WinShape Camps for Communities

HOST WIN GUIDE

WinShape Camps

LOGGING IN TO WIN

Log in to WIN using the credentials from your Host Development Representative at https://campregistration.winshape.org/.
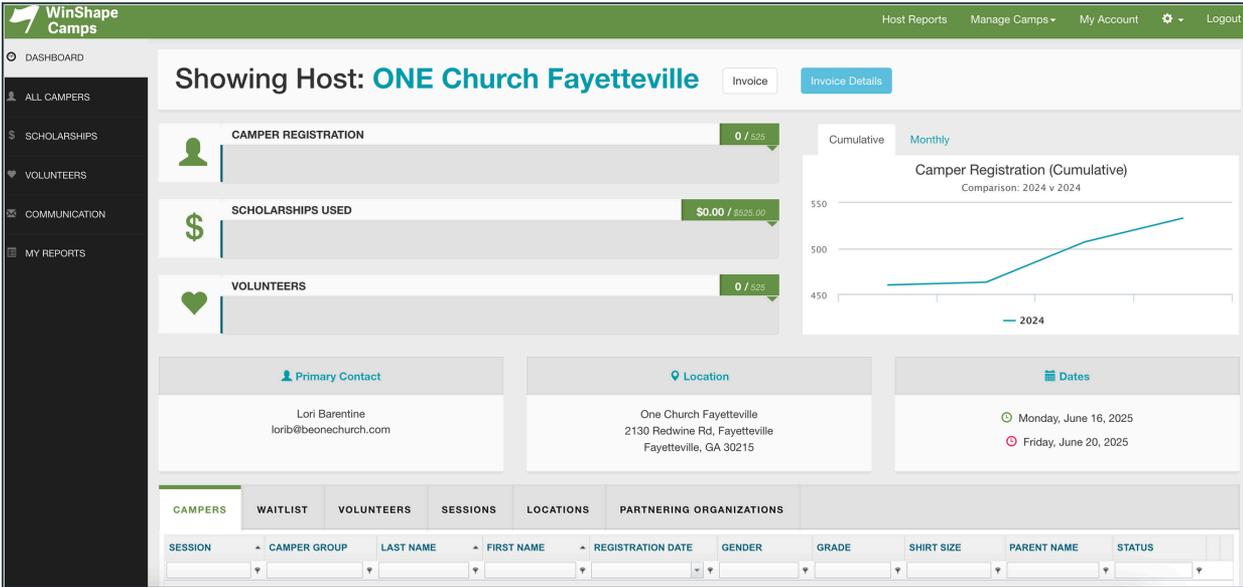

If you have not received your log in credentials or if they are not working, please reach out to your Host Development Representative for assistance.

GENERAL OVERVIEW

Once you have logged into the site, you will land on to the Host Dashboard. Here, you will find useful information and ways to navigate the site. Your page should look like this:

NAVIGATING THE DASHBOARD

On the Dashboard, you can:

- Set your Camper/Scholarship/Volunteer goals,
- Look up Campers/Volunteers, or
- Access other areas of WIN.
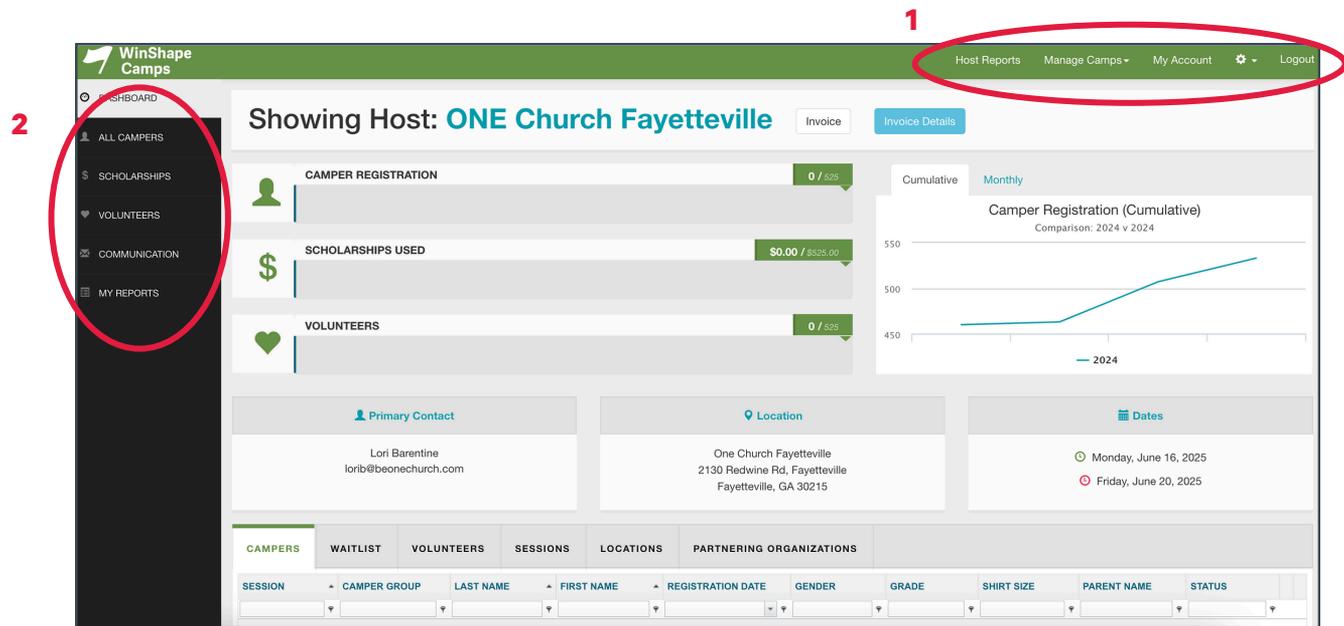
1 Top Navigation Bar

The top navigation bar directs you to the following tabs:

- *Host Reports*
- *Manage Camps*
    - **Camp Dashboard** (This will bring you directly to the Host Dashboard.)
    - **Campers** (This is where you can look up Campers.)
- *My Account* (This is where you can change your password.)
- *Gear Icon*
    - **Manage Users:** You should not have to utilize this feature.
    - **Group Registration:** This is where you go to register Campers on the back end. You can register a single Camper or multiple Campers at a time.
    - **Medical Form Admin:** You should not have to utilize this feature.
- *Log Out*

2 Left Navigation Side Bar

The left-side navigation bar directs you to the following tabs:

- *Dashboard* (Use this to navigate to the Host Dashboard.)
- *All Campers* (This is a section where you can look up Campers.)
- *Scholarships* (This is where you will access scholarships.)
- *Volunteers* (This is where will look up information on your Volunteers.)
- *Communication* (This is where you will send emails to previous or current Campers/Volunteers.)
- *My Reports* (This is another way to access the *Reports* page.)

1 Invoice

At the top, you will find the *Invoice* button, where you can click to see your current invoice for your camp location.

2 Invoice Details

This will give a more in-depth breakdown of all charges. If any of this information is incorrect, please reach out to your Host Development Representative.

3 Navigation Tabs

- **Campers:** Here, you will be able to see the Campers' registration status of *Completed,* meaning that they have paid in full, or *Partial,* meaning that they have paid at least the deposit.
- **Waitlist:** Here, you will see any Campers who are on a waitlist, if one of your camp sessions is full.
- **Volunteers:** Here, you can view basic information on your Volunteers for your camp.
- **Sessions:** Here, you can see your camp session information and where you set your goals at the top of the page.
  - *Please note, Kindergarten and First-Fifth are considered two separate sessions in WIN.*
- **Locations:** You can see the location where you will physically be holding camp.
- Partnering Locations—Here, you will be able to see any church partners.

