updated 11/17/2026

Financial Aid
Complete
Updated 11/16/2026

The medical form will need completed for each camper. If something changes on their medical form, this can be updated, too.

COMPLETE A NEW FORM

Membership

NCSL Membership — Yes. Please provide your membership number (if known). : 00000

EDIT MEMBERSHIP

If you don't know the membership number, just make a note of that.

Sassafrass Hammil

(216) 321-5935	10/28/2020	Female	6th	hunter@shakerlakes.org
Primary Phone	Birthdate	Gender	Today's Grade	E-mail Address

EDIT MY BIO INFORMATION

Reservations

None Found

REGISTER

My Forms

Family Level Questions and Informations
Complete
Updated 11/17/2026

Camper Medical Form
Complete
Updated 11/17/2026

Financial Aid
Complete
Updated 11/16/2026

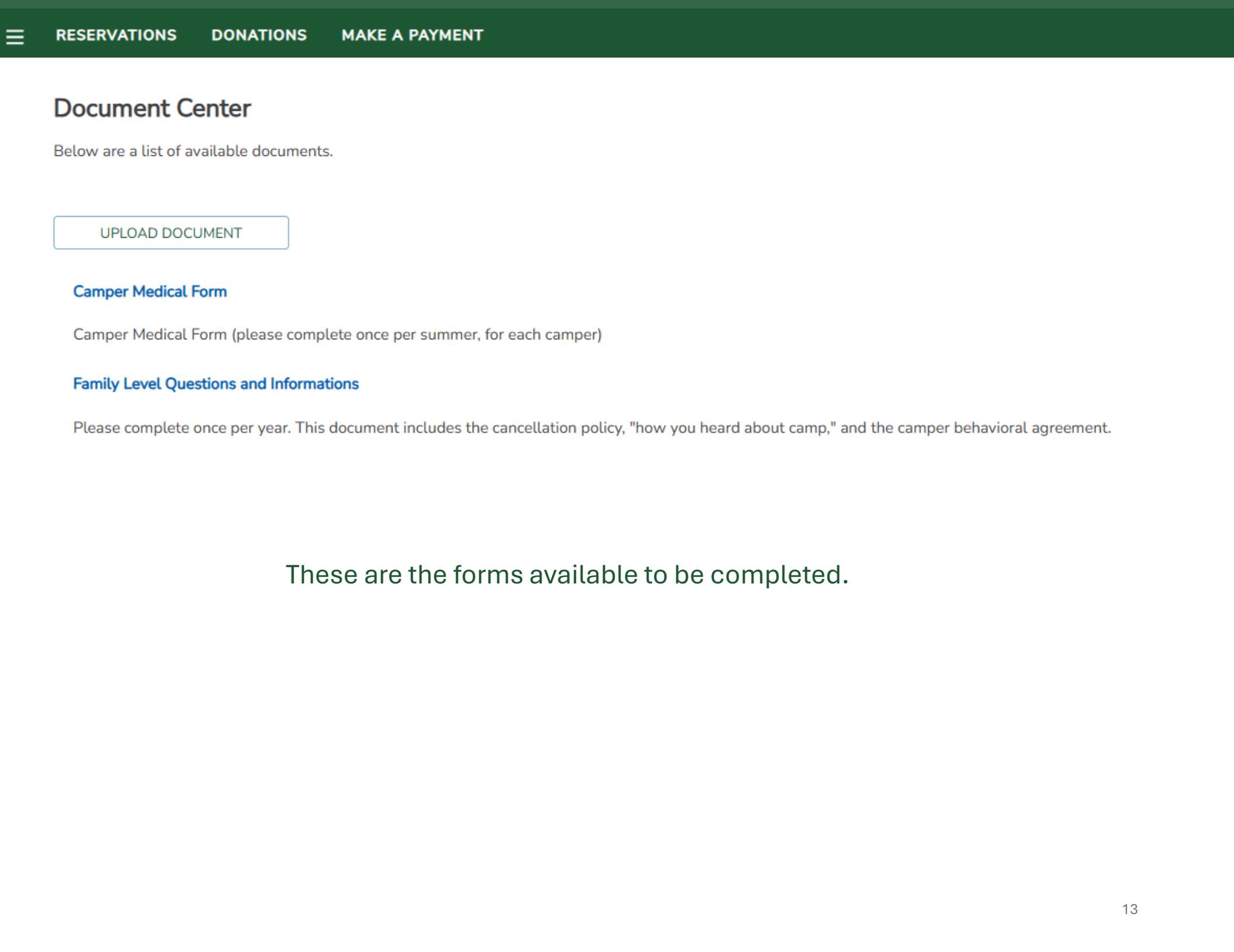
COMPLETE A NEW FORM

If there's a form missing, click here to complete it. This can be done as soon as the account is created and the camper is added. Or when registering for camp.

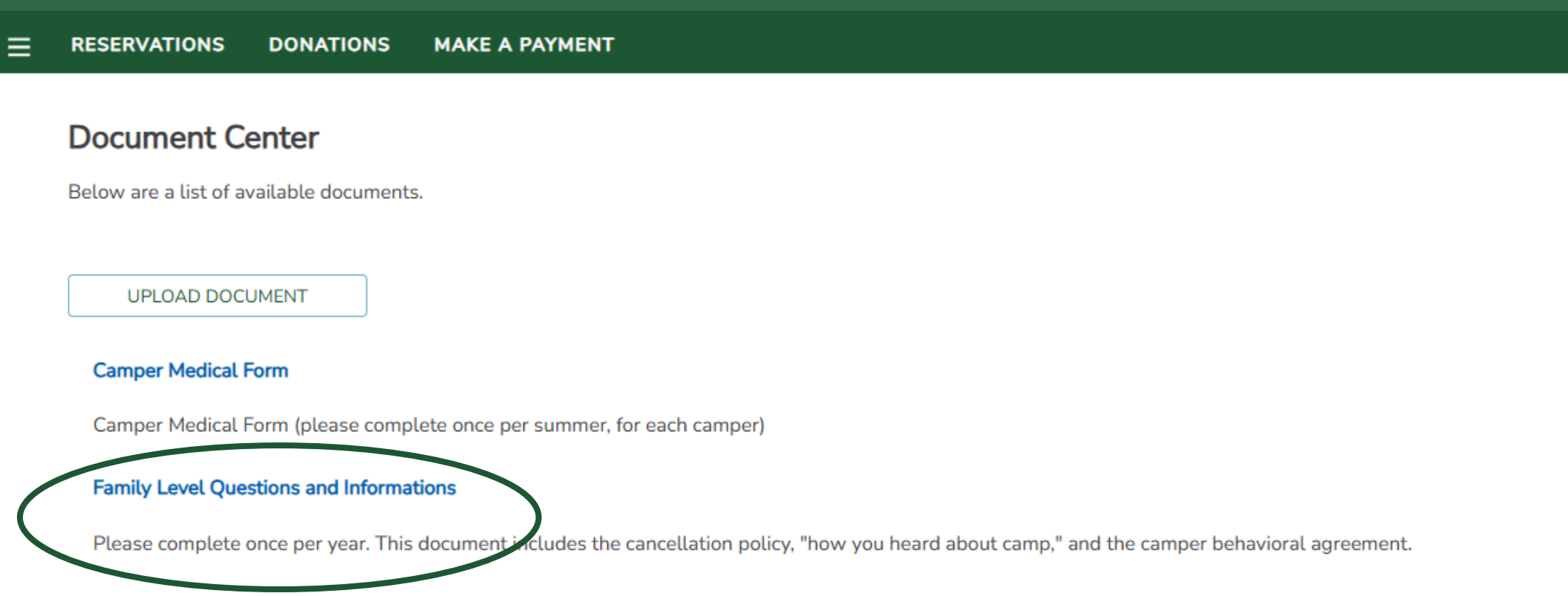
Membership

NCSL Membership — Yes. Please provide your membership number (if known). : 00000

EDIT MEMBERSHIP



These are the forms available to be completed.



Family Level Questions and Information

Completed once for the family.

This form has 3 parts.

Cancellation Policy

All cancellations incur a fee of 20% of the cost of the session. “Cost” is defined as the total amount the purchaser is responsible for paying (camp fee minus the membership discount and/or financial aid). Cancellations made after a certain date will not be refunded at all.

Spring Break Camp: Cancellations must be made by March 1, 2027 at 11:59pm to receive a refund minus a 20% cancellation fee. Any cancellation made after March 1st will not be refunded.

Summer Camp: Cancellations must be made by April 30, 2027 at 11:59pm to receive a refund, minus a 20% cancellation fee. Any cancellation made after May 1st will not be refunded.

All cancellation requests must be made in writing, by emailing the camp manager at hunter@shakerlakes.org

Note - Registrations made after the cancellation deadlines or families who are waitlisted and accept an open spot are subject to the same cancellation policy.

Transfer Policy:
If you are interested in transferring your camper’s registration to a different week, a $35 administrative fee will be charged in addition to the cost of the week or day. The ability to transfer is dependent on camp availability, including the potential of a waitlist.

If the Nature Center Team cancels a camp session:
The Nature Center reserves the right to cancel a camp session. Potential scenarios include, but are not limited to, low registration, illness impacting staffing, power outage, emergency scenarios, etc. In these cases, a prorated refund will be issued to families reflecting the total days cancelled and the cancellation fee will be waived. If the entire week is cancelled, families may choose to transfer to another session instead of being refunded (provided an open spot is available). In this case, the transfer fee would be waived.

If your camper(s) is dismissed from a camp session:
All participants and their parents/guardians must agree to the behavior expectations listed during registration. Dismissal may occur if your camper’s behavior is unsafe or if your camper(s) consistently fails to follow camp behavioral expectations. No refunds are given if a camper(s) is dismissed due to safety or behavior concerns.

I have read and understand the cancellation policy as explained above.

- (●) Yes.

Part 1, the Cancellation Policy
Part 2, the Camper Behavioral Agreement

Camper Behavioral Agreement

As camp staff are not able to assist campers in the bathroom, my camper(s) are fully potty trained, able to clean themselves, and able to dress and undress themselves independently.
(Required)

- (●) I understand.

