

# WELCOME: OHC ADMIN TRAINING



# OHC ADMIN TRAINING

## **The Admin Experience:**

- Read and understand the Dashboard
- Process new applications
- Verify a campers eligibility
- Contact camps to confirm enrollment
- Running Reports

## **The Parent Experience:**

- Walk through application
- See confirmation e-mail

## **The Camp Experience:**

- How camps confirm campers enrolment and attendance

# WHAT YOU SEE WHEN YOU LOGIN

- The Dashboard
- All applications (through your program)
- Reports (downloadable)

# THE DASHBOARD

Top line items for your OHC program:

- # of grants distributed (YTD)
- \$ that has been committed based on applications in the system (YTD)
- Goals for the current season (# of grants & dollars budgeted)
- Easy to read charts to track progress
- Quick glance on your applications (i.e. school type & session length)

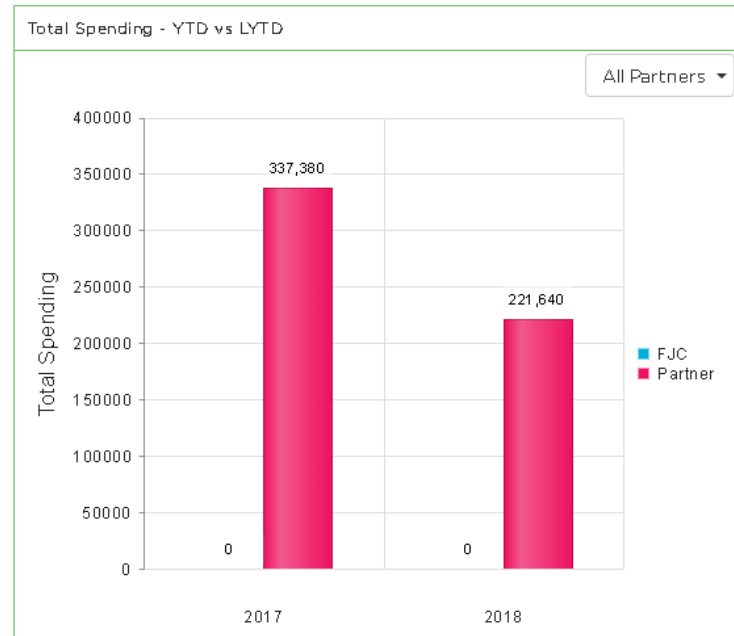
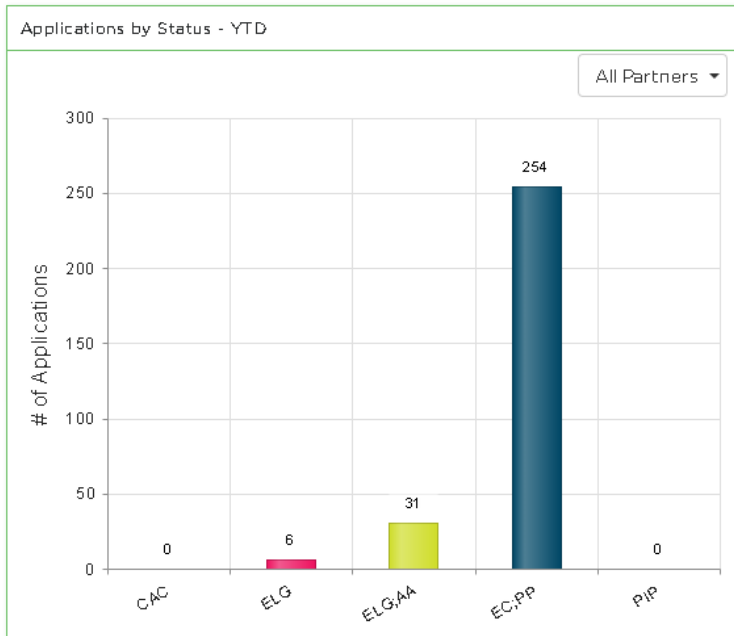
Welcome to the Foundation for Jewish Camp's One Happy Camper dashboard!

