

**User Guide for
Foundation for Jewish Camp – One Happy Camper**

User Guide

For

Foundation for Jewish Camp (FJC) – One Happy Camper

Prepared For:

ONE HAPPY CAMPER PARTNERS (COMMUNITIES)



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Introduction

The web application for One Happy Camper (OHC) has been uniquely designed to facilitate effective and efficient processing of applications for OHC grants. It allows OHC partner administrators to view, edit and easily update grant applications.

At a glance, this is what the OHC application does:

- Processes and records all applications submitted by parents.
- Allows partners to view, edit and update the status of grant applications.
- Sorts the applications based on the eligibility criteria.
- Generates various reports to easily review data from campers and parents.

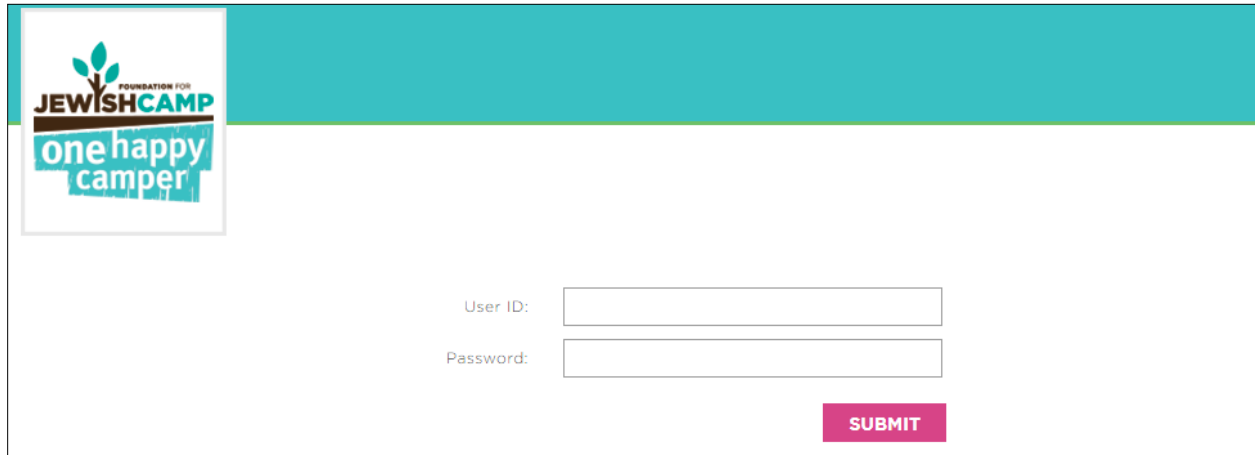
This manual acts as a step-by-step guide through the grant allocation process in the new OHC system.

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A. Login screen

To access the *One Happy Camper Program Application administrative site*, go to <https://admin.onehappycamper.org/cipms/default.aspx>. The first screen you will see is the login screen.



If this is your first time logging into the system, use the credentials that the OHC admin provided. Once you've entered your User ID and Password, press "**SUBMIT**".

NOTE: *If you've forgotten your User ID or password, please contact an OHC administrator.*

B. Home/ Dashboard

When you first log in, you will see the Dashboard. This shows you data highlights from your OHC program.

GENERAL STATISTICS TABLE:

705 Goal # of Grants	52 # of Grants (YTD)	7% Goal Achieved	\$574,100 Goal (Budget)	\$34,000 Total Spending (YTD)	6% Goal Achieved
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- Goal # of Grants: The total number of grants your organization plans to fulfill this year.
- # Of Grants (YTD): The number of eligible applications that have been submitted so far.
- Goal Achieved: The percentage of grants that have been granted, out of the organization's total grant goal.
- Goal (Budget): The total dollars your organization has allocated for their OHC grant this year.
- Total Spending (YTD): The total dollars that your organization has granted this year. This number includes applications in the following five statuses: "Eligible", "Eligible; Admin