I understand campers are expected to respect nature by staying on trails and leaving what they find, respecting fellow campers, and respecting camp stuff. Further, I understand that causing physical or emotional harm to another camper may be grounds for immediate dismissal from the program.
(Required)

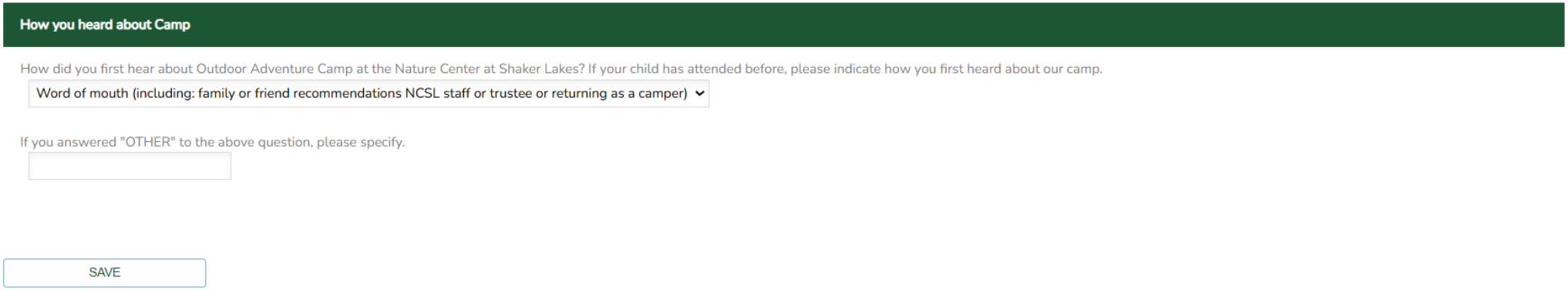
- (●) I understand.

I will encourage my camper(s) to bring any issues to their educator quickly so they can be addressed in a timely fashion.
(Required)

- (●) I understand.

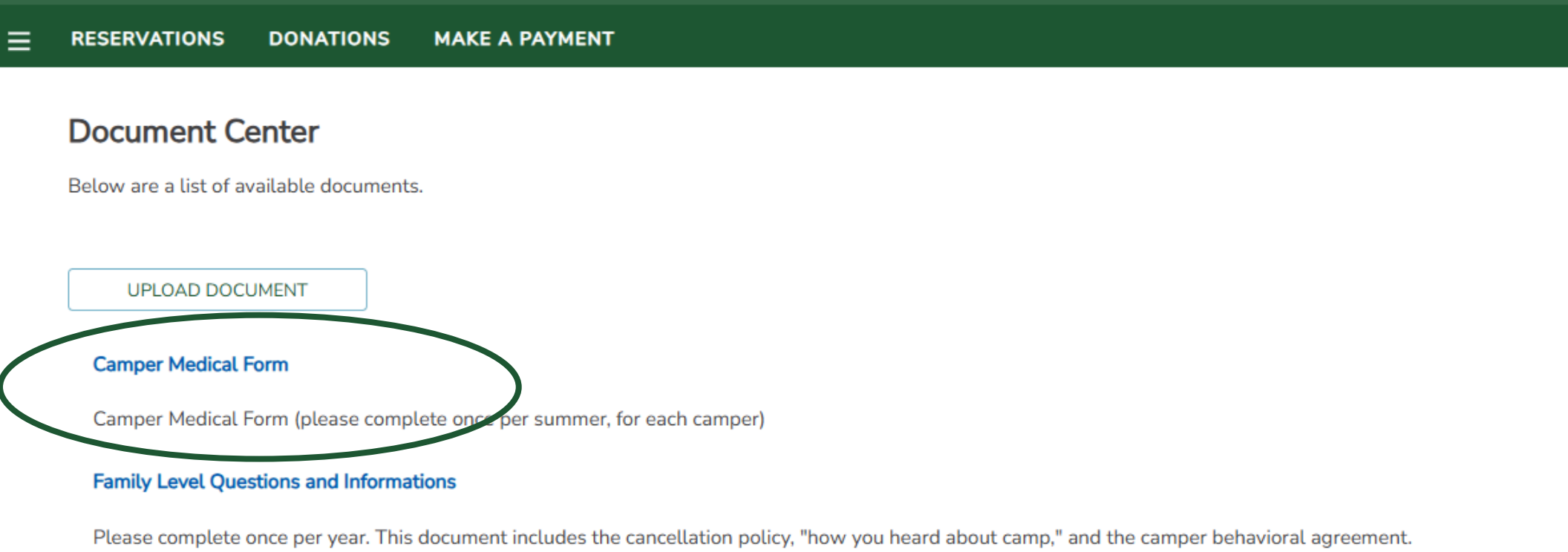
My camper(s) will follow instructions, including staying with the group and responding when their name(s) are called.
(Required)

- (●) I understand.



And Part 3, How you heard about Camp

Then click “Save” and the first form is complete!

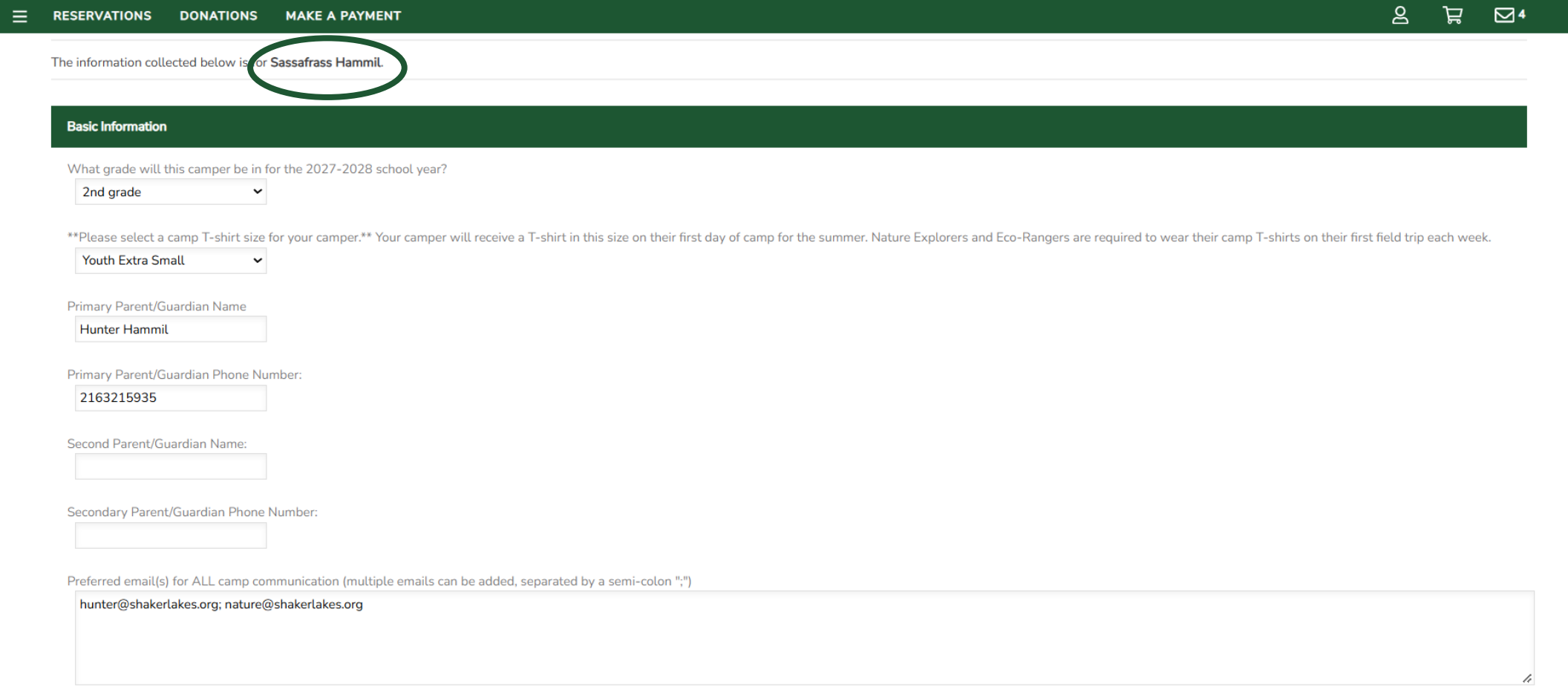


Camper Medical Form

Completed once per camper, per year.



The following medical form is filled out for a cat (her name is Sassafras, pictured above) to demonstrate information but to keep personal information private.



Basic Camper Information

Camper name is at the top of the page. It does not ask for as much redundant information as it has in past years.

Camper Physical, Mental, Social-Emotional, and Behavioral health information

Camper's primary physicians name and phone number:

Camden Animal Care; 330.455.

My child is fully potty trained and can use the bathroom, manage their clothing, and clean themselves independently. I understand that camp staff cannot assist campers with bathroom use or changing clothes. If you answer "No" or "Other," please contact Hunter Hammil, Outdoor Adventure Camp Manager, at hunter@shakerlakes.org before completing registration.

(Required)

- (●) Yes
- ( ) No
- ( ) Other

Please select all that apply. My camper has:

(Required)

- [ ] Been treated for emotional or behavioral difficulties.
- [ ] Been treated for ADD; ADHD; or Autism Spectrum
- [ ] An active IEP in school
- [ ] Had a need for an aide in school
- [x] Had a significant life event that continues to effect them? (including but not limited to: death in the family; a recent move; change in family dynamics; or a new sibling)
- [ ] None of the above apply to my camper.

Please select all that apply. My camper has:

(Required)

- [x] Been hospitalized
- [ ] Had dizziness or fainting
- [x] Had surgery
- [ ] Had recurrent/chronic illnesses
- [ ] Passed out or had chest pains during exercise
- [ ] Had mononucleosis ("mono") in the last 12 months
- [ ] Had a recent infectious disease
- [ ] Had a recent injury
- [ ] Have or have had asthma; wheezing; or shortness of breathe
- [ ] Had back or joint problems
- [ ] Have diabetes
- [ ] Have or had seizures
- [ ] Have problems with diarrhea or constipation
- [ ] Had recurrent or severe headaches
- [ ] Had skin problems
- [ ] Wears contacts glasses protective eyewear or hearing aids
- [ ] If born female: had any problems with periods/menstruation
- [ ] None of these apply to my camper.

