

How to Complete Your PL Volunteer Paperwork

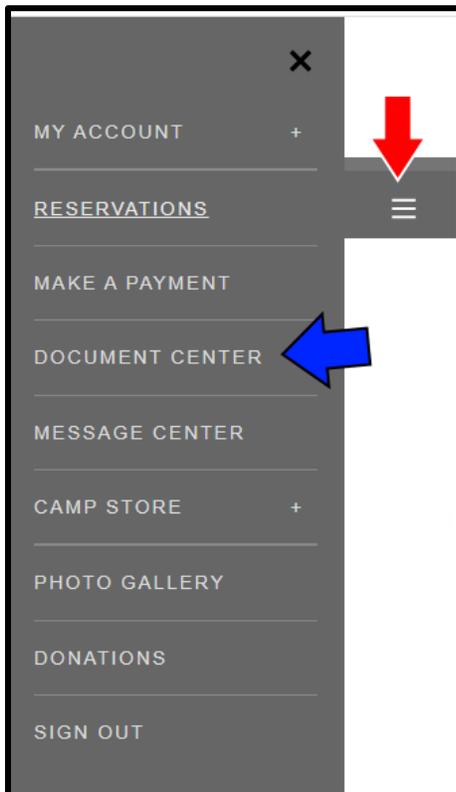


Go the Register for Camp page on the Pilgrim Lodge website and click the **Register Now** button.
<https://www.pilgrimlodge.org/summer-camp/register-for-camp/>

Login with your existing UltraCamp login or create an UltraCamp login if you don't have one.

A screenshot of the UltraCamp login page. At the top left is the Pilgrim Lodge logo. Below it is a hamburger menu icon. The main heading is "New or Returning User". There are two input fields: "Username / Email:" and "Password:", both containing the word "required" in red. Below the fields are two buttons: an orange "LOG IN" button and a white "NEW USER" button.

Click on the three little lines in the upper right (**red arrow below**) and then click on **Document Center** in the side menu (**blue arrow below**) that appears.



Scroll down to **Volunteer Forms**. Here are the forms you will need to complete:

New Volunteers

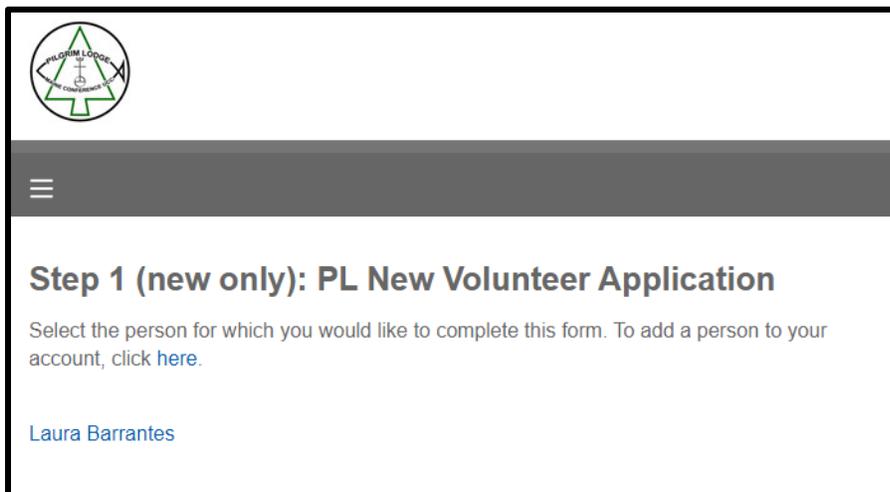
- Step 1 (new only): PL New Volunteer Application
- Step 2: ACA Voluntary Disclosure Statement
- Step 3: Health History for Adults
- Step 4: PL Volunteer Background Check Form
- Step 5 (new only): PL Volunteer Online Training
- Step 6: Upload COVID-19 Vaccination Record
- Step 7: Complete and upload Mandated Reporter Training Certificate (must be completed every 4 years) <https://mainemandedreporter.org/>

Returning Volunteers

- Step 1 (returning only): PL Returning Volunteer Application
- Step 2: ACA Voluntary Disclosure Statement
- Step 3: Health History for Adults
- Step 4: PL Volunteer Background Check Form
- Step 6: Upload COVID-19 Vaccination Record
- Step 7: Complete and upload Mandated Reporter Training Certificate (must be completed every 4 years) <https://mainemandedreporter.org/>

Instructions for Mandated Reporting Training: You can use any browser to access this training. When you begin, read all the directions first. When you begin the training, do not close your web browser until the training, quiz, and certificate are complete. If you close your browser part of the way through, you will need to begin again. The training takes 1-2 hours to complete.)

