



CHANGING INFORMATION ON AN APPLICATION *BEFORE* PROCESSING PAYMENT– STEP BY STEP GUIDE

This document outlines the necessary steps to take when changing information on an OHC application, prior to putting campers in the status of “Payment in Process”. Please contact OHCAdmin@jewishcamp.org if the camper’s application is currently in one of the following statuses: of “Canceled”, “Payment in Process”, or “Camper attended Camp”.

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



4. Click on “Edit”, written in blue text, located in the second column from the right which is titled “Action”.

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

5. Scroll down on the first page of the application until you see the field for the information you want to edit. Make the appropriate edit.

Please select the camp the camper plans to attend this summer:

Camp Ramah Sports Academy

Session Start Date*

2020 June 30

Session End Date*

2020 July 12

PJ Code

If you are receiving an OHC grant via the PJ Goes to Camp One Happy Camper program AND you have a PJ code, enter it here. This code is not required for non-PJ grants. If you do not have a code, please skip this questions and click "NEXT".

Enter PJ Library code

Enter PJ Library code

NEXT

- Click the pink “NEXT” button at the bottom of the screen, and continue to do so until you reach the page titled “Your Grant Info”.

Please select the camp the camper plans to attend this summer:

Camp Ramah Sports Academy

Session Start Date*

2020 June 30

Session End Date*

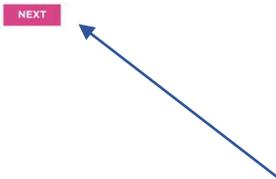
2020 July 12

PJ Code

If you are receiving an OHC grant via the PJ Goes to Camp One Happy Camper program AND you have a PJ code, enter it here. This code is not required for non-PJ grants. If you do not have a code, please skip this questions and click "NEXT".

Enter PJ Library code

Enter PJ Library code



- Once you reach the page titled “Your Grant Info”, press the pink “SUBMIT” button in the top right hand corner of the screen in order to save all changes.

JEWISHCAMP
one happy camper

1 Camper Info 2 Demographics 3 Parent Information 4 More Details 5 Your Grant Info

YOUR GRANT INFO

Jewish Federation
OF GREATER METROWEST NJ

You have just one more step – click **SUBMIT** – at the bottom of the page!

Good news! It appears you may be eligible for an incentive of \$700. Your grant is sponsored by Jewish Federation of Greater MetroWest New Jersey and the Foundation for Jewish Camp.
Final approval of the grant will be based on a review of the application and confirmation from your camp that your child is an eligible first-time camper enrolled for this summer. Gerri Russo.