Camper Physical, Mental, Social-Emotional, and Behavioral Health (Part 1)

Please answer these questions to the best of your ability.

Please explain, give additional context to, or help us better understand what was marked in the previous two questions.

She just got two new baby brothers (~6 months old) that she doesn't enjoy having around--eventually, she will, but it took her a year to get used to her now 2 year old sister. She also has been fixed and went under for dental work.

Please share any information that would help our staff support your child and ensure a positive camp experience. This may include social needs, learning styles, behavioral considerations, or how your child responds to stress. If not applicable, please write "N/A."

She can be slow to warm up to new people. Give her time and space to approach them on her own. Some people she's comfortable with immediately, but sometimes she wants s lot of space before she's comfortable with someone's presence.

Please describe any activities your child may be unable to participate in or may need adaptations to enjoy safely. We will do our best to accommodate your child's needs, but cannot guarantee that all accommodations will be possible. If not applicable, please write "N/A."

She's not a huge fan of running games.

While we do not provide food to campers or allow them to share, please share any dietary restrictions your camper may have.

(Required)

- [ ] Kosher
- [ ] Vegetarian
- [ ] Vegan
- [ ] Does not eat pork
- [ ] Does not eat dairy products
- [ ] Does not eat wheat
- [ ] Does not eat peanuts
- [ ] Does not eat tree nuts (such as almonds; pecans; and/or walnuts etc.)
- [ ] Does not eat eggs
- [ ] My camper has no dietary restrictions.
- [x] Other (please specify)

If you answered "Other" to the above question, please explain.

She should only eat meat.

My camper has any and all appropriate vaccinations for their age. If not applicable, for any reason, please select "Not applicable to my camper".

Yes

Camper Physical, Mental, Social-Emotional, and Behavioral Health (Part 2)

Please answer these questions to the best of your ability.

Camper Medications and Allergies

What allergies does your camper have? Examples may include: bee or insect stings, seasonal allergies, animals, peanuts or tree nuts, etc. Please include: All known allergies, severity of reaction to the allergen, management of the reaction, and any other important information. If the camper has no known allergies, please put "N/A"

None known

Please list all medications (including vitamins and supplements) your camper takes, regardless of if they will be taken at camp. Please include dosage and time they are taken. If there are no medications your camper regularly takes, please put "N/A".

She takes Gabapentin when she has to be in the car.

Will any of the medications your camper has or takes be taken while at camp? If no, please put "N/A". If yes, please note the medication, if it is taken regularly or in an emergency, and the time and/or situations in which it would be taken. For Epi-Pens, AVIQ's, inhalers, and other pre-dosed medications, no dosage is needed.

N/a

The following over-the-counter medications may be available at camp and administered as needed for illness or injury. Please select any medications your child should NOT receive.

- ☐ Acetaminophen (Tylenol)
- ☐ Ibuprofen (Advil or Motrin)
- ☐ Diphenhydramine (Benadryl)
- ☐ Bismuth subsalicylate (Pepto-Bismol)
- ☐ Generic cough drops
- ☐ Calamine lotion
- ☐ Hydrocortisone 1% cream
- ☐ Topical antibiotic cream
- ☐ Aloe vera
- ☐ Tecnu (poison ivy treatment)

Note: This is which they should NOT receive in the event they might need medicines/special soaps/etc.

Camper Medications and Allergies

Please answer these questions to the best of your ability.

Camper Consent to Treat and Participant Authorization

I hereby give permission to the Nature Center at Shaker Lakes to provide basic first aid within the bounds of their medical trainings, seek emergency medical treatment, and assist campers with taking prescription and over the counter medications. In the event of a medical emergency, staff will reach out to listed adults, followed by emergency contacts until someone can be reached.

(Required)

- ○ Yes I grant consent to treat my child.
- ◉ Yes I grant permission to treat my child with exceptions as noted below.
- ○ No I do NOT consent to treating my child and instead wish for the following to be done.

Please list any exceptions to your consent for emergency medical treatment, specific care instructions, or preferred hospital for your child. If none, please write "N/A."

Emergency vet is Metro in Mayfield Heights.

I, the undersigned, hereby give permission for my child to participate in all activities (unless otherwise specified) and assume all risks and hazards incidental to the program. I also hold harmless the Nature Center at Shaker Lakes, its staff, and appointed assistants, volunteer, administrators and executors from any and all liabilities incident to my minor child's involvement or participation in the event and activities and/or the use of related equipment. Further, I the undersigned, certify that this health history and any attached forms are correct and complete as far as I know, and the person herein described has permission to engage in all camp activities except as noted.

Hunter Hammil

I give the Nature Center at Shaker Lakes permission to use photographs of my child taken during camp activities for commercial and non-commercial purposes, including social media, websites, and other promotional materials.

Yes

Camper Consent to Treat and Participant Authorization

This is where to specify a preferred hospital system (in case of emergency) and sign the photo release.

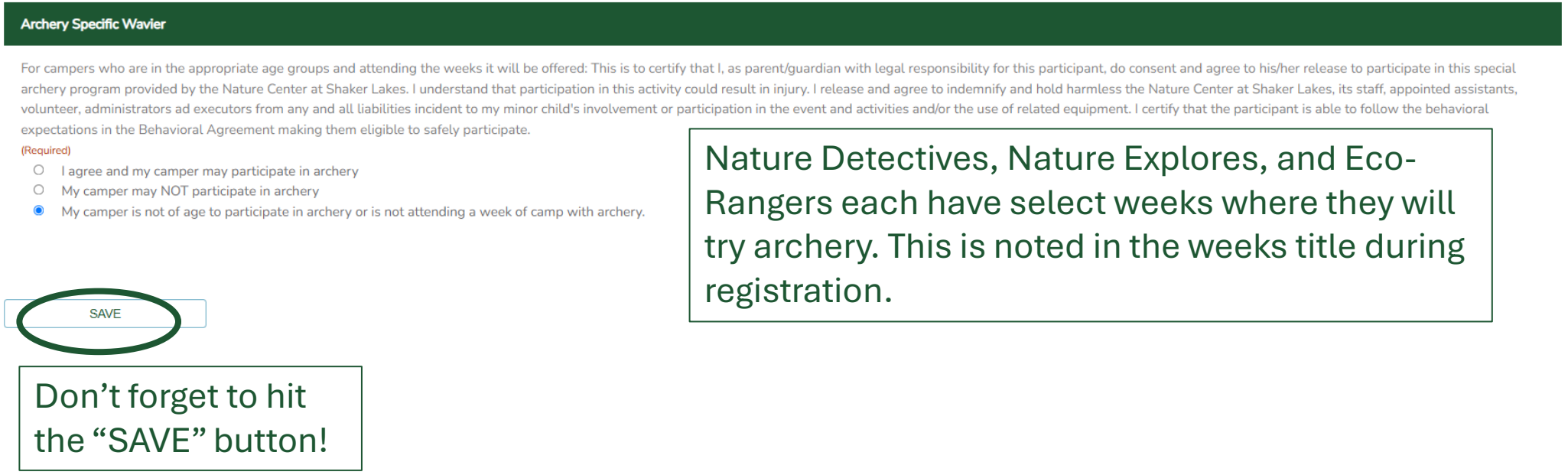
Archery Specific Wavier

For campers who are in the appropriate age groups and attending the weeks it will be offered: This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release to participate in this special archery program provided by the Nature Center at Shaker Lakes. I understand that participation in this activity could result in injury. I release and agree to indemnify and hold harmless the Nature Center at Shaker Lakes, its staff, appointed assistants, volunteer, administrators ad executors from any and all liabilities incident to my minor child's involvement or participation in the event and activities and/or the use of related equipment. I certify that the participant is able to follow the behavioral expectations in the Behavioral Agreement making them eligible to safely participate.

(Required)

- ○ I agree and my camper may participate in archery
- ○ My camper may NOT participate in archery
- ◉ My camper is not of age to participate in archery or is not attending a week of camp with archery.

Nature Detectives, Nature Explores, and Eco-Rangers all have select weeks where they will do archery. This is noted in the weeks title during registration.



Nature Detectives, Nature Explores, and Eco-Rangers each have select weeks where they will try archery. This is noted in the weeks title during registration.

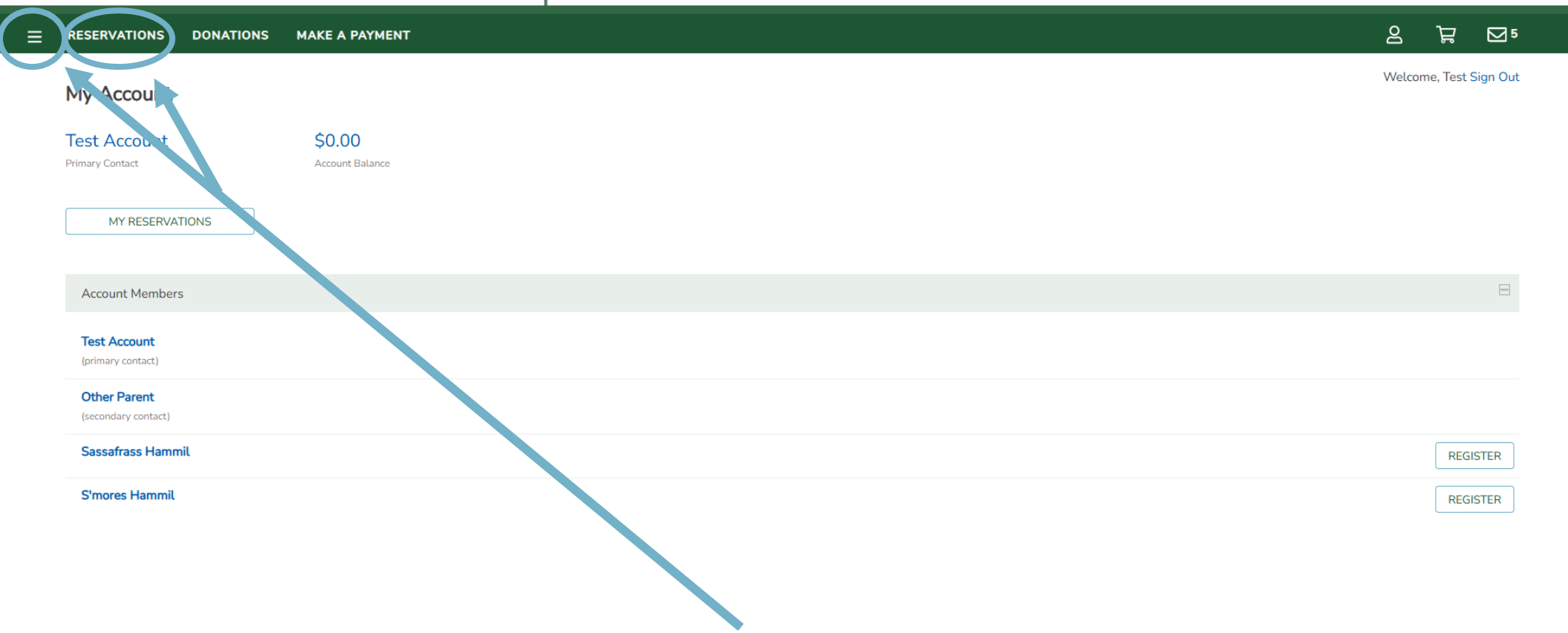
Don't forget to hit the "SAVE" button!