Your OHC dashboard provides an overview of your community's grants, including the number of grants in your program this year, total dollars spent, and more.

QUICK TIPS:

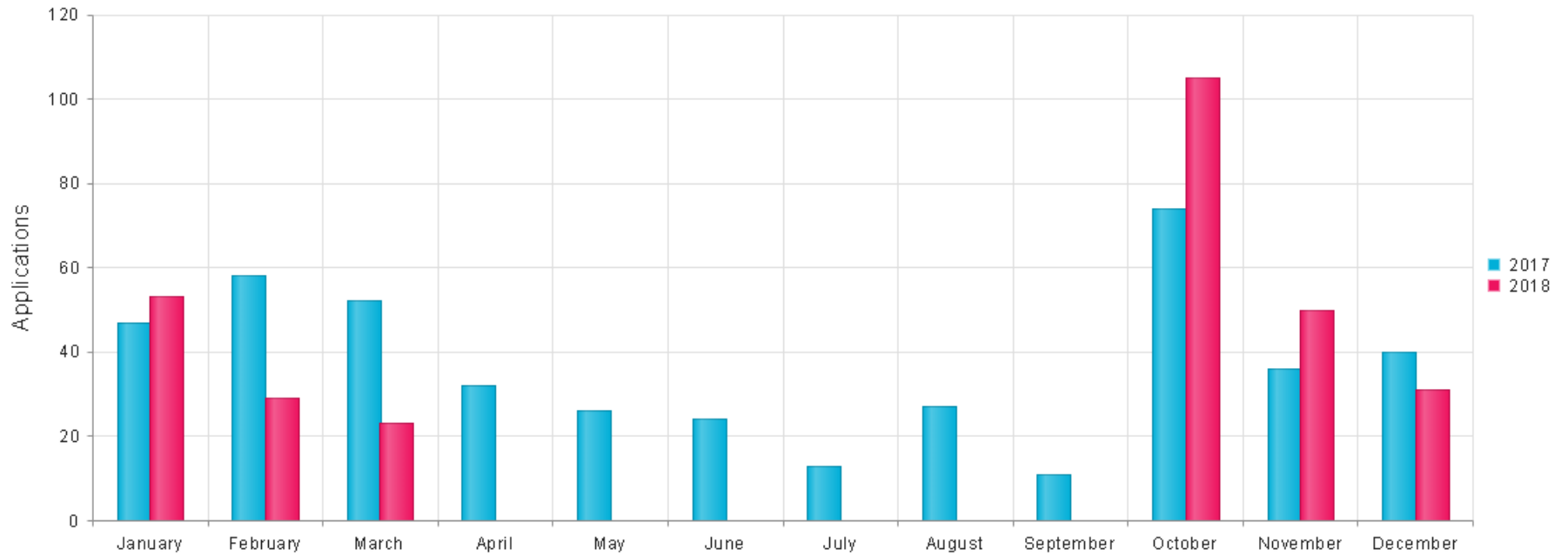
- To review current applications, click on the APPLICATIONS tab.
- For more comprehensive information and for downloadable excel spreadsheets, view the REPORTS tab.
- Contact Staci at 646-278-4572 or [Staci@Jewishcamp.org](mailto:Staci@Jewishcamp.org) if you have any questions.

<b>502</b> Goal # of Grants	<b>291</b> # of Grants (YTD)	<b>58%</b> Goal Achieved	<b>\$295,400</b> Goal (Budget)	<b>\$221,640</b> Total Spending (YTD)	<b>75%</b> Goal Achieved
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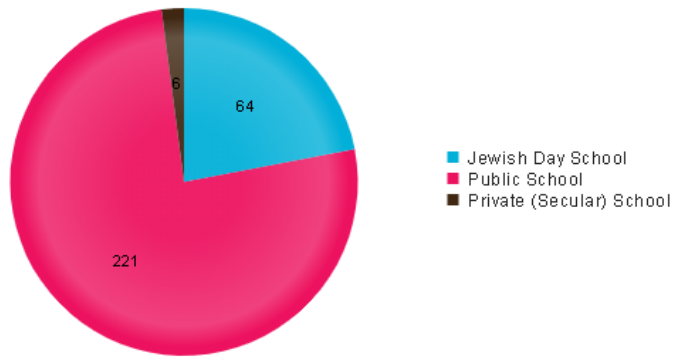
# of Applications Submitted - YTD vs LYTD

