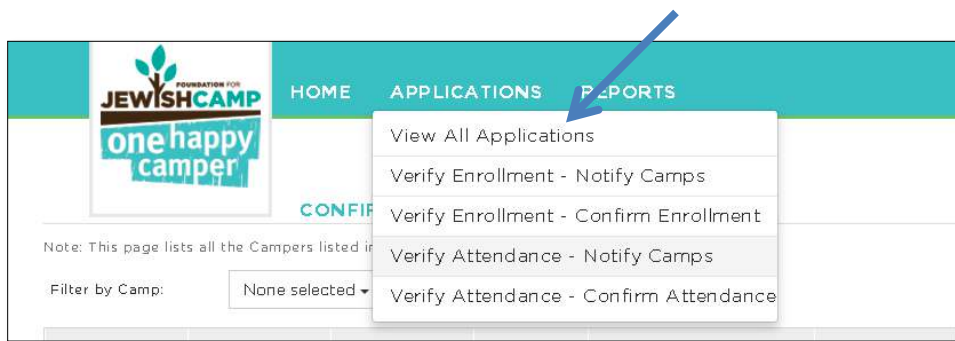




OHC NEW APPLICATION – STEP-BY-STEP GUIDE

This document outlines the first steps you should take when your program receives a new One Happy Camper application. This includes all the steps that should be taken between launch in the fall and payment in April. If you have any questions, please contact Staci@jewishcamp.org

1. Login in at <http://admin.onehappycamper.org/StaticReports/DashBoard/DashBoard>
2. Scroll over “Applications”
3. Select “View All Applications”



4. New eligible applications will be in gray and be in the status of “Eligible”. You can also filter the status, in order to only see eligible applications.

The screenshot shows a table of applications with columns: FJCID, Camper Name, Zip Code, Partner Name, Camp Name, Status, Parent Email, Submission Date, Modified Date, Action, and Select. A blue arrow points to the 'Status' dropdown menu, which is currently set to 'Eligible'. The table contains several rows of application data.

FJCID	Camper Name	Zip Code	Partner Name	Camp Name	Status	Parent Email	Submission Date	Modified Date	Action	Select
20181039691	Testing Testing	90048		Camp Ramah in California	Ineligible	vlee@jewishla.org	10/03/2018	10/03/2018	Edit View	<input type="checkbox"/>
20181036486	TESTING Lee	90043	Jewish Federation of Greater Los Angeles	Camp Alonim	Ineligible	vlee@jewishla.org	10/03/2018	10/03/2018	Edit View	<input type="checkbox"/>
201892663147	Jade Oster	11216	Camp Shomria (US)	Camp Shomria (US)	Eligible	bennoboaz@gmail.com	09/26/2018	09/26/2018	Edit View	<input type="checkbox"/>
201892666125	Colin Paluch	10001	Camp Shomria (US)	Camp Shomria (US)	Ineligible	bennoboaz@gmail.com	09/26/2018	09/26/2018	Edit View	<input type="checkbox"/>
20188231353	Test 3 Tester	89119	Jewish Nevada	B'nai Brith Camp (Manitoba)	Eligible; Admin Approved	julia@jewishnevada.org	08/23/2018	09/26/2018	Edit View	<input type="checkbox"/>
20188233698	test 5 test 5	89135	Jewish Nevada	Camp Akiba	Eligible; Admin Approved	julia@jewishnevada.org	08/23/2018	09/26/2018	Edit View	<input type="checkbox"/>
20189262229	Jordan Weiss	33428	Jewish Federation of South Palm Beach County	Camp Ramah Darom	Ineligible	cindyk@bocafed.org	09/26/2018	09/26/2018	Edit View	<input type="checkbox"/>
20189268514	Amanda Schwartz	33434	Jewish Federation of South Palm Beach County	Camp Kinder Ring	Eligible	cindyk@bocafed.org	09/26/2018	09/26/2018	Edit View	<input type="checkbox"/>
20189269899	Joseph Nilsen	33428	Jewish Federation of South Palm Beach County	Camp Barney Medintz	Eligible	lottien@bocafed.org	09/26/2018	09/26/2018	Edit View	<input type="checkbox"/>

Click on the “FJCID” on the left-hand column to see the camper summary page, and review the information that relates to your OHC Eligibility criteria. It is important to check the grant amount, session length, school type, school name and camp to ensure eligibility. If the application appears to be eligible, you are ready to move on to step 6. For Ineligible campers see page 4.

CAMPER SUMMARY - 201706042706

CAMPER'S DETAILS		PARENT'S DETAILS	
Name	Theresa May	Name	Fern Klein
Grade	6	Email	kmyerklein@gmail.com
Date of Birth	11/14/2001 12:00:00 AM	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

- After reviewing your eligible campers, close the Camper Summary and return to the list of eligible applications, place a check in the box on the side of their application and click on the pink button that reads: “Update Status.”
- Change the status to “Eligible; Admin Approved” and click “Update.”