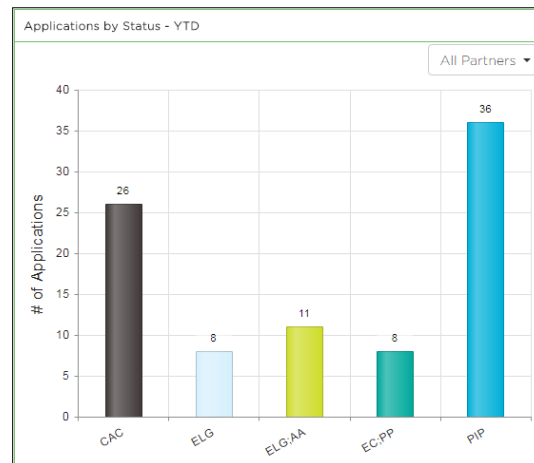
Approved”, “Enrollment Confirmed; Payment Pending”, “Payment in Process” and “Camper Attended Camp”.

- Goal Achieved: The percentage of money that has been granted out of the organization’s total grant goal for that year.

The Dashboard also contains a number of graphs that highlight other key data points. The most important of these charts, “Application by Status” and “Total Spending YTD vs. LYTD”, are elaborated on below. For a more complete explanation of all of the charts on your Dashboard, please see [Appendix A](#).

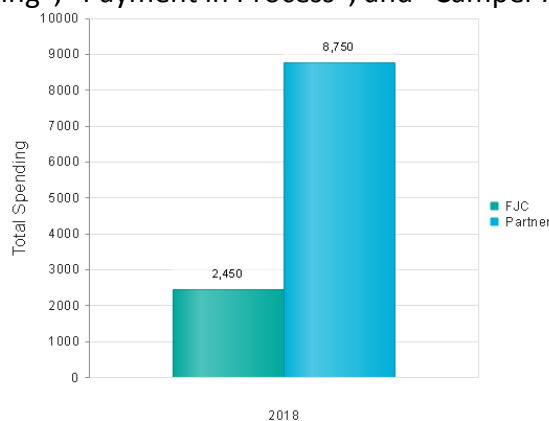
APPLICATIONS BY STATUS - YTD:

This chart displays the number of campers in each of the following five statuses: “Eligible”, “Eligible; Admin Approved”, “Enrollment Confirmed; Payment Pending”, “Payment in Process”, and “Camper Attended Camp”.



TOTAL SPENDING – YTD vs LYTD:

This chart indicates the total sum of grant money that has been allocated by your organization and by FJC, this year and in the past year. This chart should be used to help you understand your grant spending as compared to this time last year. The chart displays the number of campers in the following five statuses: “Eligible”, “Eligible; Admin Approved”, “Enrollment Confirmed; Payment pending”, “Payment in Process”, and “Camper Attended”.



C. Application Verification and Grant Allocation

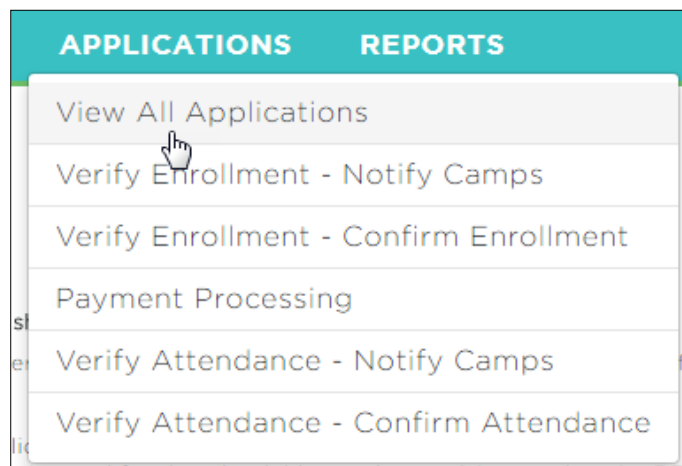
A typical application will progress through the following five basic statuses during the grant allocation process.