All Partners ▾



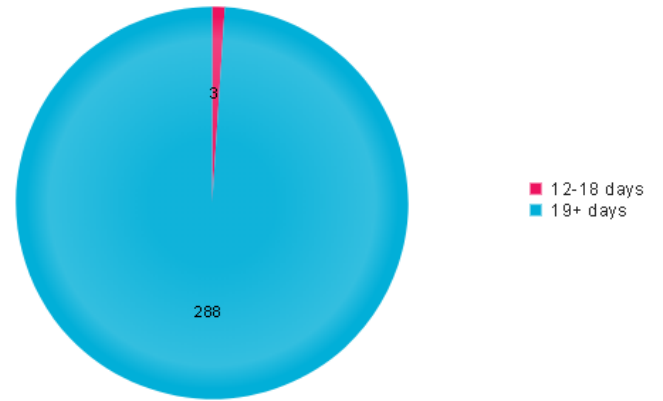
Applications by School Type - YTD

All Partners ▾



Applications by Session Length - YTD

All Partners ▾



# APPLICATIONS

“View All Application” page:

- Review and search through all the campers associated with your program
- Edit and view an individual camper application





[VIEW ALL APPLICATIONS](#)

[CHANGE STATUS](#)

Summer of:  Partner:

FJCID	Camper Name	Zip Code	Camp Name	Status	Parent Email	Submission Date	Modified Date	Action	Select
<a href="#">20183272645</a>	Ezra Erlebacher	60614	Camp Ramah Sports Academy	Eligible	marcy358@gmail.com	03/27/2018	03/27/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20183271056</a>	Sima Kaufman	60645	Camp Bnos Maarava	Ineligible	mandbkaufman@gmail.com	03/27/2018	03/27/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20183267001</a>	Adina Friedman	60645	Camp Bnos Maarava	Eligible	esthfriedm@aol.com	03/26/2018	03/26/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20182287233</a>	Elena Bloom	60625	Havaya Arts	Eligible; Admin Approved	mfbloom68@gmail.com	02/28/2018	03/26/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20183196771</a>	Yosef Furlett	60015	Havaya Arts	Eligible; Admin Approved	fulotus@gmail.com	03/19/2018	03/26/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20183263377</a>	Daniela Ostrov	60062	BBYO Chapter Leadership Training Conference (CLTC)	Ineligible	lostrov@msn.com	03/26/2018	03/26/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20183231173</a>	Ari Robbins	60047	JCC Camp Chi	Eligible	hdrobbins@yahoo.com	03/23/2018	03/23/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20183232062</a>	Shlomo Tuvia Wengrow	60645	Camp Agudah Midwest	Eligible	Renawengrow@gmail.com	03/23/2018	03/23/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20183225174</a>	Joshua Jury	60430	URJ Olin-Sang-Ruby Union Institute (OSRUI)	Ineligible	jessiejury@gmail.com	03/22/2018	03/22/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>



# CAMPER SUMMARY PAGE

Basic outline of the eligibility requirements

- Use this screen for a quick overview of an applicant's eligibility

CAMPER'S DETAILS

Name Theresa May  
Grade 6  
Date of Birth 11/14/2003 12:00:00 AM

PARENT'S DETAILS

Name Fern Klein  
Email s.myerklein@gmail.com  
Phone

APPLICATION DETAILS

Program Camp Avoda  
# of Days 30  
Session Date Range 06/01/2017-06/30/2017  
Previous Camp Experience  
School Type Public School  
School Name Northeast  
Camp Name Camp Avoda  
Changed Status To Eligible  
Reason

First Time Grant? Yes  
Amount of Grant \$1000

CLOSE

# Updating Campers



[VIEW ALL APPLICATIONS](#)