Camper Consent to Treat and Participant Authorization

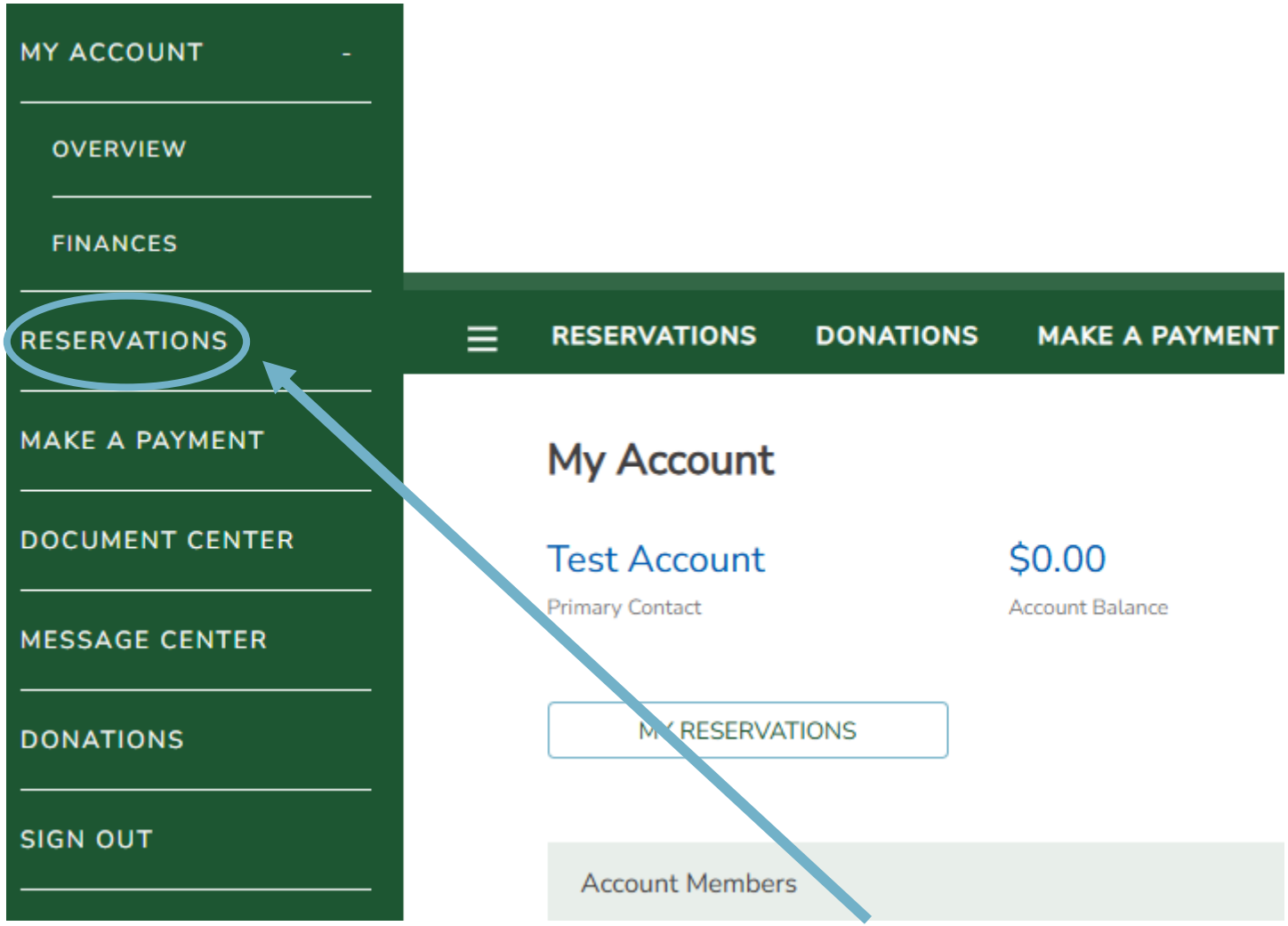
After saving the page, it'll take you back to the camper info page.

How to Register for Camp!

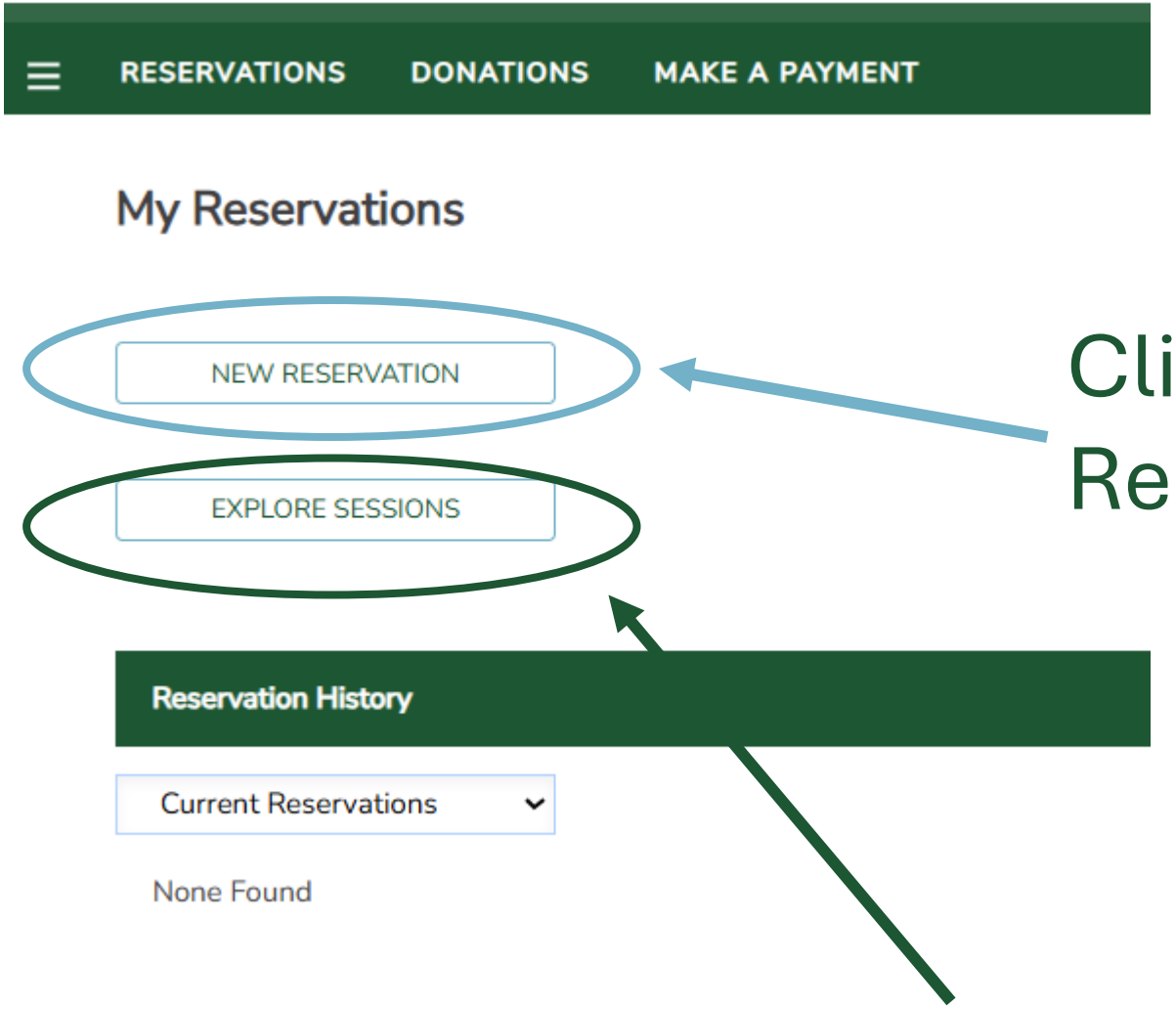
NATURE CENTER
AT SHAKER LAKES
Conserve. Connect. Inspire.



From the My Account page, click on the drop-down menu or “Reservations”.