SETTING UP GOALS

When you log into WIN for the first time this camp season, you might not see the bar graphs for the Camper, scholarship, or Volunteer goals. In that case, you need to set them up for this camp year. See instructions below.

From the Dashboard, you will go down to the tabs at the bottom and click *Sessions*.

From there, you will locate your First-Fifth Grade session for the current year and click *Edit* over to the right of that session.

A pop-up window should appear. Scroll down towards the bottom of this pop up. Enter your goals under *Camper Goal*, *Scholarship Goal*, and *Volunteer Goal*. Once you click *Save*, your page will reload, and the bar graphs will appear at the top. You only need to input your goals under your First-Fifth Grade sessions.

Please note, your Kindergarten Campers will count towards this goal.

ADDING A PARTNER

To add a partnering organization, go to the Host Dashboard, at the bottom of the page, click on *Partnering Organizations*.

Under that tab, click the *Add Partner* button. From there, the following pop up should appear.

ADD PARTNER   ×

Organization Name *

_____

Primary Contact Info

Email

_____

First Name   Last Name

_____   _____

Password   Retype Password

_____   _____

Camp Sessions

Session | Select Some Options |

Cancel   Save

Here, you will enter the organization's name and set up the Primary Contact information. You will also associate them with your camp sessions. Once this is complete, you will be able to let your partner know that you have created an account for them and provide them their login information. They will be able to log in with that information.

CAMPERS

Camper Registration Statuses

Before you begin looking up Campers, it is important to understand the different Camper registration statuses.

- **Completed:** The Camper is fully registered, has a confirmed spot in camp, and has paid all their money to attend camp.
- **Partial:** The Camper has completed their registration, holds a confirmed spot in camp, and has paid at least their deposit, but still has a remaining balance on their account.
- **Waitlist:** These Campers registered after camp was full and have therefore been placed on a waitlist until a spot comes open. They have paid a deposit to hold their spot. If they do not come off the waitlist, their deposit will be refunded to them.
- **Cancelled:** The Camper was once registered, either partial or completed, and held a spot in camp, but then cancelled and is no longer attending camp.
- **Pending:** This means the registration has been started but not finished and there has been no money put down to confirm the Camper's spot for camp.

HOW TO LOOK UP CAMPERS

There are two ways you can look up Camper information in WIN:

1. The Host Dashboard

- On the Host Dashboard, you will locate the tab that says *Campers.* In this tab, you will see all your Campers who have the registration status of Completed or Partial.
- You cannot view cancelled or pending here.
- You may search for Campers by any of the fields in this grid.
- On the tabs at the bottom of the Host Dashboard, you can click on waitlist to view all your waitlist Campers.

2. The *Campers* Tab

- There are two ways to get to the Campers tab from the Host Dashboard:
  - Navigate to the top green bar and select *Manage Camps,* and then *Campers.*This will take you to the Camper grid.
  - Navigate to the side bar on the left-hand side of the screen and click *All Campers.* It will also take you to the same grid.
- **This Camper grid will include** *all* **Camper registration statuses.**
  - This grid will load with no Campers showing up. To see Campers, select your camp year at the top and search using one of the columns, then click *Enter.*
- If no Campers load, add a comma to the *Session* column, press *Enter,* delete the comma, then press *Enter* again.

SCHOLARSHIPS

To access the Scholarships page, go to the navigation bar to the left of the Host Dashboard and click *Scholarships*.
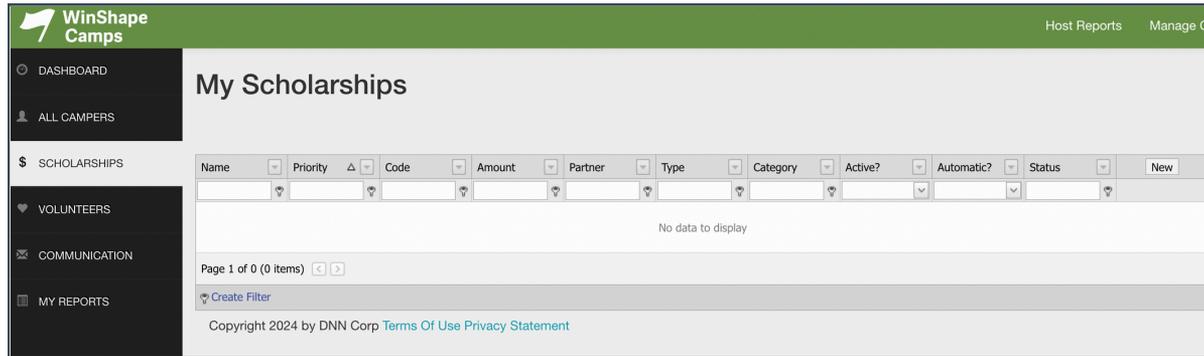
MY SCHOLARSHIPS

This is where you will create and edit scholarships for your specific camp location. The scholarships will be listed at the top of the page.

- **Scholarships are not active until reviewed and approved by your Host Development Representative.**
- Under the *My Scholarship* section, only active scholarships for the current year will show up.
- **If you are a returning host, all your scholarships from previous years have been turned inactive. You will have to go in and reactivate them.**

The top part of the page is going to show any active scholarships. To see inactive scholarships, click *Show Inactive Only*.
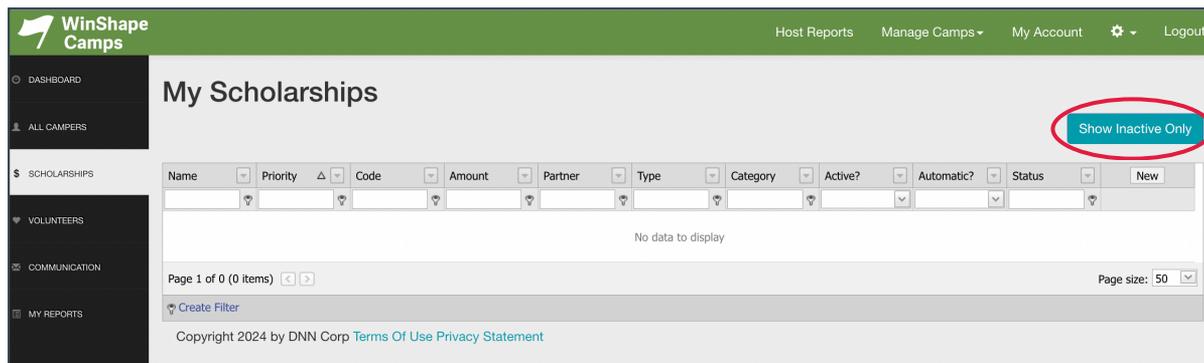
SETTING UP A "NEW" SCHOLARSHIP