Summer of:  Partner:

FJCID	Camper Name	Zip Code	Camp Name	Status	Parent Email	Submission Date	Modified Date	Action	Select
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
<a href="#">20183272645</a>	Ezra Erlebacher	60614	Camp Ramah Sports Academy	Eligible	marcy358@gmail.com	03/27/2018	03/27/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20183271056</a>	Sima Kaufman	60645	Camp Bnos Maarava	Ineligible	mandbkaufman@gmail.com	03/27/2018	03/27/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20183267001</a>	Adina Friedman	60645	Camp Bnos Maarava	Eligible	estfriedm@aol.com	03/26/2018	03/26/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20182287233</a>	Elena Bloom	60625	Havaya Arts	Eligible; Admin Approved	mfbloom68@gmail.com	02/28/2018	03/26/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20183196771</a>	Yosef Furlett	60015	Havaya Arts	Eligible; Admin Approved	fulotus@gmail.com	03/19/2018	03/26/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20183263377</a>	Daniela Ostrov	60062	BBYO Chapter Leadership Training Conference (CLTC)	Ineligible	lostrov@msn.com	03/26/2018	03/26/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20183231173</a>	Ari Robbins	60047	JCC Camp Chi	Eligible	hdrobbins@yahoo.com	03/23/2018	03/23/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20183232062</a>	Shlomo Tuvia Wengrow	60645	Camp Agudah Midwest	Eligible	Renawengrow@gmail.com	03/23/2018	03/23/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>
<a href="#">20183225174</a>	Joshua Jury	60430	URJ Olin-Sang-Ruby Union Institute (OSRUI)	Ineligible	jessiejury@gmail.com	03/22/2018	03/22/2018	<a href="#">Edit</a> <a href="#">View</a>	<input type="checkbox"/>

VIEW ALL APPLICATIONS

CHA

Selected Status: Eligible

# of Applications Selected: 1

Change Status To: --Select Status--

Reason for Change (if applicable):

- Select Status--
- Eligible; Admin Approved
- Under Review
- Ineligible by Staff
- Cancelled

UPDATE | CANCEL

Zip Code	Apply Date	Action	
30031	03/2017	Edit	
30305	03/2017	Edit	
30305	02/2017	View	
30301	02/2017	View	
30301	02/2017	View	
30301	02/2017	View	
30301	06/06/2017	08/02/2017	View
30301	06/06/2017	08/02/2017	View

# CONFIRMING ENROLLMENT

1. Confirm eligibility and initiate process to notify camps to confirm enrollment
2. The system will send an e-mail to camps with their list of eligible campers
3. Camps will confirm enrollment, session length and 1<sup>st</sup> time camper status
4. You will receive a notification when a camp completes this task
5. Update the campers' status to "Enrollment Confirmed; Payment Pending"



System will send parents an email!!!!

# NOTIFYING CAMPS

[HOME](#)[APPLICATIONS](#)[REPORTS](#)

Samantha Tanenbaum  
Logout

[CONFIRM ENROLLMENT](#)[NOTIFY CAMPS](#)

Note: This page lists all the Campers listed in the status 'Eligible; Admin Approved'

Filter by Camp:

None selected ▾

FJCID	Camper Name	Zip Code	Camp Name	Parent Email	Session Dates	Session Length
201706202613	Test Atlanta	30305	Camp Avoda	rebeccak@jewishcamp.org	6/13/2017 - 7/6/2017	24 days
201707202967		30031	Camp Avoda	atarahuberfeld@gmail.com	6/2/2017 - 7/1/2017	30 days
201708036612	Staci Myer-Klein	30305	Camp Avoda	staci@jewishcamp.org	6/1/2017 - 6/30/2017	30 days



25 ▾

items per page

1 - 3 of 3 items



happy camper

### CONFIRM ENROLLMENT

NOTIFY

lists all the Campers listed

None selected ▾

Camper Name	Session
Staci Test	/2017 30 day
Test test	/2017 30 day
Staci Chicago Sib	/2017 29 day
B Tobin	/2017 30 day
Ramah Berkshires Thousand	2017 27 day

25 ▾ items per page

#### CONFIRM ENROLLMENT

Current Status: Eligible; Admin Approved

# of Applications Selected: 5

# of Camps to be Notified: 4

Send Email Notifications

CC Email to Admin

**SUBMIT** | **CANCEL**



# IMPORTANT TO NOTE

- You will be CC'd on these emails. Please save them for your records
- If you would like the system to re-send an email to a camp, you can do so by placing one camper into the status of “Under Review” and then back to “Eligible; Admin Approved” to initiate the reminder.