	Status	Description
1	Eligible	Based on an applicant's answers, the OHC system will classify an applicant as "Eligible" if they meet a program's required criteria based on the answers that were given on the application.
2	Eligible; Admin Approved	An administrator of the organization sponsoring the grant has checked the application and confirmed that the camper is eligible based on the information provided in the application.
3	Enrollment Confirmed; Payment Pending	The camper has been confirmed by the camp as a first-time and is enrolled for the number of days indicated on their application.
4	Payment in Process	The payment report has been run by the FJC administrator, or by the self-funded partner, and the payment is on its way to the camp.
5	Camper Attended Camp	Camp has confirmed that the camper attended the camp.

For a more comprehensive list of all possible application statuses, please see [Appendix B](#).

C.1. Viewing OHC Applications

When an application is first submitted, it lands on the "**View All Applications**" page. This can be found by hovering over the **APPLICATIONS** tab and clicking "View All Applications" on the drop-down menu.



Here, you can view the list of submitted camper applications.

FJCID	Camper Name	Zip Code	Camp Name	Status	Parent Email	Submission Date	Modified Date	Action	Select
20170706887	EMNUELLA SAMUEL	58104	Camp Avoda	Eligible	sjones@gmail.com	07/06/2017	07/06/2017	Edit View	<input type="checkbox"/>
20170628464	MARCUS THOMAS	58105	Camp Avoda	Eligible: Admin Approved	sadd@gmail.com	06/28/2017	06/28/2017	Edit View	<input type="checkbox"/>
201706225861	LARRY RICHER	58104	Camp Avoda	Camper Attended Camp	sdaniel@gmail.com	06/22/2017	06/23/2017	View	<input type="checkbox"/>

The search panel featured at the top allows you to look for specific applications using any of the different search parameters like FJCID, Camper Name, Zip Code, Camp Name, Status, Parent Email, Submission Date or Modified Date. To search a specific record, select search criterion, type in the information (i.e. zip code, name, etc.) and hit **“Enter”** on your keyboard. Appropriate search results will be displayed.

When an application is first submitted, it appears in grey at the top of the page. Campers in the status of **“Eligible”** will be in grey, so you can quickly see if you have new applications.

C.2. Eligible/Ineligible

As an admin, your first job is to review all applications that are marked **“Eligible”**. For a brief overview of a camper’s details, click their blue **“FJCID”** number in the left-most column.

FJCID	Camper Name	Zip Code	Camp Name	Status	Parent Email	Submission Date	Modified Date	Action	Select
201708087017	Josh Cohen	19124	Camp Ramah in the Berkshi...	Eligible	s.myerklein@gmail.co..	08/08/2017	08/08/2017	Edit View	<input type="checkbox"/>

What is an FJCID?

An FJCID is a system-generated identification number comprised of the year, the date on which the application was submitted, and a 4-digit number. Each application’s FJCID is unique, and it can be used to quickly find a camper’s application.

A pop-up window appears, displaying an information summary of the applicant. You can use this window to confirm the eligibility of a camper, by looking at the session date, school type, school name, grade, and grant amount.

CAMPER SUMMARY - 201708085699 ✕

<u>CAMPER'S DETAILS</u>		<u>PARENT'S DETAILS</u>	
Name	John Simson	Name	santanu nag
Grade	3	Email	sghosh@medullus.com
Date of Birth	12/31/2001	Phone	(113) 132-3232
<u>APPLICATION DETAILS</u>			
Program	Jewish Federation of San Antonio		
# of Days	20		
Session Date Range	07/04/2017-07/23/2017	First Time Grant?	Yes
Previous Camp Experience	6-11 days	Amount of Grant	\$1000
School Type	Jewish Day School		
School Name	North Point school		
Camp Name	Aryeh Adventures		
Changed Status To Reason	Eligible		

CLOSE

Click **“CLOSE”** to exit.

If you would like to view the camper’s full application, click **“View”**, in the ACTION column of the **“View All Applications”** table. This is a view only mode and you won’t be able to make any changes here.