Click on the appropriate Step 1 – new or returning. You will then see a screen asking you to select the person you want to complete the form for. If you just created an account, your name will probably be the only one there. If you already have an account to register kids and partners for camp, you may see several names. Select your name. 😊



After you fill out the form, it will ask you to create an electronic signature to complete the form. (It gives you lots of options that look like handwriting to choose from.) Once you've signed, click SAVE (**red arrow below**).

Completion Acknowledgement

Yes, this information is complete and accurate.

Signature Required

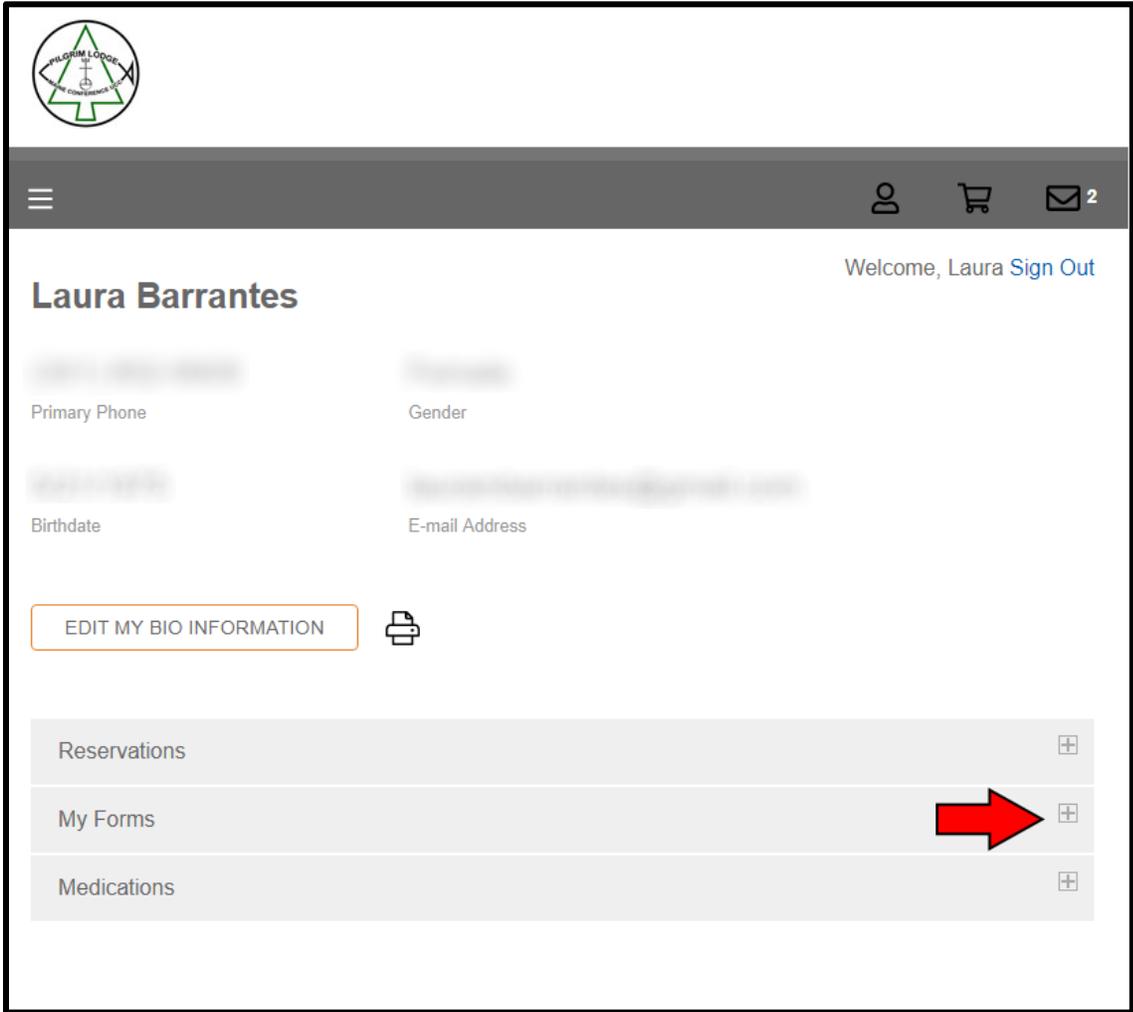
 *Laura Barrantes*

[Edit Signature](#)