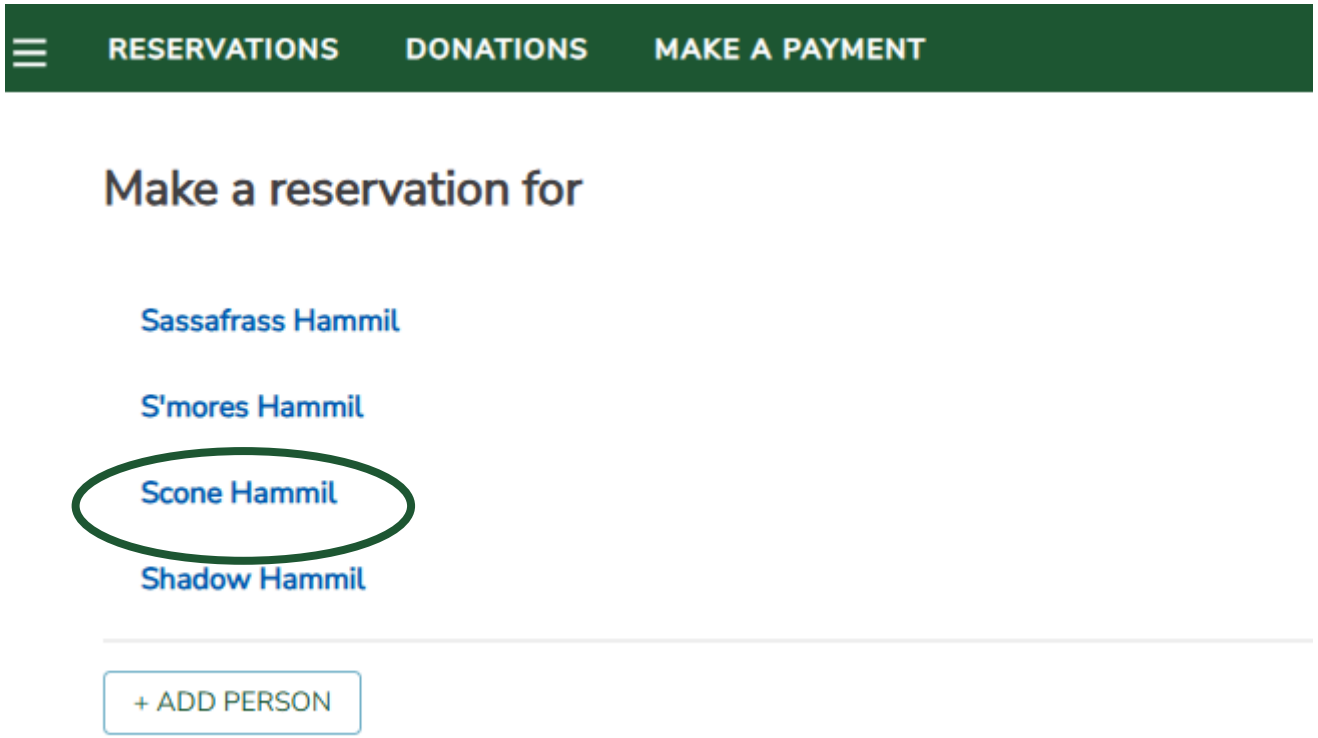


Click “Reservations”

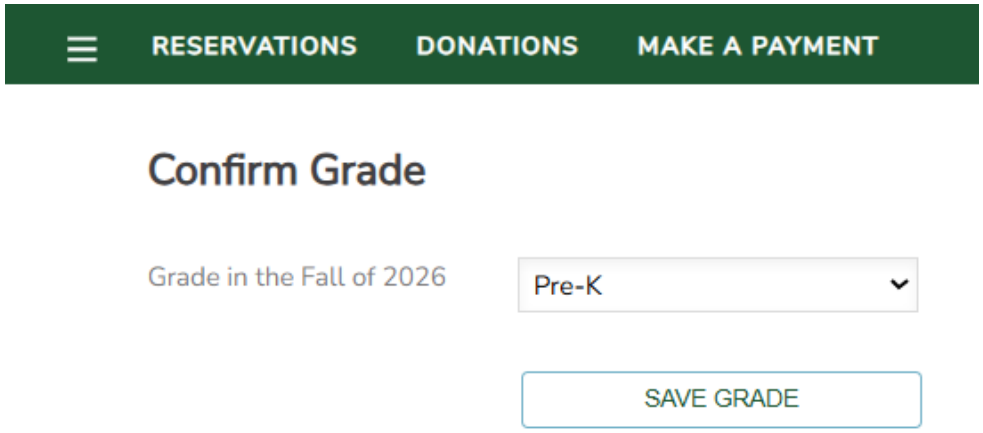


Click “New Reservations”

You can also click “explore sessions” to view everything available, even if registration hasn’t opened yet.



Select the camper you wish to register, then confirm their grade.



Welcome, Test Sign Out

Select Sessions

Listed below are the upcoming sessions for which this person is eligible. To begin the registration process, select the session for which you would like to make a reservation.

FILTERS

24 Results

Weeks One and Five

Week 1

☐	**Chipmunk Patrol (AM)--Earth Detectives (Week 1)** 6/14/2027 9 AM - 6/17/2027 12 PM (9 AM - 12 PM) Grades Pre-K - Kindergarten	Half day	$205.00 info
☐	**Chipmunk Patrol (PM)--Earth Detectives (Week 1)** 6/14/2027 12 PM - 6/17/2027 3 PM (9 AM - 12 PM) Grades Pre-K - Kindergarten	Half day	$185.00 info
☐	**Squirrel Scouts--Earth Detectives (Week 1)** 6/14/2027 9 AM - 6/17/2027 3 PM (9 AM - 3 PM) Grades Kindergarten - 1st	Full day	$330.00 info

Week 5

☐	**Chipmunk Patrol (AM)--Earth Detectives (Week 5)** 7/12/2027 9 AM - 7/16/2027 12 PM (9 AM - 12 PM) Grades Pre-K - Kindergarten		$250.00 info

Only the sessions which that camper can register for will appear.

For someone who will be in Kindergarten in the 2027-2028 school year, they can pick half or full day programing, so both will appear.

Welcome, Test Sign Out

Select Sessions

Listed below are the upcoming sessions for which this person is eligible. To begin the registration process, select the session for which you would like to make a reservation.

FILTERS

24 Results

Weeks One and Five

Week 1

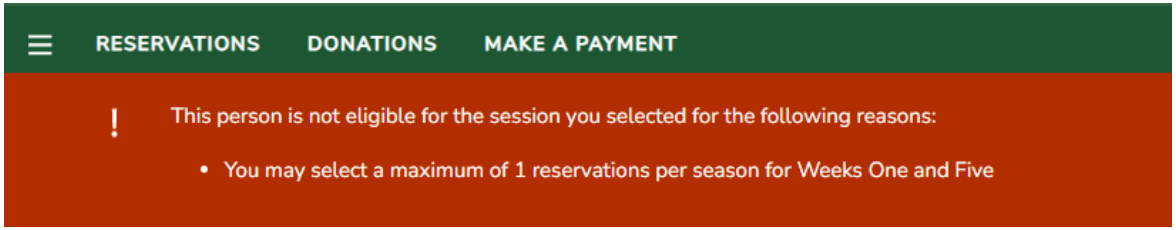
☐	**Chipmunk Patrol (AM)--Earth Detectives (Week 1)** 6/14/2027 9 AM - 6/17/2027 12 PM (9 AM - 12 PM) Grades Pre-K - Kindergarten	$205.00 info
☐	**Chipmunk Patrol (PM)--Earth Detectives (Week 1)** 6/14/2027 12 PM - 6/17/2027 3 PM (9 AM - 12 PM) Grades Pre-K - Kindergarten	$185.00 info
☐	**Squirrel Scouts--Earth Detectives (Week 1)** 6/14/2027 9 AM - 6/17/2027 3 PM (9 AM - 3 PM) Grades Kindergarten - 1st	$330.00 info

