



Carol Joy Holling
Camp, Conference & Retreat Center

ONLINE REGISTRATION INSTRUCTIONS

Please review the instructions below to register for the Friends Camp Trip using our online registration system UltraCamp. If you have any questions or need further assistance, please contact our Registrar, Jessica Wertz at Registrar@NLOM.org or 402-944-2544.

FIRST-TIME GUEST INSTRUCTIONS: for those who have not attended a Carol Joy Holling Center retreat or camp program and are registering through UltraCamp for the first time.

1. You will need to create a new account. To begin, click on the 'Register' button on the Friends Camp Trip website. This will take you to our secure online registration site, UltraCamp. Click on 'Create Account'.
2. First, enter your contact information into the fields provided. On this page you can enter an additional person to the account (spouse/partner/child). We strongly encourage each family to have a secondary contact. You will need to create a password, and your username will be the email address you provided.
3. All available options, or sessions, will be listed. Scroll down past all of the camp sessions to the Adult Retreat section. Select 'Friends Camp Trip' and click the 'Register' button at the bottom of the page.
4. Confirm the information on the page, and click 'Next' at the bottom of the page.
5. Select if you will need a double or single room, and click 'Next' at the bottom of the page.
6. If you choose to have a double room, enter the full name of your roommate. We will not assign roommates, so please make sure to enter a roommate if you chose the double-room option.
7. Please provide your full name, date of birth, and drivers license number for airline tickets.
8. The Health History Form must be completed at time of registration. Please include an emergency contact that will not be on the trip.
9. You can proceed to checkout or click on 'Make another reservation' if you are registering another person on your account (the spouse/partner/child you added in step 2).
10. Once you proceed to check out, you have the option to pay the full amount or the minimum amount due (deposit).
11. You can pay with online via credit card, debit card, or online check. You can also send a check in the mail. If you choose to mail your payment, please select 'Mail in Payment'.
12. Once you have paid, you will need to click on 'Submit Payment' to send the registration in. If you do not, your registration will not be processed.

13. You will receive a confirmation email with the registration information.
14. If you did not receive a confirmation email, please contact our Registrar, Jessica Weltz, at Registrar@NLOM.org or 402-944-2544.

RETURNING GUEST INSTRUCTIONS: for those who have registered for a Carol Joy Holling Center retreat through UltraCamp previously.

1. Click on the 'Register' button and click on 'Access My Account'.
2. Enter your username and password. If you have misplaced or forgot your password, please contact our Registrar, Jessica Weltz at Registrar@NLOM.org or 402-944-2544. Please do not create a new account as this will likely require you to enter a different email address, and you will lose all information you have previously entered.
3. Select 'Make a Reservation' and select the individual you are registering for the Friends Camp Trip.
4. All available options, or sessions, will be listed. Scroll down past all of the camp sessions to the Adult Retreat section. Select 'Friends Camp Trip' and click the 'Register' button at the bottom of the page.
5. Confirm the information on the page, and click 'Next' at the bottom of the page.
6. Select if you will need a double or single room, and click 'Next' at the bottom of the page.
7. If you choose to have a double room, enter the full name of your roommate. We will not assign roommates, so please make sure to enter a roommate if you chose the double-room option.
8. Please provide your full name, date of birth, and drivers license number for airline tickets.
9. The Health History Form must be completed at time of registration. Please include an emergency contact that will not be on the trip.
10. You can proceed to checkout or click on 'Make another reservation' if you are registering another person on your account (the spouse/partner/child you added in step 2).
11. Once you proceed to check out, you have the option to pay the full amount or the minimum amount due (deposit).
12. You can pay with online via credit card, debit card, or online check. You can also send a check in the mail. If you choose to mail your payment, please select 'Mail in Payment'.
13. Once you have paid, you will need to click on 'Submit Payment' to send the registration in. If you do not, your registration will not be processed.
14. Proceed to payment and click 'Complete' at the bottom of the last page.
15. You will receive a confirmation email. If you do not receive the confirmation email, your registration is not complete. Please recheck the instructions to make sure nothing was missed. If you still are experiencing issues, please contact our Registrar, Jessica Weltz at Registrar@NLOM.org or 402-944-2544.

