



## CANCELLING AN OHC APPLICATION – STEP-BY-STEP GUIDE

This document outlines the necessary steps when canceling an OHC application. If you have questions, contact [OHCAdmin@jewishcamp.org](mailto:OHCAdmin@jewishcamp.org).

1. Log in at <http://admin.onehappycamper.org/Home/Login>
2. Scroll over to “APPLICATIONS”
3. Select “View All Applications”



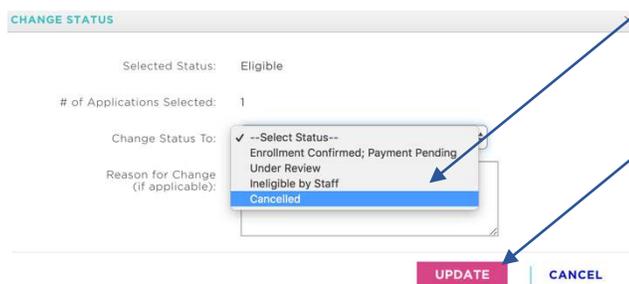
4. Click the “Select” box, found on the far right, for all applications you will cancel.

FJCID	Camper Name	Zip Code	Camp Name	Status	Parent Email	Submission Date	Modified Date	Action	Select
<a href="#">202002251937</a>	Daniel Weinstein	08402	Camp Ramah Sports Academy	Eligible	C_R_WEINSTEI N@GMX.DE	02/25/2020	02/25/2020	<a href="#">Edit</a> <a href="#">View</a>	<input checked="" type="checkbox"/>

5. Select the pink “CHANGE STATUS” button in the upper right hand corner.



6. Click the “—Select Status—” drop down menu and select “Cancelled”. You must provide text in the “Reason for Change (if applicable)” box. It is critical that we keep a detailed record of our cancellations.



7. Press the pink “UPDATE” button.