To set up a new Scholarship, you will look under the *My Scholarships* section and find the *New* button.
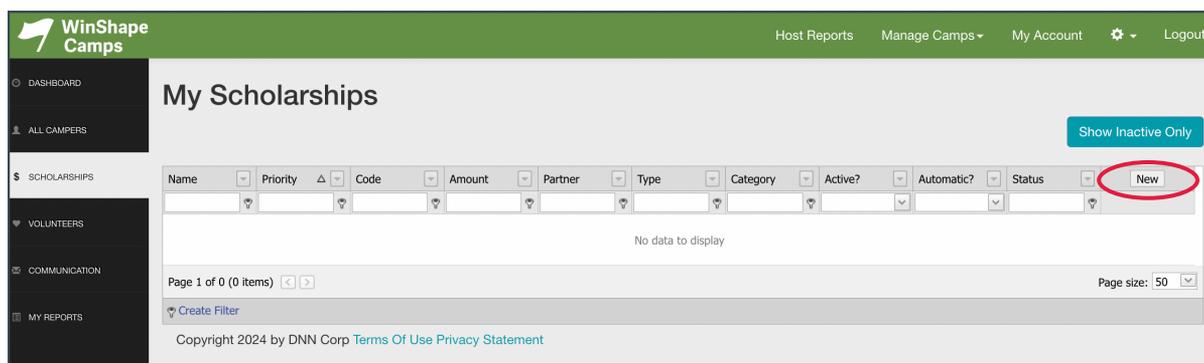
INPUTTING THE BASIC SETTINGS

Once you have clicked *New*, the page below will load.

On this page, you will enter information into the blank fields. See below for a description of each field.

- **Name:** Enter a friendly name for this scholarship (max of 50 characters).
- **Code:** Enter a scholarship code that contains letters and numbers (max of 20 characters).
  - **Please note, you do not need to set up a code if this will be an automatic scholarship.**
- **Type**
  - **Additional Camper**—This scholarship will be deducted for each subsequent Camper after the first Camper on the registration.
  - **Each Camper**—This scholarship will be deducted once for each Camper on the registration.
  - **Single Camper**—This scholarship will be deducted from the first available Camper.
- **Category:** The scholarship category is used for accounting reporting.
  - **Scholarship Reimbursed**—An amount that is reimbursed by a host church, including all host church scholarships.
- **Total Uses:** The total number of times this Scholarship can be used for all sessions within a year. Using this option will allow the Scholarship to be applied in total to the limit entered. The number used will reset at year end, and the scholarship will be available in the next camp year.
- **Active:** Only Scholarships marked *Active* will be available to be applied to camp registrations.
- **Automatic:** Automatic Scholarships are automatically applied to all registrations, without entering a scholarship code.

- **Host responsible for Camper Deposit:** This will allow the Camper to register without paying a deposit.
  - The Host is responsible for the deposit amount.
    - **These scholarships can only be used in group registration or by a WinShape Administrator.**
- **Host:** If a camp host is selected, this scholarship will apply to all sessions for that host. The camp host will be responsible for the scholarship.
- **Partner:** Select a camp host to see a list of partners. The partner will be responsible for the scholarship.
- **Discount Type:** Choose whether a dollar amount or percentage is used for this scholarship.
- **Amount:** The amount (dollar or percentage) subtracted from the registration fee.
- **Priority:** The order in which the scholarship is applied to a registration. Priority 1 will be applied first.
- **Scholarship Notes:** Please describe the purpose or reason for this scholarship. This information is helpful for your Host Development Representative.
  - Sibling Discount is a Priority 0 and will always be deducted if applicable. Please be as detailed as possible.

After you have input all the information on the basic information tab, it is time to move to *Advanced Settings*.
Please note, advanced settings may not be used for every Scholarship you set up.

SCHOLARSHIP STATUS

There are three different statuses your scholarship will be in:
- **Not Submitted:** You have not submitted the scholarship to your Host Development Representative.
  - If your scholarship is declined, it will reappear as *Not Submitted* and you will receive an email from your Host Development Representative on the reason. Once the issues are resolved, you will be able to resubmit.
- **Submitted:** Your scholarship has been submitted and is now under review.
- **Approved:** Your scholarship has been approved by your Host Development Representative.

My Scholarships

Name	Priority △	Code	Amount	Partner	Type	Category	Active?	Automatic?	Status	New
One Church Full	1	OneChurchFull	100.00%		Each Camper	Scholarship Reimbursed	☐	☐	Not Submitted	Edit
One Church Half	1	OneChurchHalf	50.00%		Each Camper	Scholarship Reimbursed	☐	☐	Not Submitted	Edit

Emails are sent when Scholarships are approved or denied. If denied, notes will be included as to why.

ADVANCED SETTINGS

To access Advanced Settings, click on the *Advanced Settings* tab at the top of the page.

You do not have to fill out all the blanks on this page; only fill out what applies to your specific scholarship.

- **Per Session Limit:** The total number of times this scholarship can be used within a <u>single session</u>. Using this option will allow the scholarship to be applied up to the limit entered for each camp session.
  - **Example:** If you had a scholarship that you wanted to be used a total of 20 times, but you wanted 10 of those to be 1-5th graders and 10 for Kindergarteners, this is where you would input the number 10. This ensures that the Scholarship is only used 10 times in each session. Remember, our sessions are divided into 1-5th grade and Kindergarten so you can only limit uses by those groups.
- **Min. Registration:** Registrations in a session must be equal to or greater than this number for the scholarship to be applied.
  - **Example:** If 51 is the number you put into the box, registration 51 will receive the scholarship and all the numbers after it.
- **Max Registration:** Registrations in a session must be equal to or less than this number for the scholarship to be applied.
  - **Example:** If 100, registrations up to and including 100 will receive the scholarship.
- **Include Cancelled Registrations:** If checked, ALL registrations (including cancellations) are included when calculating min/max registration. If unchecked, only active registrations are included.
  - **Example:** If a Camper registers and gets your scholarship for the first 100, but then cancels later that day, this setting means that the scholarship will only be given to 99 Campers, as the cancelled Camper is included.
  - Most Hosts do not use this option.
- **Start Date (use *your* local time):** The date that this scholarship will start to be applied to and available for registrations.
- **End Date (use *your* local time):** The date that this scholarship will stop being applied to and available for registrations.
- **Days Before Start:** The number of days before the start of a session that the scholarship will be available to be applied.
  - Most Hosts do not use this option.

After you have filled out Advanced Settings, you will want to flip over to Override Settings.

INPUTTING OVERRIDE SETTINGS

You will find *Override* tab on the top bar. On the *Override* tab, you may edit the percentage or amount of the Scholarship you are setting up due to potential Scholarships that have already been applied. Refer to your Host Development Representative to discuss this feature more.

You must *save* your Basic and Advanced Scholarship Settings, then go back in and add any Overrides before submitting to your Host Development Representative for approval.

EDITING AN EXISTING SCHOLARSHIP

You can edit any of your existing scholarships. If you made an error when setting it up or want to activate a Scholarship from a previous year, you can do that from the main scholarship page. To do this, locate your scholarship either under the *Active* tab or the *Inactive* tab and click *Edit* to the right of the scholarship you want to edit.

After you click on *Edit*, the page will load with the three sections of information settings—*Basic*, *Advanced*, and *Override*. You will then go in to edit anything you need to change or update and click *Save*. The Scholarship will then be updated.

With scholarship questions, please reach out to your Host Development Rep.

SCHOLARSHIP REPORTS

There are three main reports you will use when looking up Scholarships.

