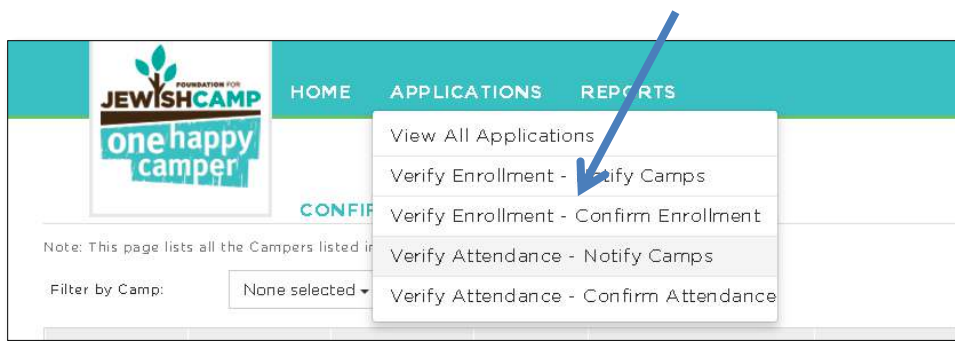




After a Camp Confirms Enrollment – STEP-BY-STEP GUIDE

This document outlines what steps you should follow after a camp has confirmed whether a camper is enrolled in camp. If you have any questions, please contact Staci@jewishcamp.org

1. You will receive an email once a camp has confirmed their campers.
2. Login in at <http://admin.onehappycamper.org/StaticReports/DashBoard/DashBoard>
3. Scroll over “Applications”
4. Select “Verify Enrollment - Confirm Enrollment”



5. You will see a screen that looks like the one below. It shows what the camps have answered.

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

Filter by Camp:

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?	Select All
201812106054	Josephine Ifergan	90266	Camp Alonim	kkazes@gmail.com	6/18/2019 - 6/30/2019	13 days	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
201812109536	Evelyn Ifergan	90266	Camp Alonim	kkazes@gmail.com	6/18/2019 - 6/30/2019	13 days	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
201812105306	Levi Ifergan	90266	Camp Alonim	kkazes@gmail.com	6/18/2019 - 6/30/2019	13 days	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
201812125156	Marcus Knopf	94062	Camp Tawanga	jim@knopf.us	6/25/2019 - 7/5/2019	13 days	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
201901026101	Chani Lipschutz	50525	Camp Snos Marava	mimlipschutz@gmail.com	8/1/2019 - 8/26/2019	26 days	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
201901071659	Sophie Gour	T3G0C5	Camp BB-Riback	gourfamily@yahoo.com	7/3/2019 - 7/24/2019	22 days	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
201901061502	Elijah Gour	T3G0C5	Camp BB-Riback	gourfamily@yahoo.com	7/3/2019 - 7/24/2019	22 days	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

- For campers where the camp has indicated “Yes” to both questions (see blue arrows) place a check in the box on the right side of their application (pink arrow) and then click on the pink button that reads: “Update Status.” You can update as many campers at a time as you want, but you can only update them to the same status.
- A pop-up will appear confirming how many campers you want to update, and what status you want to update to. Select “Enrollment Confirmed; Payment Pending”.

Important: This will automatically send an e-mail to the parent telling them they are approved for a grant and confirm the grant amount. Do not complete this step if you are not prepared to fund the grant.

For campers that the camp has not yet confirmed as enrolled:

If the camp indicated that either the camper was not enrolled in camp or the camper is not a first-time camper, it is best to confirm with the camp that it was filled out correctly and find out more about the camper. The best way to do this is to reach out to the camp directly.

If the camper is not eligible, use steps 5 and 6 to change the campers’ status to “Ineligible by staff.” You will then need to notify the parent to inform them their camper will not get the grant. The system **will not** send an email to parents for campers you have marked as ineligible.

If the camp indicated that the camper isn’t registered yet or for some reason their status is in flux you can move their application to the status of “Under Review.” This status is meant for campers whose applications or registration status(es) are still being decided. Once you have more information about the campers’ status(es) you should update their status appropriately.

When the camp has not gotten back to you:

If a camp has not yet approved the applications you have two options:

- Forward the confirmation e-mailed you were CC’d on when you triggered the system to send an email to confirm enrollment.
- Put one camper in the camp into the status of “Under Review,” and then update that same camper to the status of ‘Eligible; Admin Approved.’ After that, you can have the system send the email to the camp again. See the OHC New Application – Step-By-Step Guide for more information on this.