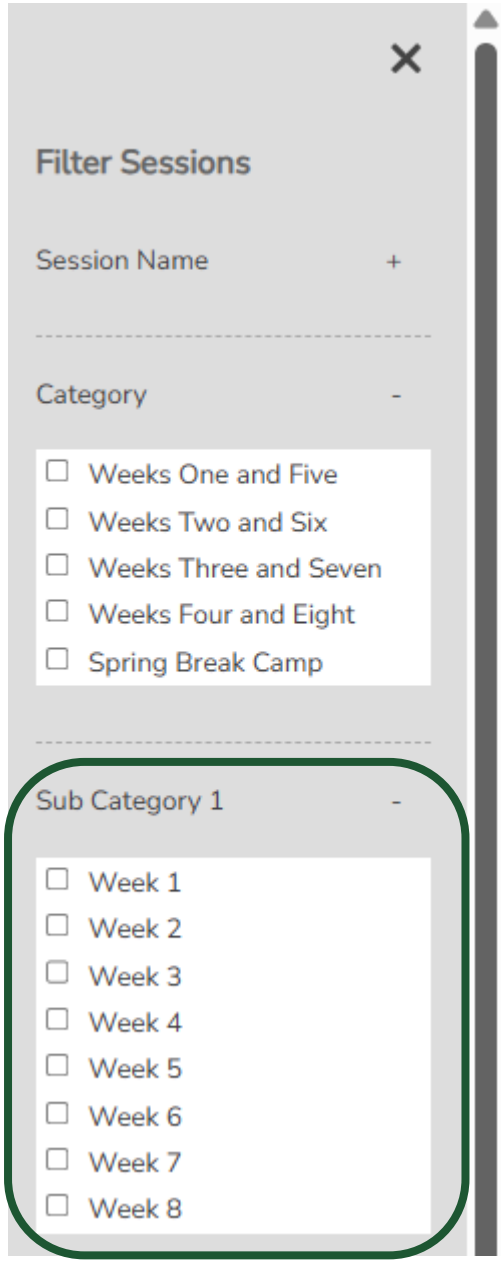
Week 5

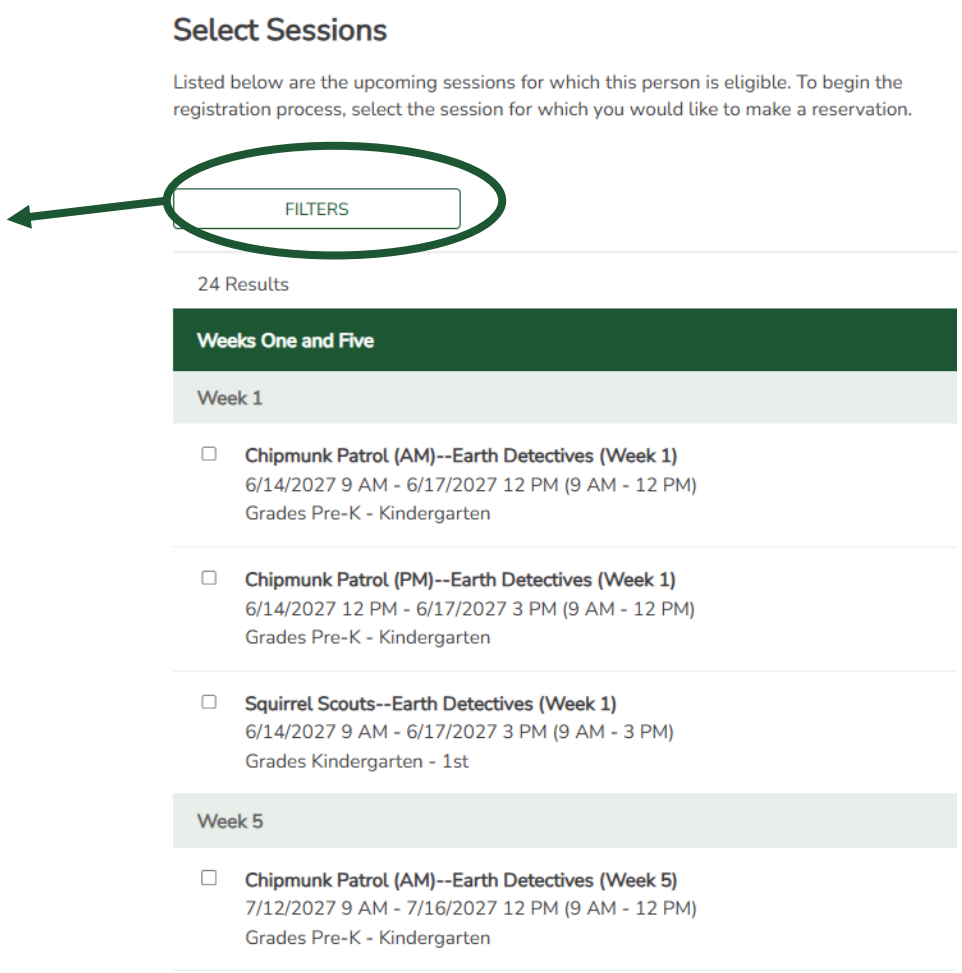
☐	**Chipmunk Patrol (AM)--Earth Detectives (Week 5)** 7/12/2027 9 AM - 7/16/2027 12 PM (9 AM - 12 PM) Grades Pre-K - Kindergarten	$250.00 info

Weeks appear grouped by the THEME, not in chronological order. As such, it will show weeks 1 and 5 together, then weeks 2 and 6, weeks 3 and 7, and last is weeks 4 and 8.

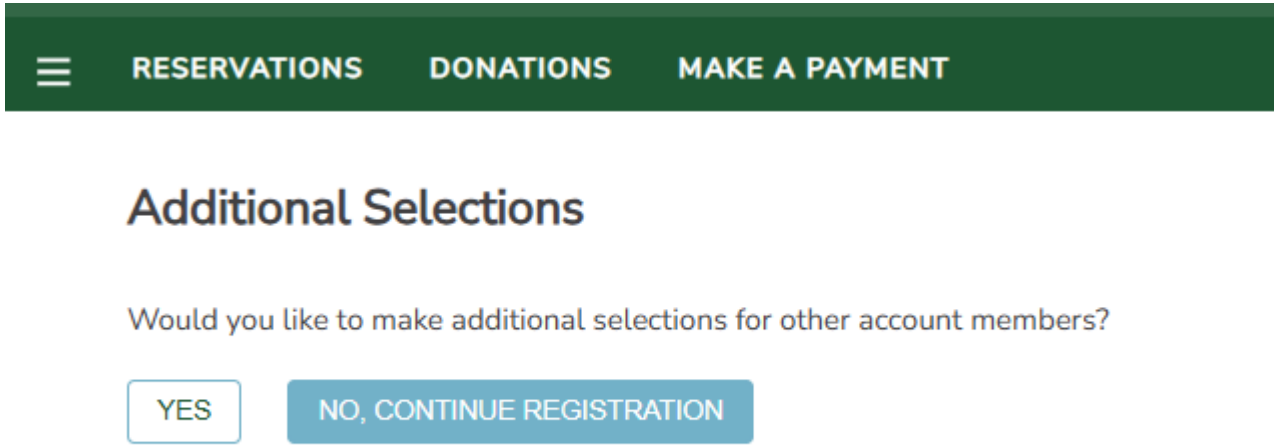
Campers can only register for each theme once or they get the below error message.



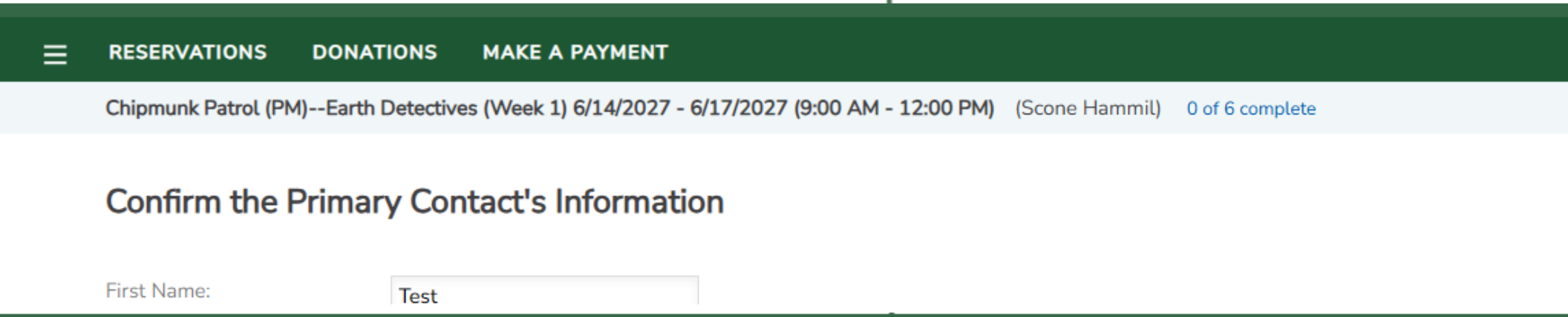


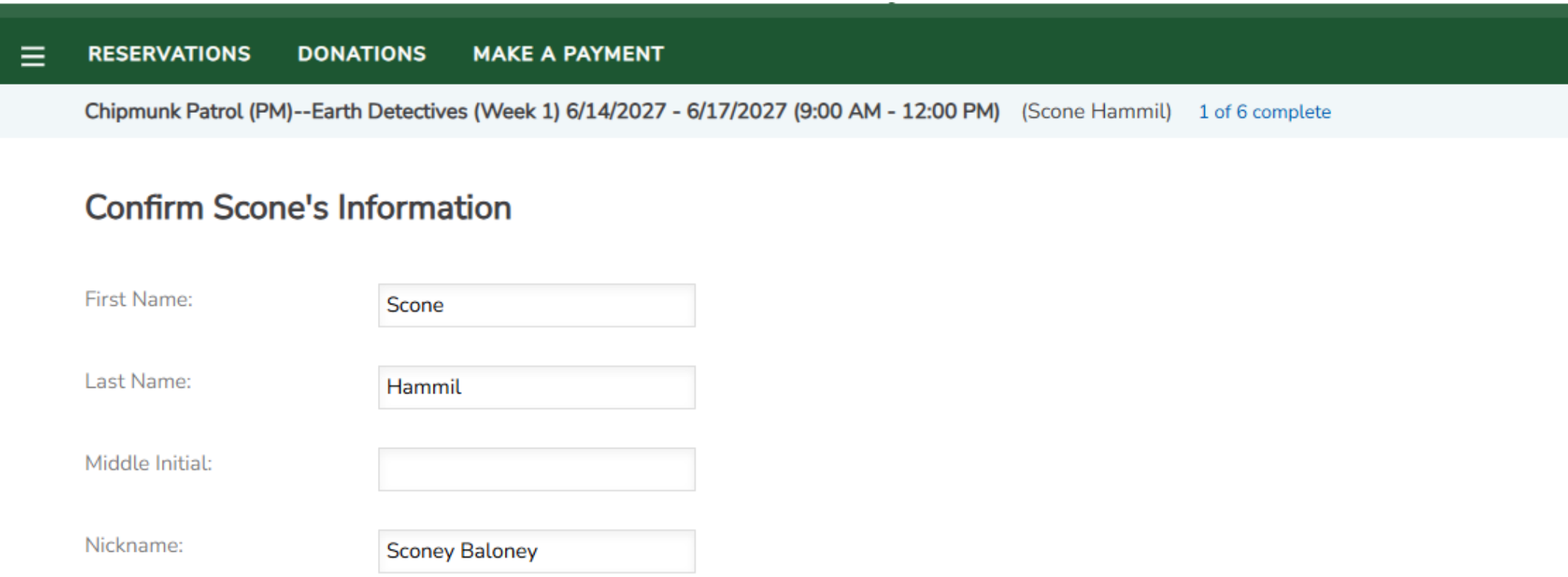


Clicking the “Filter” button will allow you to select only the weeks you want to see.