1. **Scholarship Per Camper Summary Report:** You will use this report when you need to find the total amount of money a certain scholarship has used.
2. **Scholarship Per Camper Report:** You will use this report when you need to know how many Campers have used a Scholarship, and the exact names of Campers that have used a scholarship.
3. **Scholarship Report:** A list of scholarships that have been set up in our system.
   - Please note, this does not mean the scholarship is active.

REPORTS: GENERAL OVERVIEW

To access reports, look towards the top green bar and find the tab titled *Host Reports* to access the different reports you may need.
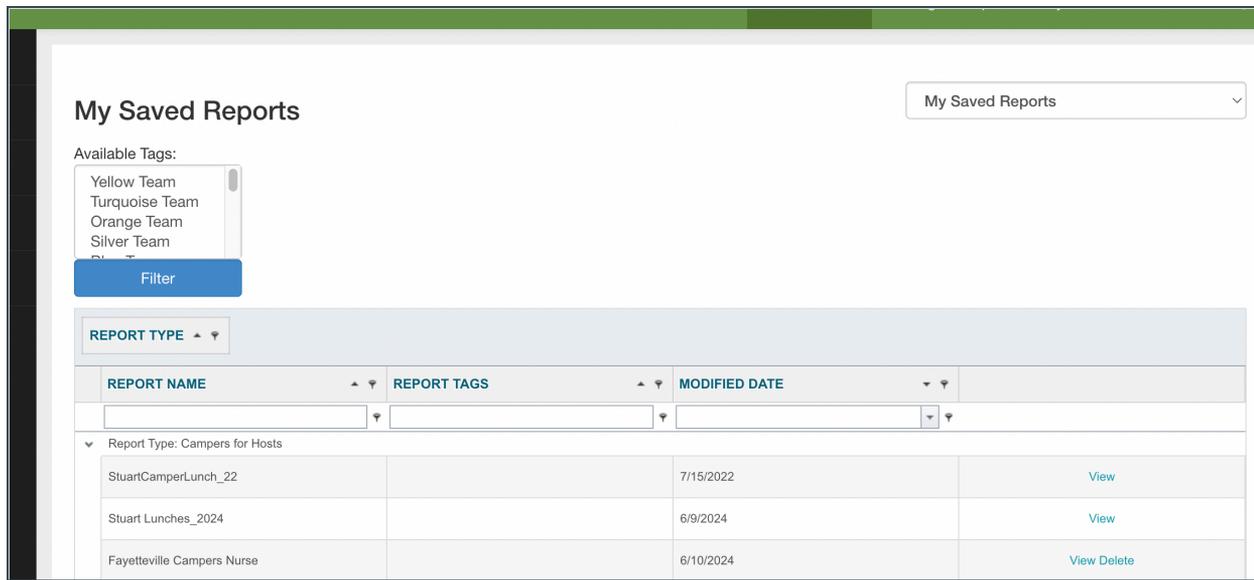
To access a report, click on the drop-down at the top right of this screen that says *My Saved Reports*. This will bring up a drop-down menu of all the reports you have access to.
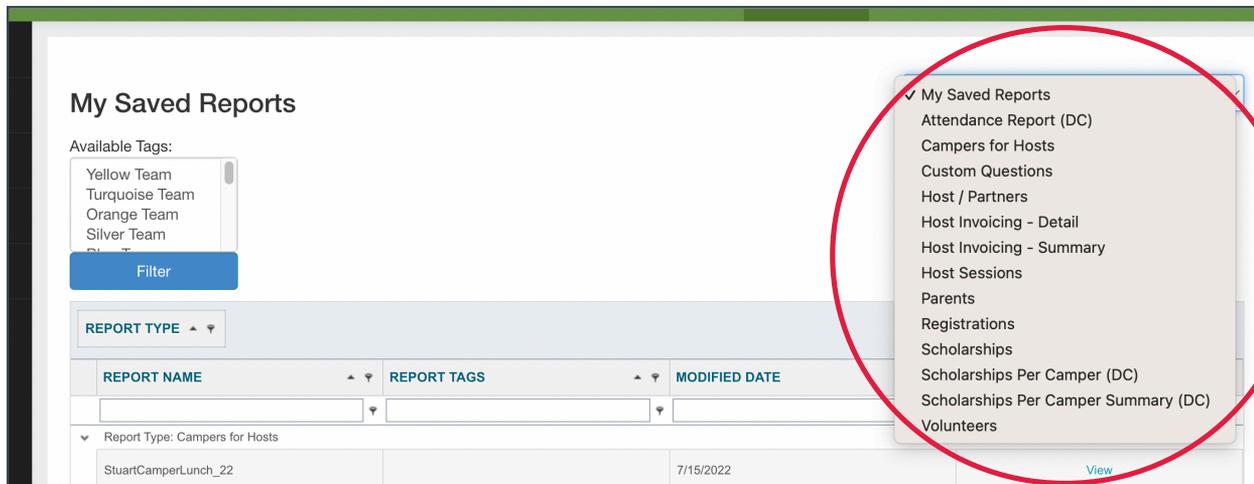
Here, you will be able to choose the Report that you would like to view. To demonstrate, we are going to use the **Registration Report** to walk through some of the Report features available to you in WIN.

When you open the Registration Report, you will see the following page. It should automatically load the current year, but if not, you can select the camp year in the left-hand corner and then click *Run Report*.
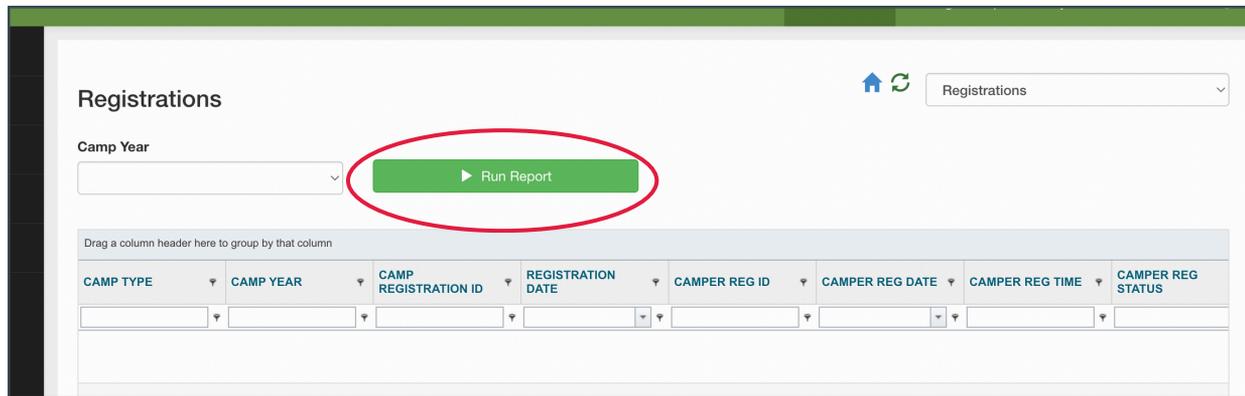
After you click *Run Report,* all the information for the Campers at your camp location will populate. From here you have a couple of options on how you can move forward.

- **Option 1:** You can download the Report directly from WIN with all the information and filter out what information you do not need in Excel.
- **Option 2:** You can filter out the information that you do not need in WIN and then save the Report to access later without having to re-edit it.

HOW TO FILTER/SAVE A REPORT IN WIN

To demonstrate, we will create a report of Campers with Special Concerns following the steps below.