## CONFIRM ENROLLMENT

UPDATE STATUS

Note: The applications of the campers listed below have been reviewed by their respective camps. Based on the camp's response, please update these campers to the appropriate status.

Filter by Camp: None selected ▾

### 1ST TIME CAMPERS

FJCID	Name	Zip Code	Camp	Parent Email	Session	Session Length	Is the applicant a 1st time camper?	Is the applicant registered at camp for listed dates?	<input type="checkbox"/> Select & Update
201706206881	Ramah Berkshires Thousand	07078	Camp Ramah in the Berkshires	atarahuberfeld@gmail.com	7/1/2017 - 7/27/2017	27 days	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
201707032809	Jill Smith	07078	Camp Avoda	jill@jewishcamp.org	6/1/2017 - 7/30/2017	60 days	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
201707194265	Hamlet Prince	37011	Camp Avoda	atarahuberfeld@gmail.com	6/1/2017 - 6/14/2017	14 days	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>
201707191107	Inigo Montoya	37011	Camp Avoda	atarahuberfeld@gmail.com	6/1/2017 - 7/6/2017	36 days	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
201708081939	Teresa May	19124	Camp Ramah in the Berkshires	s.myerklein@gmail.com	7/1/2017 - 7/30/2017	30 days	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

25 items per page 1 - 5 of 5 items

Comments:

**CONFIRM ENROLLMENT**



Current Status: Eligible; Admin Approved

# of Applications Selected: 2

Change Status To:

--Select status--  
--Select status--  
Enrollment Confirmed; Payment Pending

**UPDATE**

**CANCEL**

Is the applicant registered at camp for listed dates?

# REPORTS

HOME APPLICATIONS REPORTS

CAMPER DETAIL REPORT

- Camper Contact Info
- Camper Detail Report By Synagogue
- Camper Detail Report
- Camper Status By Camp
- School Type Report
- Session Length By Camp

	Program Name	First Name	Last	pe	Grant Amount
d	Jewish Federation of Greater Atlanta	Staci	Mye		\$1000



CAMPER DETAIL REPORT

[Download as excel](#)

FJCID	Status	Program Name	First Name	Last Name	Created Date	Camp Name	School Type	Grant Amount
201708036612	Eligible; Admin Approved	Jewish Federation of Greater Atlanta	Staci	Myer-Klein	8/3/2017	Camp Avoda	Private (Secular) School	\$1000
201708024163	Ineligible	Jewish Federation of Nashville and Middle Tennessee			8/2/2017	Camp Tel Yehudah	Jewish Day School	\$0
201708024277	Eligible; Admin Approved	Jewish Federation of San Antonio	test	county name	8/2/2017	Aryeh Adventures	Jewish Day School	\$700
201708019646	Eligible	Jewish Federation of Greater MetroWest NJ	Test	test	8/1/2017	Camp Avoda	Private (Secular) School	\$1000
201708018178	Eligible	Jewish Federation of Greater MetroWest NJ	Staci	Myer-Klein	8/1/2017	Camp Avoda	Public School	\$1000
201708014093	Eligible	Jewish Federation of San Antonio	fdf	fdfdfd	8/1/2017	Aryeh Adventures	Public School	\$700
201708014179	Eligible	Jewish Federation of San Antonio	dsds	dsds	8/1/2017	Aryeh Adventures	Public School	\$700

Partner  
None selected

Status  
None selected



# PARENT APPLICATION



# PARENT APPLICATION

- All general eligibility questions are asked on page 1
- Any program-specific questions are asked on page 2 (i.e. sibling policy, 2<sup>nd</sup> year questions)
- If a camper *is not* eligible for a grant through your community's OHC program, but *is* eligible through their camp's OHC program, the system will move their application along seamlessly
- If a camper is ineligible they will only complete through page 2 of the application
- All demographic, contact, and marketing information are on pages 3 & 4.