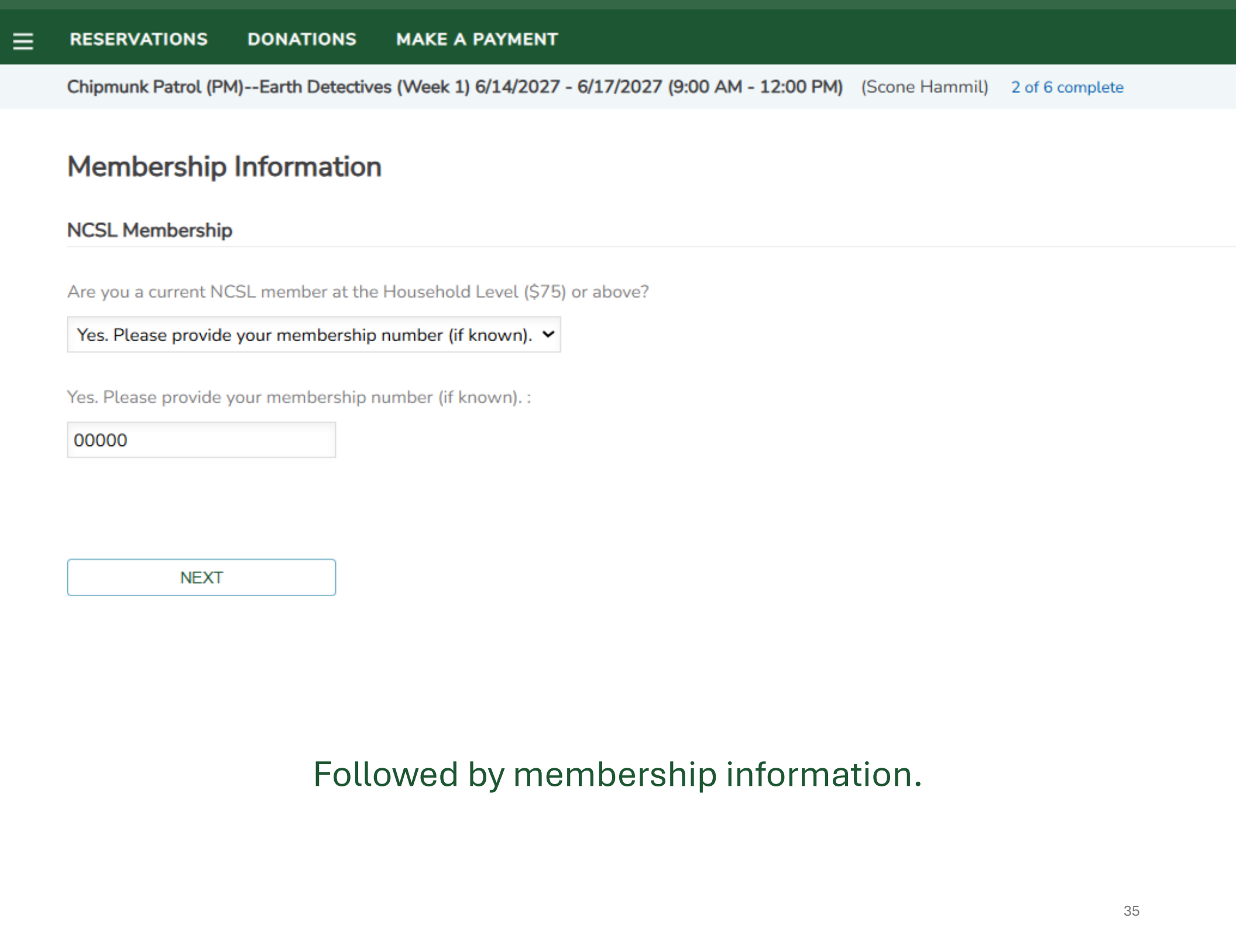


Once the weeks have been picked, it will ask if you'd like to select weeks for another camper. If so, this process will start again (saving the progress). If not, you can continue registration.

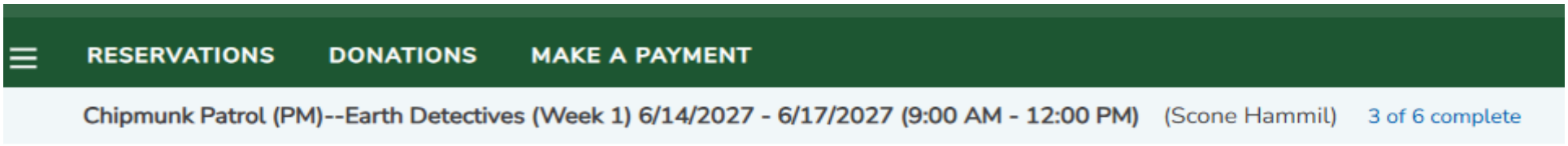


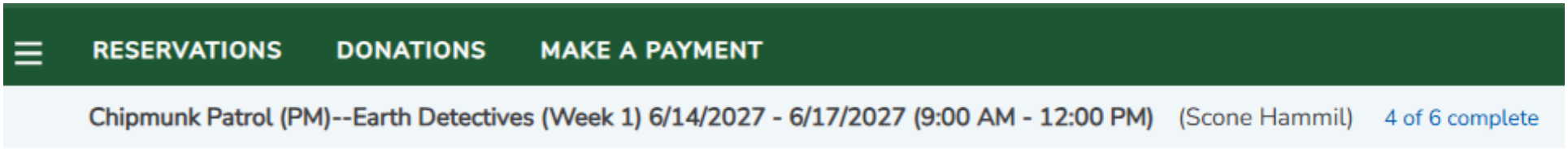


The next few screens will have you confirm the primary contact and campers information.

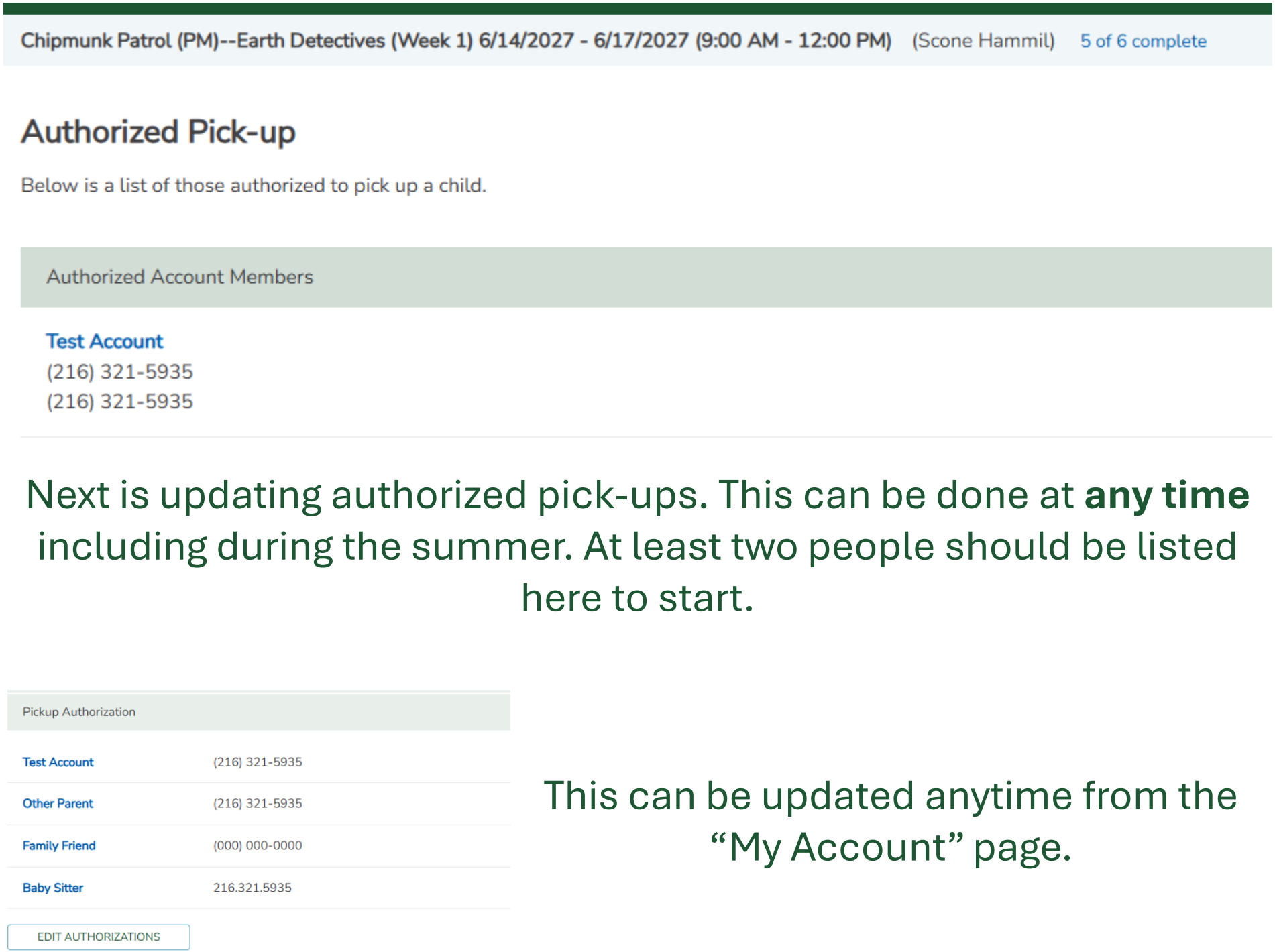


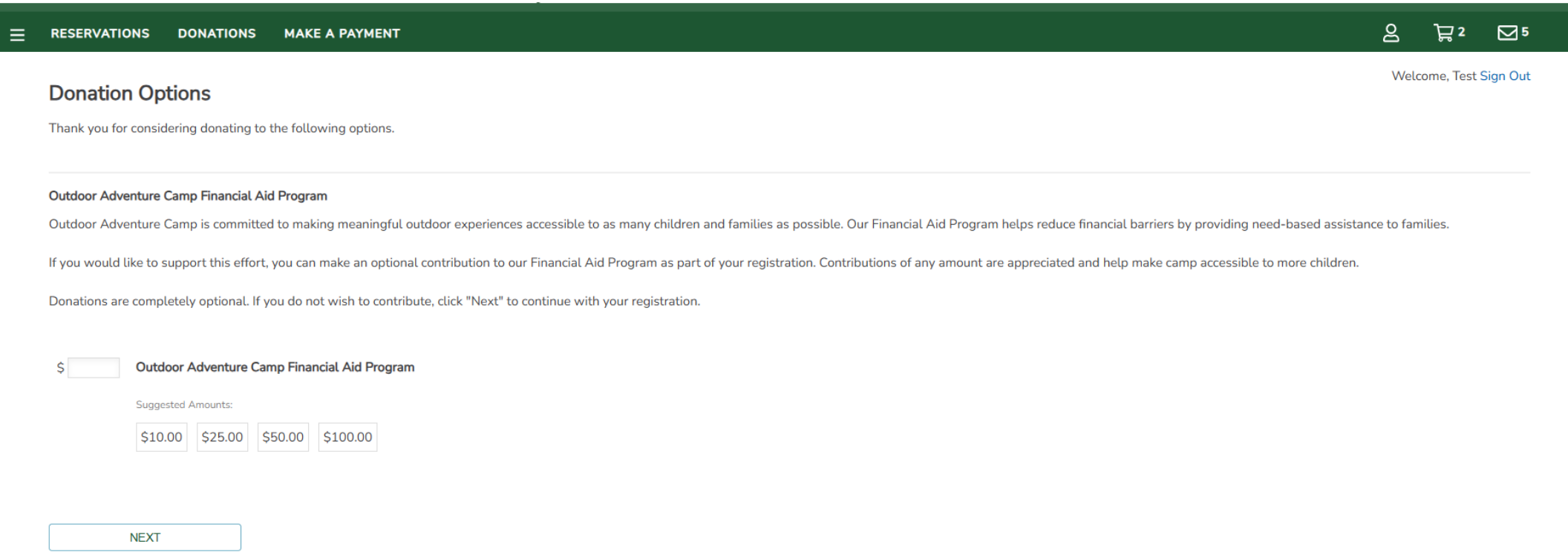
Followed by membership information.