1. Filter out your Pending and Cancelled Campers from your report, as they do not have a confirmed spot in camp. To do this, you would find the column titled *Camper Registration Status*.
   - It is important to make sure you are using the *Camper Registration Status*, **not** the *Registration Status* column.
2. In this column, you can click on the icon next to the title that looks like a funnel. This should open a menu where you can select what should be included in this column. For this example, *Completed* and *Partial* will be selected. Once you click the check boxes for those options, the Report should reload, only showing the Campers with a Camper Registration Status of Completed or Partial.
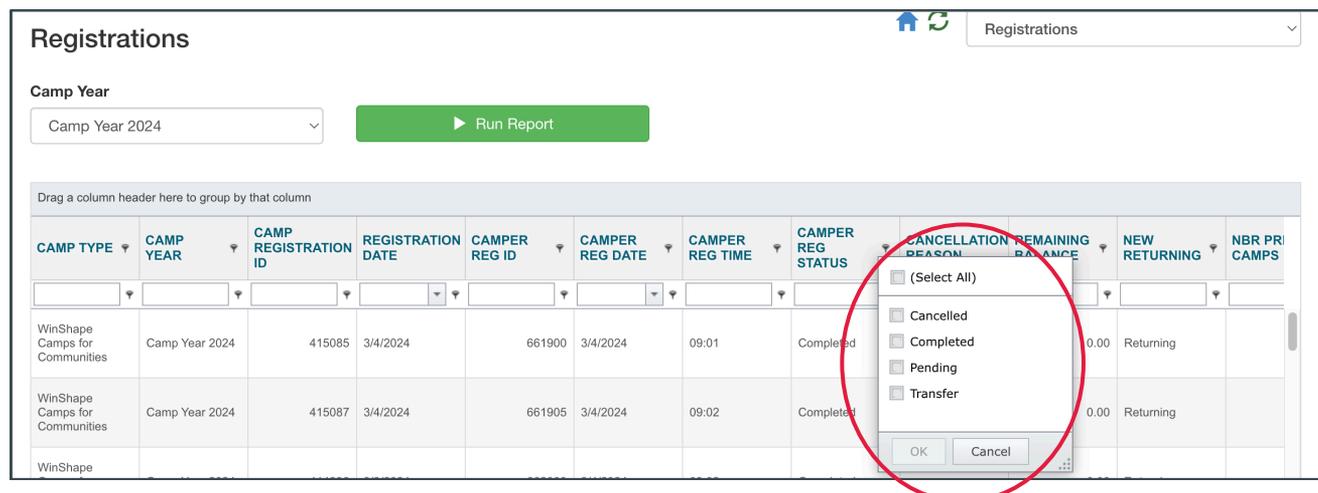
3. After you have filtered out the Camper registration statuses, hide any columns that you do not need.

You can hide a column even if the Report is filtered by that column. It will not change your filtering. For example, on this Report, we could hide the Camper Registration Column and it would continue to filter for Completed and Partial campers.

To hide a column, open the *Column Chooser*. To do this, go to the top of the columns where the headers are and right click. When you right click, a menu should open, and you want to select *Column Chooser*.
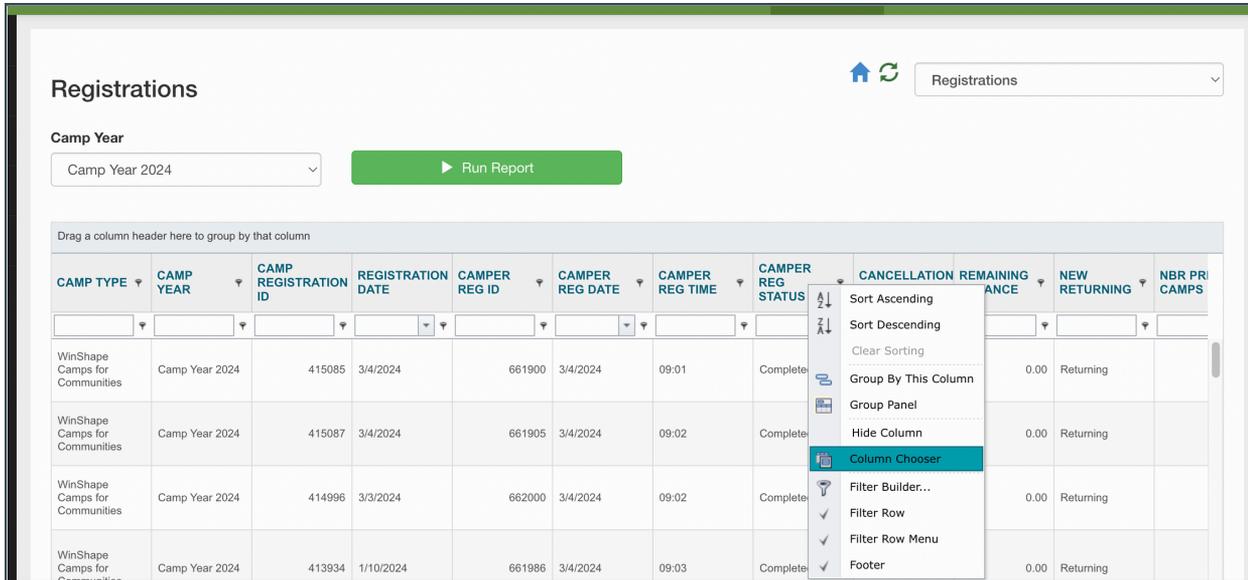
Now that your report is filtered to exactly to what you need, it is time to download your report and save it in WIN. To export your report to excel, scroll down to the bottom of the screen and decide which format to download your report in.
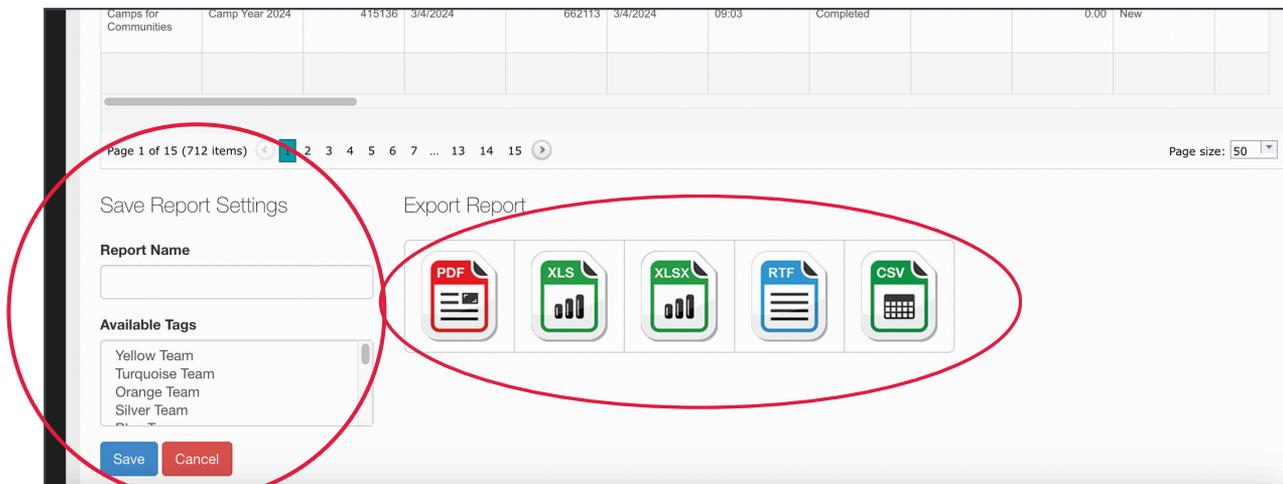
After you export, you can also save your report so that when you come back, it will be ready to go without any of the filtering work. To save your report, you will click *Save Report Settings* at the bottom of the page. Create a title and save it as a **personal report** (do not worry about report tags).