VIEW ALL APPLICATIONS

Partner: -- All Partners --

Zip C	Modified Dat
M5NL	11/05/2018
L4J9	11/05/2018
M4KI	11/05/2018
M5M1G6	11/05/2018

CHANGE STATUS

Selected Status: Eligible

of Applications Selected: 1

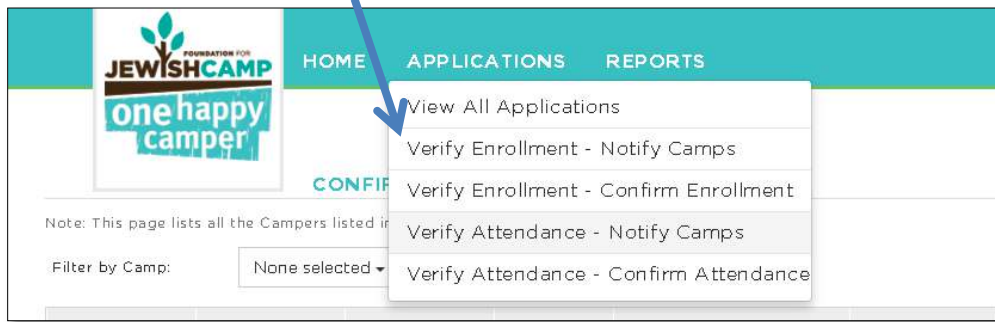
Change Status To: --Select Status--

Reason for Change (if applicable):

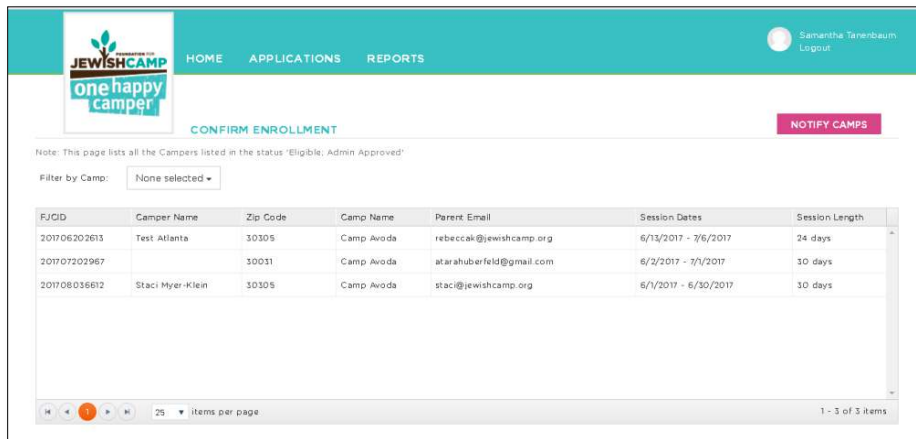
UPDATE | **CANCEL**

M5M1G6 UJA Federation of Greater Camp Kadimah Enrollment Confirmed: suzanne.rubinst ein@bell.net 10/19/2018 11/05/2018

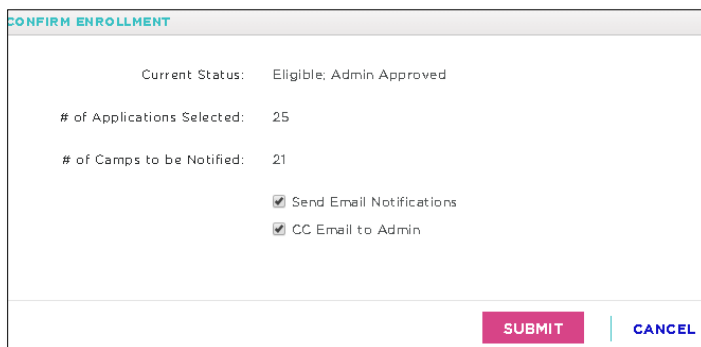
7. When there are enough applications in your portal, you should begin the process of confirming enrollment and eligibility with the camps. Start by scrolling to APPLICATIONS and select “Verify Enrollment – Notify Camps.”



8. Determine if you want to notify all camps that have applications in your portal or just some of them and use the “filter by camp” accordingly. Click on the pink “Notify Camps” button on the right-hand side.
 - a. If there are more than 25 campers, please scroll to the bottom and increase the number of items per page. If there are more than 100 campers, you will need to do this process more than once.
 - b. You can also choose to only send the e-mail out to one or two camps at a time.



9. Click on “Submit”: By clicking this, the system will generate an email to each camp asking them to verify the session date for each camper and confirm that they are first-time campers. Be sure to keep the box “CC Email to Admin” checked, this allows you to receive a copy of the e-mail as well.



10. Save the emails that you are CC'd on just in case the camps need to be reminded to fill out the confirmation in the future.

If a camper seems to be ineligible, please follow the below steps:

1. First, mark them as "Ineligible by Staff" by following steps 6 and 7 and selecting the status "Ineligible by Staff."
2. Determine why they were initially marked as eligible by the system.
 - a. If it was a system error, call Staci Myer-Klein at Staci@jewishcamp.org
3. Did the parent enter the information wrong?
 - a. Reach out to the parent and confirm their information and let them know why they are not eligible. The system will NOT send an e-mail to parents for ineligible applications. As the administrator, it is your responsibility to communicate the status change to the parent and explain the circumstance.