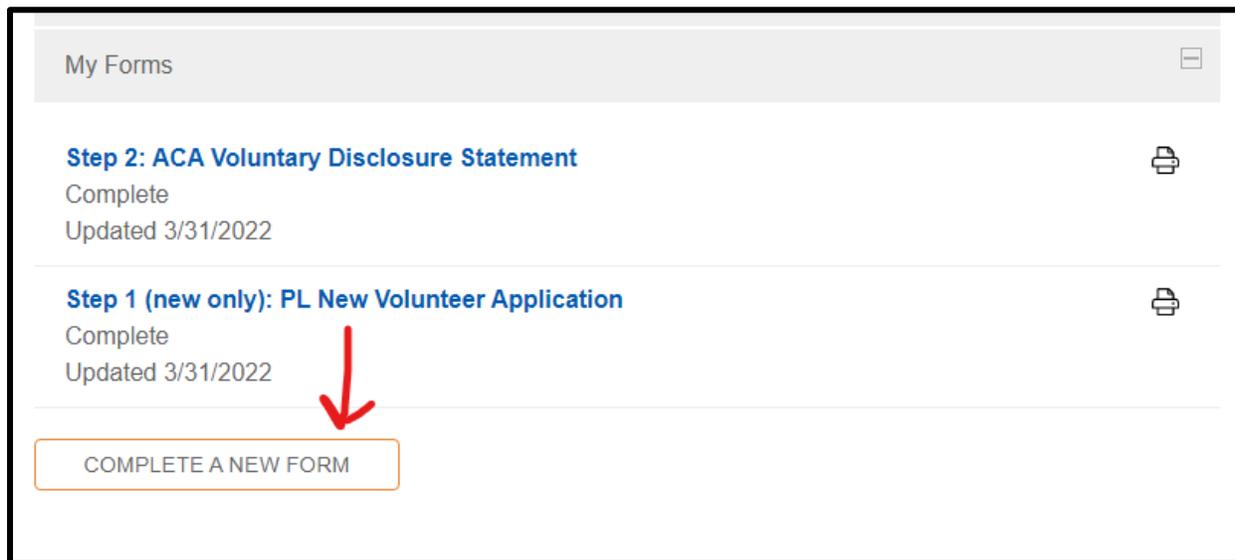
[SAVE](#)

After you've completed the form, you'll see a summary screen like the one below. To see your completed forms, click on the plus sign (+) for the **My Forms** section (**red arrow below**).



The image shows a user profile summary screen for Laura Barrantes. At the top left is a circular logo with a tree and the text "WILSON LODGE" and "COURTESY". Below the logo is a hamburger menu icon. On the right side of the top navigation bar are icons for a person, a shopping cart, and an envelope with the number "2". The main header area displays "Laura Barrantes" and "Welcome, Laura Sign Out". Below this, there are four fields for user information: "Primary Phone", "Gender", "Birthdate", and "E-mail Address". Under the "Primary Phone" field is a button labeled "EDIT MY BIO INFORMATION" and a printer icon. At the bottom, there is a list of three items: "Reservations", "My Forms", and "Medications". Each item has a plus sign (+) icon to its right. A red arrow points to the plus sign next to "My Forms".

To complete the next form, click on **Complete a New Form** in the **My Forms** section (**red arrow below**) OR go back to the **Document Center**.



Select **Step 2: ACA Voluntary Disclosure Statement** and follow the same process for this form and for the remaining required forms.

New Volunteers

- Step 1 (new only): PL New Volunteer Application
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Returning Volunteers

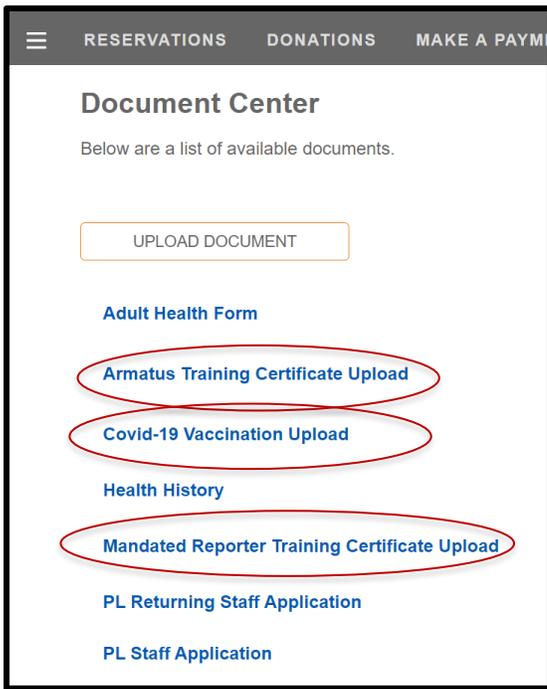
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As you complete each form, you will get an email confirmation.

In addition to completing the online forms, you will need to upload 3 documents to the Document Center:

- The Training Certificate that you receive from Armatus for the online training (new only)
- Upload your COVID-19 Vaccination Record
- Complete and upload Mandated Reporter Training Certificate (must be completed every 4 years) <https://mainemandedreporter.org/>



In the list of "Upload Document" choices, click on the name of the document that you are ready to upload. Under the bar that says "Upload" click browse to locate your file for upload and then click "Upload Document."

For questions or support, please contact Karen at ksteelhammer@pilgrimlodge.org or at 207-724-3200.