After you have saved your report, you should see it on the *My Reports* tab. You will now be able to view this report whenever needed.

COMMUNICATION TAB (SENDING EMAILS IN WIN)

WIN is to be able to send emails directly to your **Campers and Volunteers**. To get started, select the *Communication* tab on the left. When the page loads, you will see all the previous emails you have sent or submitted and will be able to create a new email.

HOW TO SEND A NEW EMAIL

To send an email, you will select which year of Campers or Volunteers that you want to send it to. You may email Campers or Volunteers from the current year or the past two years. After you select a year, you will select the desired Camp Session and click *Create New*.
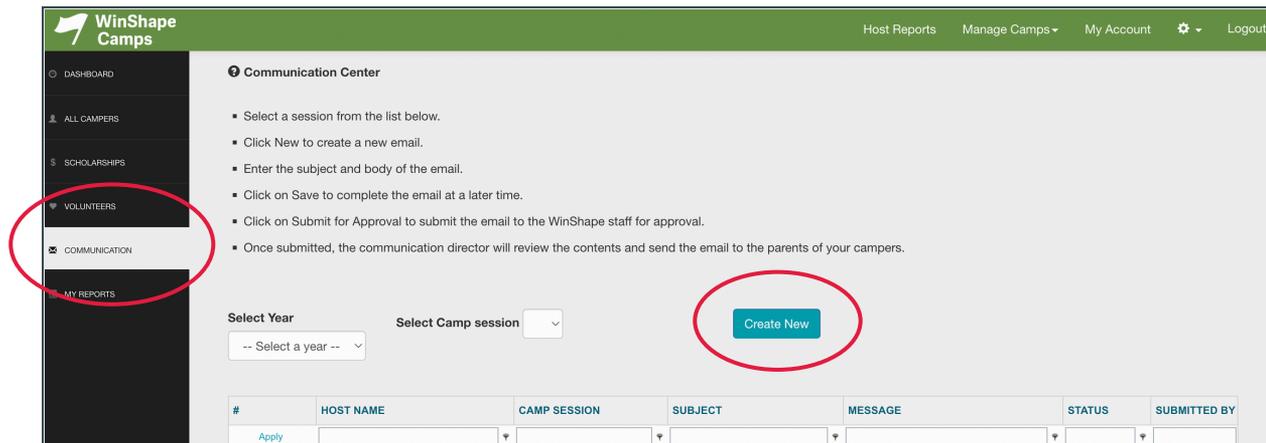
After you select the year and camp session, you may start drafting your email. You should see the **Church Name** and **Session Dates** that you selected. Enter the subject of your email. Then choose the audience for the email.

You have three audience options to select from:
- **Active Campers:** This will be all Campers who are currently registered for camp who have a registration status of Complete or Partial.
- **Cancelled Campers:** Any Camper with the registration status of Cancelled.
- **Volunteers:** Volunteers from that selected year.

When sending your email, you can send it to any combination of these three groups that you would like by selecting the check boxes of the desired group.

EXAMPLES OF COMBINATIONS
- **Active Campers + Volunteers**: To give updates about camp for this summer.
- **Active Campers Only:** To welcome your Campers to camp.
- **Volunteers Only:** To communicate any information that Volunteers only will need to know.
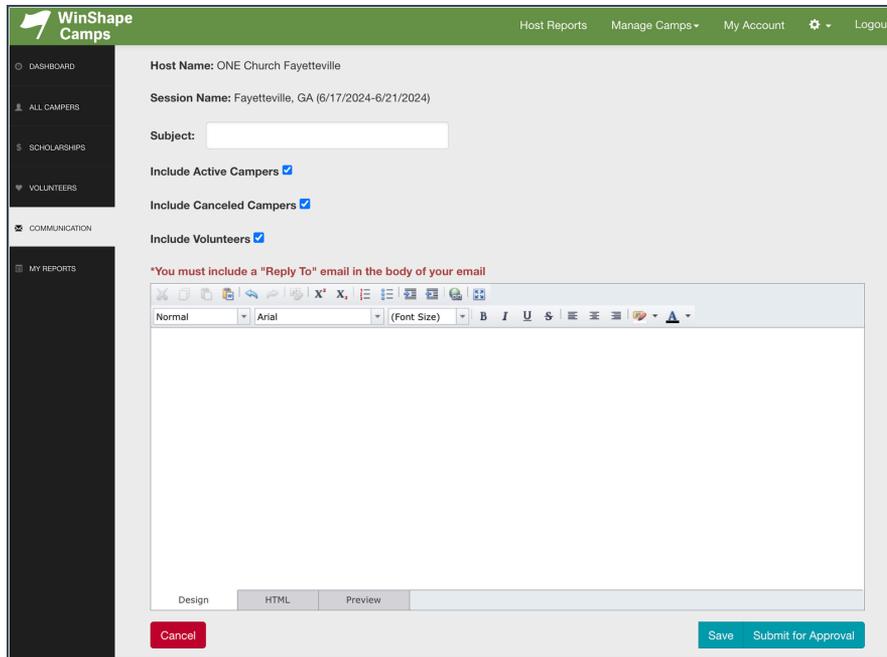
Once you have drafted your email, click either:

- **Save**—If you are not quite yet ready to submit your email for approval, you can click the *Save* button and come back to continue editing it later.
- **Submit for Approval**—If you are finished and ready to have your email reviewed and sent out to your campers and families, you can click *Submit for Approval*.
  - **At this point, you will be unable to make any additional edits. The email will be sent to your Host Development Representative to review, approve, and be sent out.**

CUSTOM REGISTRATION QUESTIONS

You will have the opportunity to add Custom Registration Questions to both your Camper and Volunteer registrations. This is an **optional** feature if you have additional questions that you would like parents to fill out during registration. Your Host Development Rep. will give you more details of how to submit these questions.

These questions can be asked on three different levels: Parents, Campers, or Volunteers.

- **Parent Level:** This means this question will be asked when the Parent is filling out their information.
  - Example: Would you like more information about our church/organization?
- **Camper Level:** This question will be asked for every single Camper that registers. You can ask different questions based on the two Camper sessions (Kindergarten or 1st-5th).
  - Example: Would you like to purchase Chick-fil-A lunch for your Camper on Tuesday (Original sandwich, chips, and cookie) for $7.00? (Must be paid for on first day of camp)
- **Volunteer Level:** This question will be asked only to your Volunteers on their registration.
  - Example: Will you need childcare while you are serving?