# PARENT LOGIN SCREEN



## Returning User

Email Address :

staci@jewishcamp.org

Password :

\*\*\*\*\*

[Forgot Password?](#)  
[Click here to reset](#)

**LOGIN**

## New to One Happy Camper?

Create an Account:

Email :

Confirm Email :

Password :

Confirm Password :

**REGISTER**





# PARENT WELCOME PAGE



WELCOME TO THE ONE HAPPY CAMPER® PROGRAM

[Change Password](#) | [Log Out](#)

## APPLICATION STATUS

[APPLY HERE](#)

Welcome to the Foundation for Jewish Camp's One Happy Camper application!  
To start a new application, please click on the pink *"Apply Here"* button.

Your application will be saved automatically when you complete each page and click the "Next" button. If you would like to exit the application, click "Save & Continue Later" before closing the application.

To complete an application you've already started, search for it below and select *"Click here to Complete Application"*.

To track the progress of a submitted application, click *"Track it Here"*.

If you are applying for grants for more than one child, you must submit separate applications for each child. Please use the same login email and password for all applications in your family.

FJCID	Camper's Name	Current Status	Sponsoring Partner	Partner's Contact Information
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# CONFIRMATION E-MAILS

For Eligible Applications ONLY:

1. Confirmation e-mail – after they submit a completed, eligible application
2. Grant approved e-mail – after application is updated to status of “Enrollment Confirmed; Payment Pending”

\*\* Campers will NOT receive an e-mail if they are marked as ineligible by either the system or you as an admin

# CAMP PROCESS

# CONFIRMING ENROLLMENT WITH CAMPS

It's now just a few clicks away....

happy camper

### CONFIRM ENROLLMENT

NOTIFY

lists all the Campers listed

None selected ▾

Camper Name	Session
Staci Test	/2017 30 day
Test test	/2017 30 day
Staci Chicago Sib	/2017 29 day
B Tobin	/2017 30 day
Ramah Berkshires Thousand	2017 27 day

25 items per page

#### CONFIRM ENROLLMENT

Current Status: Eligible; Admin Approved

# of Applications Selected: 5

# of Camps to be Notified: 4

Send Email Notifications

CC Email to Admin

**SUBMIT** | **CANCEL**



## OHC PROGRAM - CAMPER ATTENDANCE CONFIRMATION FORM

SUBMIT

Please confirm that the campers listed below attended camp this summer for the session dates listed below. If there are campers who changed the session dates, please update the session information.

Filter by Partner:

### 1ST TIME CAMPERS

FJCID	Name	Zip Code	Camp	Parent Email	Session	Session Length	Is the applicant a 1st time camper?	Is the applicant registered at camp for listed dates?
201710208657	Jacob Suby	60069	Beber Camp	shawnsby@yahoo.com	7/15/2018 - 8/10/2018	27 days	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
201710245296	Peyton Pollak	60035	Beber Camp	corrie.caminiti@gmail.com	7/15/2018 - 8/4/2018	21 days	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
20181289641	Rivka Lieberman	60659	Camp Bnos Maarava	liebermanfamily@gmail.com	7/26/2018 - 8/25/2018	31 days	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
20182141708	Elizabeth Norton	60657	Camp Ramah in the Rockies	jonathanwnorton@yahoo.com	7/19/2018 - 8/14/2018	27 days	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Navigation icons: back, previous, 1 (selected), next, forward. 25 items per page



# IMPORTANT TO NOTE

- The camps will get an e-mail after they click “submit” with the list of campers that they have approved.
- The camps will be able to approve campers from multiple community partners at once all from the same link.

# ADDITIONAL ACTIONS:

- Cancellations
- Waitlist
- Changing your Goals