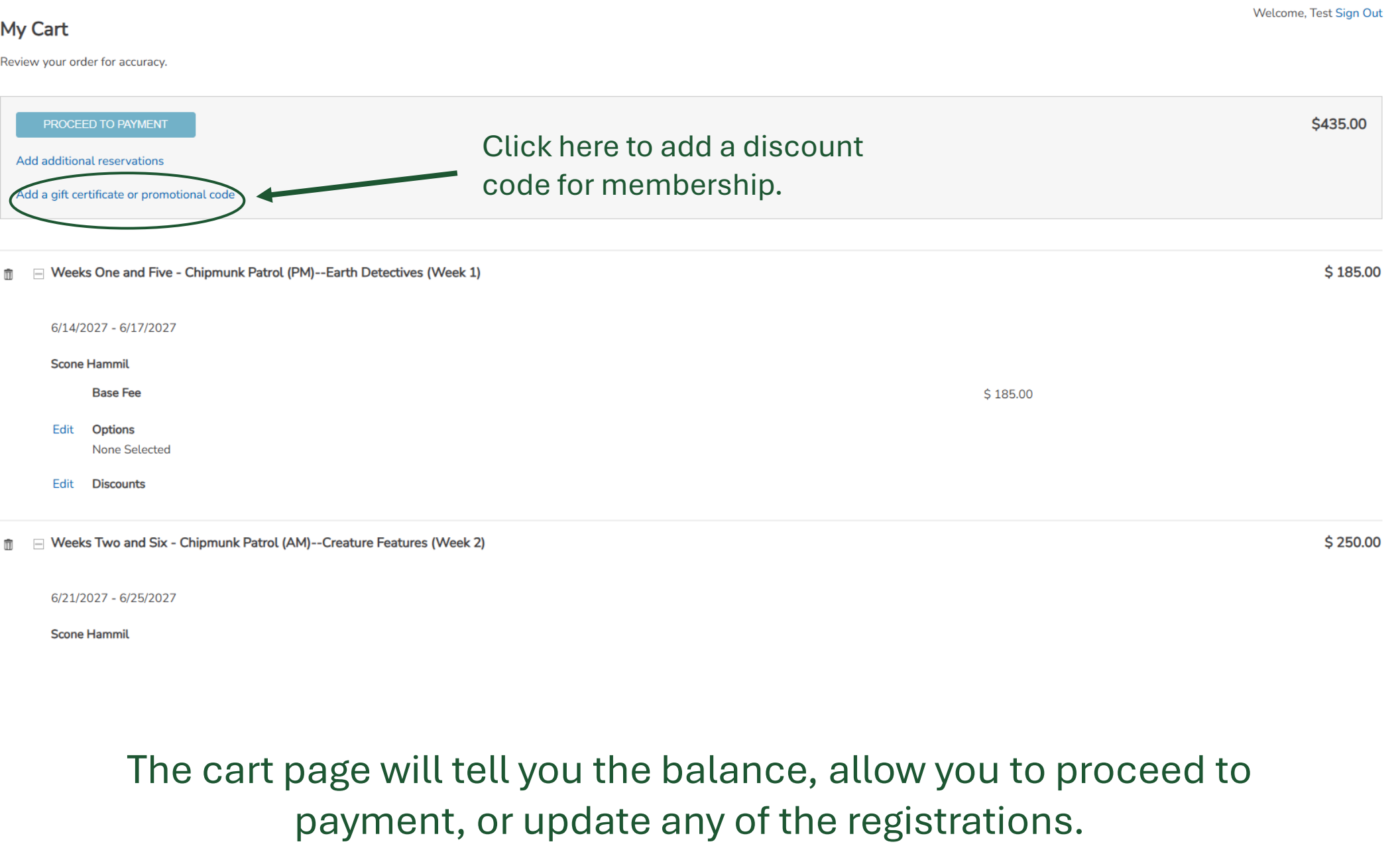


Then it will go through the forms we filled out earlier. If they haven't been filled out, they now will have to be. If they are filled already, you'll just have to click through them.

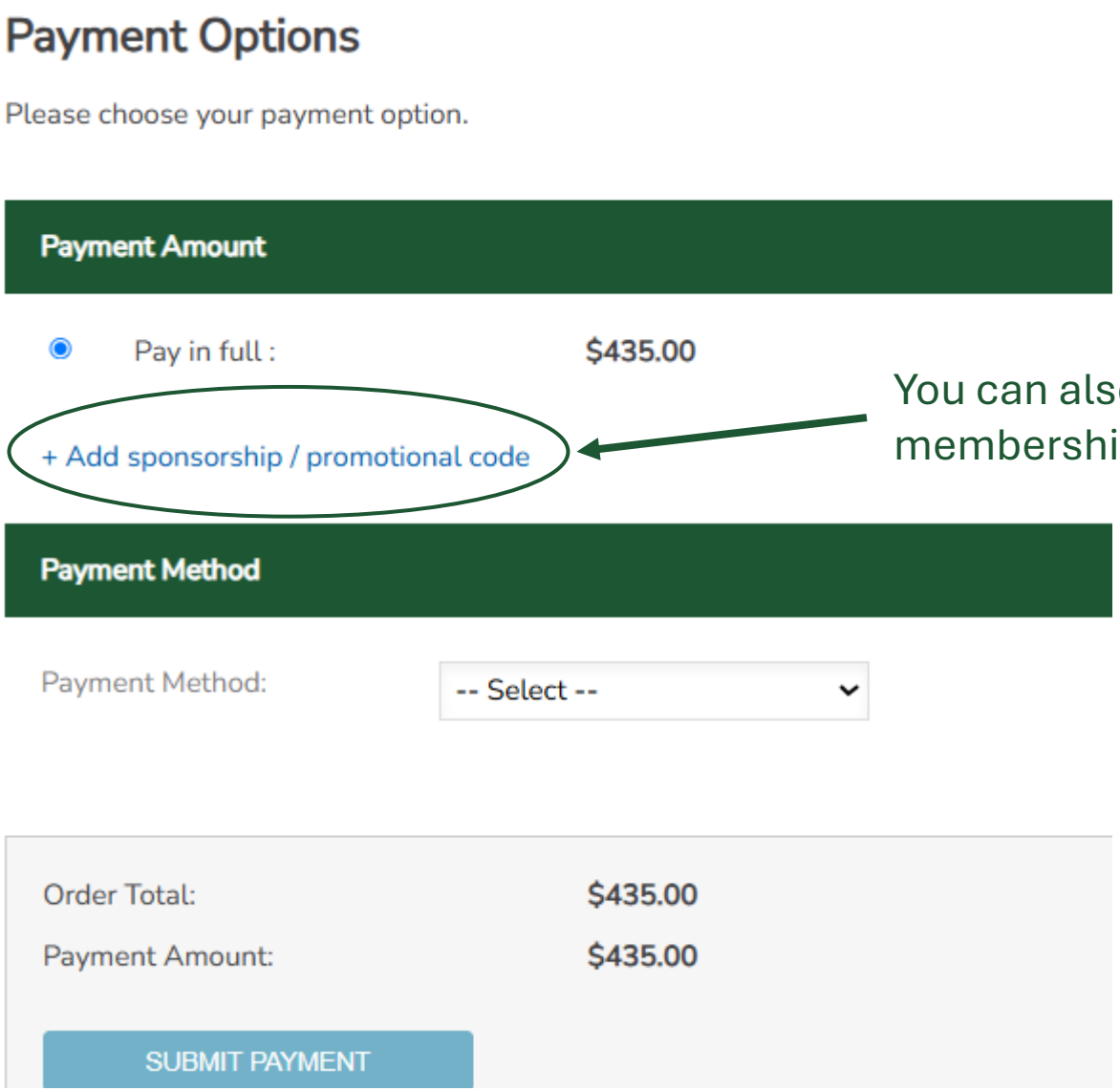

Chipmunk Patrol (PM)--Earth Detectives (Week 1) 6/14/2027 - 6/17/2027 (9:00 AM - 12:00 PM) (Scone Hammil) 5 of 6 complete
Authorized Pick-up
Below is a list of those authorized to pick up a child.
Authorized Account Members
Test Account
(216) 321-5935
(216) 321-5935
Next is updating authorized pick-ups. This can be done at **any time** including during the summer. At least two people should be listed here to start.
Pickup Authorization
Test Account (216) 321-5935
Other Parent (216) 321-5935
Family Friend (000) 000-0000
Baby Sitter 216.321.5935
EDIT AUTHORIZATIONS
This can be updated anytime from the "My Account" page.



The last page before reaching the cart asks if you'd like to donate to support campers whose families can not afford the full cost of attendance. There is no pressure to donate. You're welcome to click the "next" button to bypass.



The cart page will tell you the balance, allow you to proceed to payment, or update any of the registrations.



You can also enter the membership discount code here.

After putting payment info in and hitting “submit payment” the camper is officially registered!

Questions?

hunter@shakerlakes.org