QUESTION TYPES

You may have three different question types to choose from:

- Multiple Choice
- True/False
- Text Box Answer

> **If you plan to use this feature, please contact your Host Development Representative or refer to your newsletter for the Custom Question Link. This must be completed for question(s) to be added.**

GROUP REGISTRATION - GENERAL OVERVIEW

Group Registration allows you to register Campers on the back end. There will be information that you will need to know about each Camper. To access Group Registration, you will look for the gear icon on the top right-hand corner of the page. From here, you will click *Group Registration*.
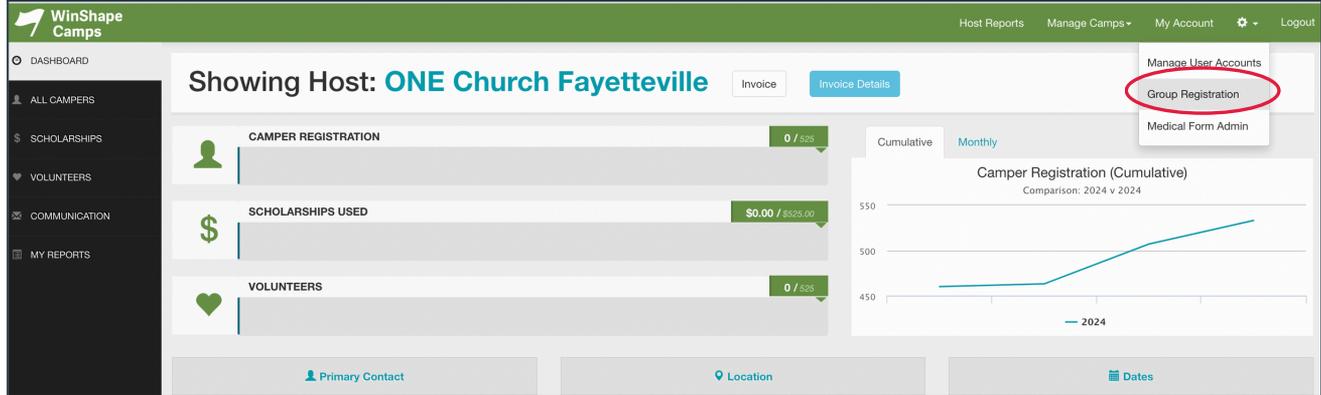
After you click *Group Registration*, this page will load where you will select your camp session.
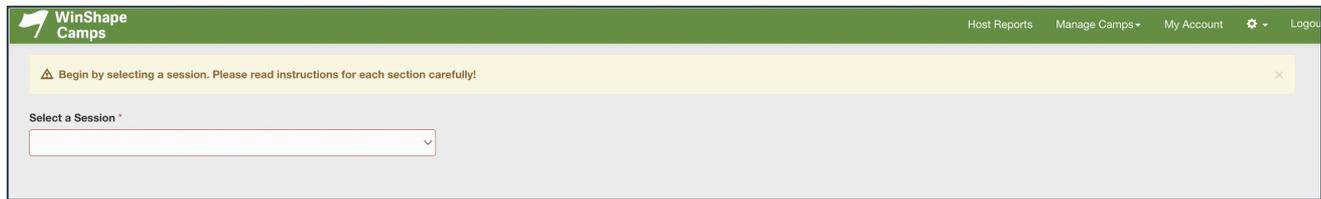
After you choose your camp session, you will begin to walk through the registration stepper.
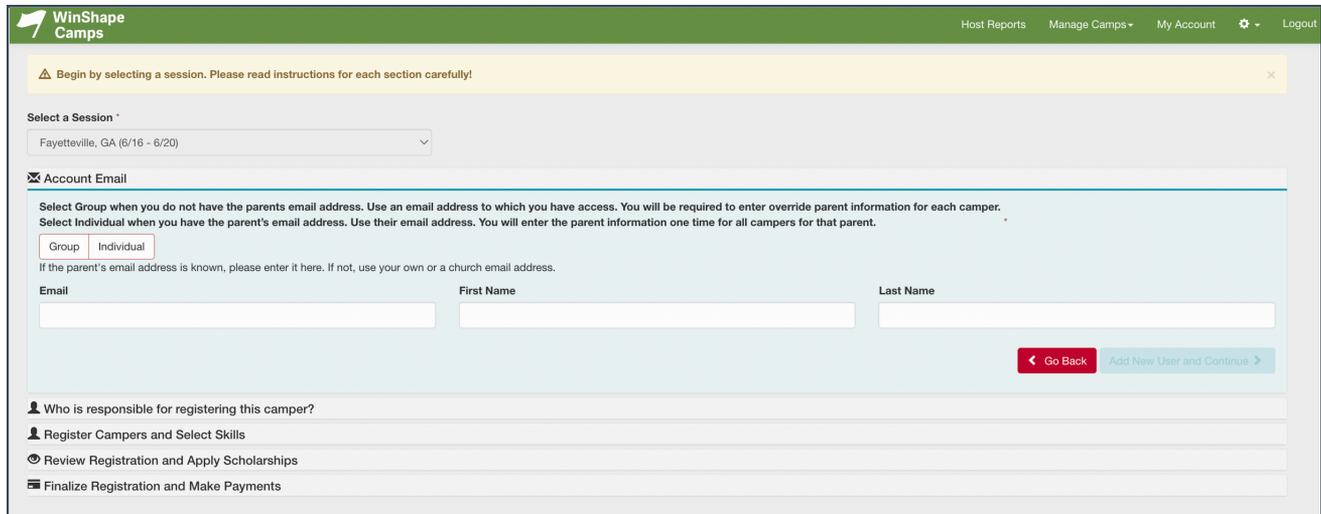
FILLING OUT A GROUP REGISTRATION

ACCOUNT EMAIL SECTION

First, determine if you are completing a **Group Registration** or an **Individual Registration**.

- **Group:** This is the option to use when you do not know the Parent's email address. We would prefer each Camper to be registered under their own Parent's email but understand there are circumstances where that is not possible. For the email address and First/Last Name, enter your information.
- **Individual:** Use this option if you do know the parent's email address. Input the Parent's email and First and Last Name. If the Parents have started the registration process, but have not finished it, all the information that the Parent already entered should appear.
  - You can register siblings under this registration type at the same time, that will come in a later step.
  - After you have finished the account email section you can click *Add New User* and *Continue*.

Select a Session *

Fayetteville, GA (6/16 - 6/20)

✉ Account Email *parentemail@gmail.com*

Select Group when you do not have the parents email address. Use an email address to which you have access. You will be required to enter override parent information for each camper.
Select Individual when you have the parent's email address. Use their email address. You will enter the parent information one time for all campers for that parent.

Group | Individual

If the parent's email address is known, please enter it here. If not, use your own or a church email address.

Email | First Name | Last Name

parentemail@gmail.com | Parent | Name

❮ Go Back | Add New User and Continue ❯

"WHO IS RESPONSIBLE FOR REGISTERING THIS CAMPER?" SECTION

In this section, you will answer who is responsible for registering this Camper and fill in the appropriate information.

- **Individual Registration:** You will fill out this section using the Parents' information.
- **Group Registration:** You will fill out this section using your information.
  - Here, you are going to see default emergency contact information and default authorized pick up. In the next section, you will be able to input emergency contact and authorized pick up for each individual Camper.

👤 Who is responsible for registering this camper? *Parent Name*

If the parent's email was provided, please enter the parent's information. If not, please enter your information.

First Name * | Last Name * | Phone Number *

Parent | Name |

Address Line 1 * | | Address Line 2

City * | State * | Zip Code

Cell Phone * | Text Message Opt In?ℹ * |

| Yes No |

Additional Information

How Did You Hear About WinShape Camps? | Are you actively involved in a church? * | Current Church

| Yes No |

Default Emergency Contact(s) * | Default Emergency Contact Phone * | Default Authorized Pickup *

20

REGISTER CAMPERS AND SELECT SKILLS

Now it is time to register your Campers. Click the *+ Add Camper* button. If you are registering Campers under the Group registration type, you will need the parent information for this section.

