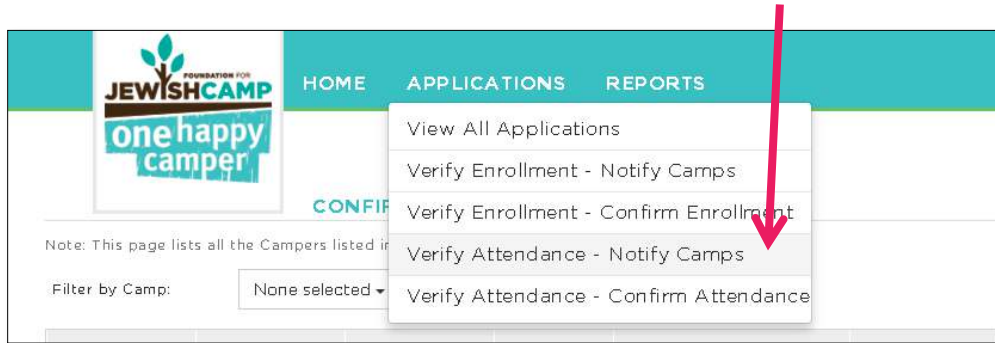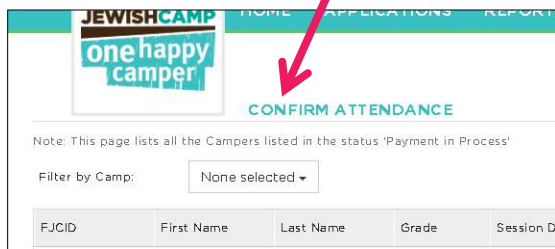# CONFIRMING ATTENDANCE AT CAMP

Confirming from the camps if the camper attended:

1. Scroll over the top of the screen to "Applications".
2. Click on the the option "Verify Attendance- Notiify Camps".


3. Select the camps you would like to notify. Or you can select to send to all camps at once.


4. If there are more than 25 campers whose attendance needs confirming, please scroll to the bottom of the screen and increase the number of items per page. If there are more than 100 campers in this status you will need to do this process more than once.
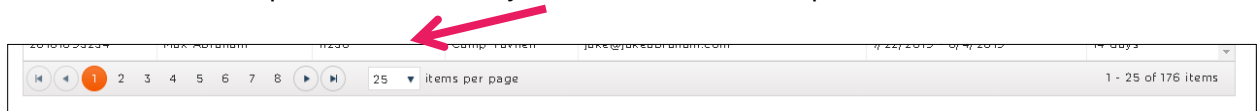
5. Select the pink "Notify Camps" button on the top right hand side of the screen.
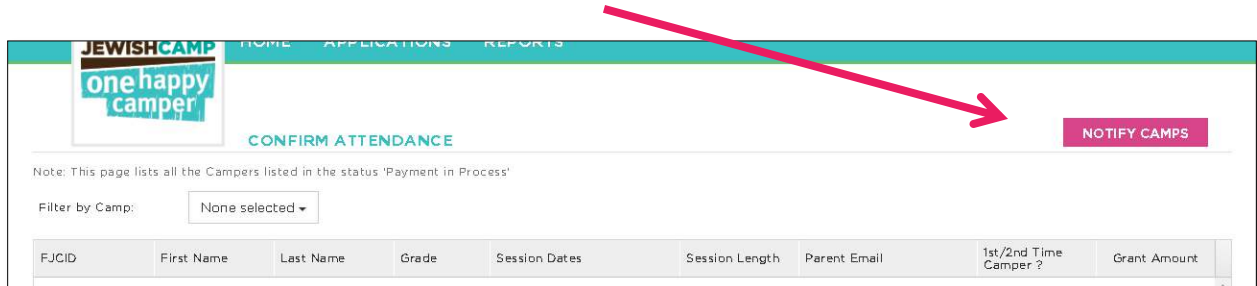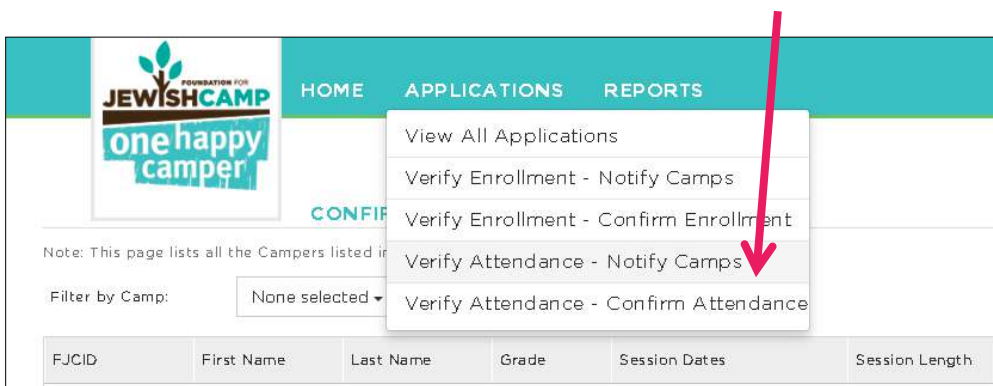
6. Click "Submit" to send an e-mail to the camps. Tip: be sure to CC yourself and save those e-mails for your records.
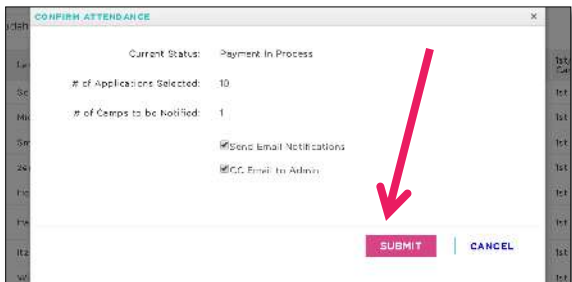
7. Wait for camps to get back to you.

After the camps respond:

8. Scroll back over to "Applications" on the top of the screen.
9. Click on the the option "Verify Attendance- Confirm Attendance"

Once you have selected "Verify Attendance- Confirm Attendance", your screen will show something similar to that of the screenshot below.

> Please note: Some campers' information will depict updated dates if they have decided to stay at camp for an addition session(s) which may lead to a new grant amount. You can choose to update their grant amount(s) by selecting "Yes" in the column (second from the right) labeled "Approve additional grant?". If your program does not have the funding to increase the new grant amount, select "No". You will only be able to deny the change in grant amount if the grant amount is increasing but not if it is decreasing. Please note: If the grant amount changes you will need to run a payment report again.

10. Once you have reviewed all of the campers, select the check off buttons on the right hand column labeled "Select & Update" and then click on the pink "Update Status" button at the top-right of the screen.

11. Click on "Update" to update the campers' status

12. Please note: If you changed a camper's grant amount or canceled a camper you will have to run the Payment Report again, by going to "Payment Processing" if you are a self-funding OHC partner. If you are not a self-funding partner please contact Staci Myer-Klein at Staci@jewishcamp.org.

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