- **Individual Registration:** For an Individual Registration, meaning you have registered the Camper under the Parent's email address, you will NOT see the Parent Override Information section at the top, and will be prompted to fill out the information for the first Camper and click *Save*. After you have input information for that first Camper, if there are other Campers being registered under that account you will click the *+Add Camper* button again and repeat for the remaining Campers, then click *Continue* to go to the next section.
- **Group Registration:** For Group Registration, you will be prompted to put in **Parent Override information**.
  - **Important note: This is where you will input all information about the Parent and as well as an emergency contact for this Camper. This gives the Parent permission to be on the Camper's approved pick-up list for camp.**
  - When you are ready to input information for the Camper and Parent, click on the drop down under the **Parent Override** section and click *Create New*.

After you click *Create New,* you will input information about the cCamper, their Parent, and an emergency contact for that Camper.

IMPORTANT NOTES

- Parents may only have one phone number.
- Camper Grade is the grade the Camper will be **completing the spring before camp starts**.
- You will select the Skills that the Camper wants. Therefore, it is best to acquire this information from the family ahead of time.
- All these questions can be found on the paper group registration form.

After you finish with this Camper you will click *Save and Continue*. This will bring you back to the page where you can add another Camper or proceed to the next section. If you are adding another Camper, the system will save the Parent Override information you have put in. If you are registering two Campers who are siblings and have the same Parent Override information, you can select that Parent and their information will auto populate. If you are adding a second Camper that does not share the same Parent information you would click *Create New*. Once you have added all your Campers, you will proceed to the next section.

REVIEW REGISTRATION AND APPLY SCHOLARSHIPS

On this page, you can see how many spots you have left for each of your camp sessions and whether there is a waitlist. You will also apply any scholarships for these Campers. There are two sections to do this under the **Apply Global Scholarship** button or under the *Apply Scholarship* button, by each Camper's name.

- **Apply Global Scholarship:** This button will show all the global scholarships that can be applied (i.e. the Sibling Discount).
  - **In Group Registration, these scholarships will NOT automatically apply to any of the Campers like they do in a regular registration and will need to be manually selected.**
  - Selecting the *Apply Global Scholarship* button here will apply the scholarship to all the Campers. We would prefer that you do not use this button when applying scholarships, instead we would like you to use the *Apply Scholarship* button next to the Camper's name.
- **Apply Scholarship:** This will be the button that you will use to apply scholarships to each Camper. From this button, you will see a pop up that will list all the available global scholarships and scholarships you have set up for your specific camp and you will manually apply any discount the Campers will receive.
  - **Sibling Discount:** The Sibling Discount will NOT add automatically, so you will need to ensure you apply the Sibling Discount to any Campers who are truly siblings. The Sibling Discount only applies to each additional Camper after the first Camper.
    - *The Sibling Discount also needs to be added FIRST, before any other scholarships that your church may award the Camper.*
  - After you have reviewed the registrations and applied the Scholarships you are ready to go to the next step: Finalize Registration and Make Payments.

FINALIZE THE REGISTRATION AND MAKE PAYMENTS

Here, you will be able to pay the remaining balance due on this Camper's account. Most likely, you will probably be applying a scholarship that covers it.

The minimum due for each Camper is the deposit to reserve their spot. If the deposit is covered by a Scholarship, you will be able to proceed and reserve the Camper's spot. *A*fter you have clicked the *Submit Registration* button, the Camper's registration will process and they will be registered for camp!

IMPORTANT NEXT STEPS

Individual Registration

If you registered the Campers under the parent's email address, the Parent will get a confirmation email of the registration and then have their own account created. To log into their account, they will go to our registration site and click the "Forgot Password" button. They will receive a temporary password to login and set their own password. From there, they will be able to go in and see their registrations, make any further payments, as well as fill out the camper's Medical Forms. These must all be completed 30 days before camp starts. **Please ensure you communicate this information to the parent.**

If the parent has any issues accessing their account, they can call the Customer Experience Team at 844-WS-CAMPS or email them at communitiesinfo@winshapecamps.org.

Group Registration

All Group Registration Campers will need to fill out their medical forms. To access their medical forms, you will go to the top green bar of the page and click on *My Account*. On that page, you should see that medical forms need to be submitted. You will click on the *Medical Forms* button and have access to fill out the digital forms for each Camper you have registered.

VOLUNTEERS

Volunteers can register at https://camps.winshape.org/volunteer/.

Volunteers will be brought to a login page that looks very similar to the Camper registration page. From there, they will need to log in or create a new account. Next, they will be able to fill out the Volunteer registration.

- *Currently you can only register one Volunteer per email address.*

HOW DO I LOOK UP MY VOLUNTEERS?

Option 1: On your Host Dashboard, at the bottom of the page, you will see a tab labeled *Volunteers*. When you click this, it will list out all your Volunteers for that year.

Option 2: On the Host Dashboard, go to the sidebar, on the left-hand side of the screen and select Volunteers. Once on that page, select the camp year that you would like to see Volunteers for.

Option 3: Pulling a report will allow you to save the information and either come back to it later or download it into an excel file. To do this, you will go to the top green bar and select *Host Reports*. Then once on the Reports page, you will locate the drop down in the right-hand corner of the screen and select *Volunteers*.
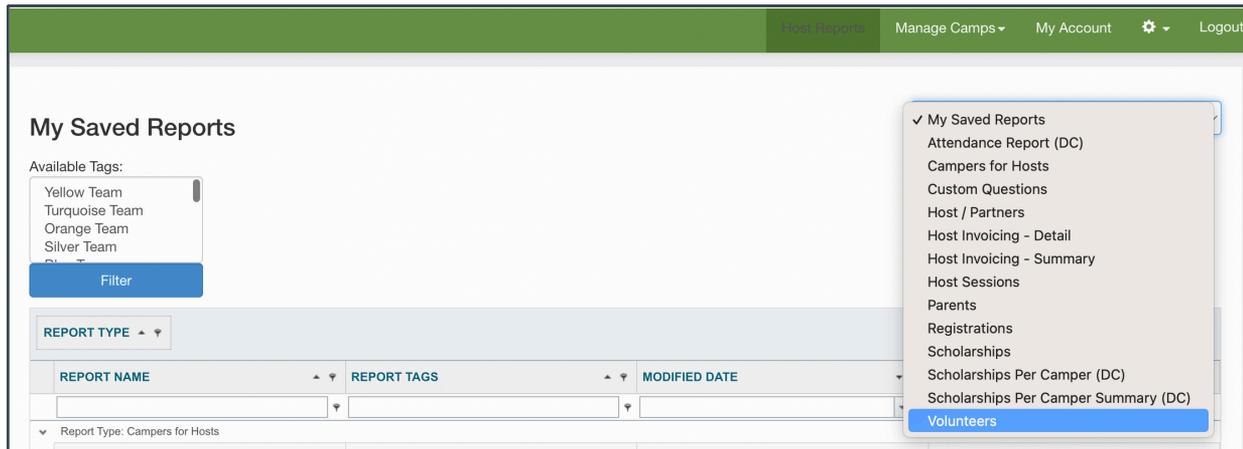
You will then choose the year of Volunteer Reports you want to run and then click *Run Report*. From there, you can filter the report and then either save it or download.