VIEW ALL APPLICATIONS CHANGE STATUS

Summer of: 2018 Partner: -- All Partners --

FJCID	Camper Name	Zip Code	Camp Name	Status	Parent Email	Submission Date	Modified Date	Action	Select
20170706887	EMNUELLA SAMJEL	58104	Camp Avoda	Eligible	sjones@gmail.com	07/06/2017	07/06/2017	Edit View	<input type="checkbox"/>
20170628464	MARCUS THOMAS	58105	Camp Avoda	Eligible; Admin Approved	sadd@gmail.com	06/28/2017	06/28/2017	Edit View	<input type="checkbox"/>
201706225861	LARRY RICHER	58104	Camp Avoda	Camper Attended Camp	sdaniel@gmail.com	06/22/2017	06/23/2017	View	<input type="checkbox"/>

The application opens in a new browser tab.

C.3. Editing Applications

Occasionally, parents make errors on their child’s application, such as entering incorrect dates or putting in their names instead of their camper’s name. Some errors can lead to an ineligible application to be marked as “Eligible” and vice versa. In this situation, the application must be changed so that it can be properly sorted.

Once a parent submits an application, they are no longer able to change it. Only an administrator can alter an already-submitted application. To alter a camper’s application, click on “**Edit**” in the ACTION column of the “View All Applications” table.

FJCID	Camper Name	Zip Code	Camp Name	Status	Parent Email	Submission Date	Modified Date	Action	Select
20170706887	EMNUELLA SAMUEL	58104	Camp Avoda	Eligible	sjones@gmail.com	07/06/2017	07/06/2017	Edit View	<input type="checkbox"/>
20170628464	MARCUS THOMAS	58105	Camp Avoda	Eligible; Admin Approved	sadd@gmail.com	06/28/2017	06/28/2017	Edit View	<input type="checkbox"/>
201706225861	LARRY RICHER	58104	Camp Avoda	Camper Attended Camp	sdaniel@gmail.com	06/22/2017	06/23/2017	View	<input type="checkbox"/>

The application form will open in a new browser tab. Make the necessary changes to the application. Click “NEXT” to save your changes and continue to the next section.

Please note: Any time you make any change you will need to reprocess the application. To reprocess the application, you must go through the entire application and press “SUBMIT” at the end.

Applications are marked as ineligible after pages one or two of the application. This means that parents do not have to fill out the rest of the application. If the application was mistakenly marked as ineligible, the application must be completed before it can be processed. In this situation, there are two possible solutions:

- 1) Ask the parent to fill out a new application using their same account. The parent is not allowed to edit an application once it is submitted.
- 2) Edit the application from the admin end, fix the error and complete pages 3 and 4 of the application for the parent. Remember to hit “Submit” at the end so the application can calculate the grant amount. You will need to answer questions such as parent contact information and questions about their camp search, we recommend having the parent on the phone with you as you answer the questions.

C.4. Updating an Application's Status

After reviewing an application, the status must be changed for the application to be properly processed. To change the status of an application, select the application by checking off the check box in the right column and then click the "**CHANGE STATUS**" button featured at the top the page.

You can also change the status of multiple applications at a time by checking off multiple boxes.

FJCID	Camper Name	Zip Code	Camp Name	Status	Parent Email	Submission Date	Modified Date	Action	Select
201708317161	Stefani Germanotto	19124	Camp Avoda	Eligible	staci@jewishcamp.org	08/31/2017	08/31/2017	Edit View	<input checked="" type="checkbox"/>
201708312306	Staci Myer-Klein	19124	Camp Avoda	Eligible	s.myerklein@gmail.com	08/31/2017	08/31/2017	Edit View	<input checked="" type="checkbox"/>

This will cause a pop-up box to appear.

NOTE: *Statuses of multiple applications can be changed/updated at the same time ONLY if the applications are all in the same status and are being updated to the same status.*

CHANGE STATUS

Selected Status: Eligible

of Applications Selected: 1

Change Status To: --Select Status--

Reason for Change (if applicable):

UPDATE | CANCEL

An "Eligible" application can be sorted into one of four statuses:

- 1) **Eligible; Admin Approved:** This application has been confirmed as eligible and can continue through the grant approval process.
- 2) **Ineligible by Staff:** This application has been determined to be ineligible. It cannot continue through the grant approval process.
- 3) **Under Review:** This status should be used any time you are not ready to advance a camper to the next stage, but also are not ready to cancel them.
- 4) **Cancelled:** A parent has decided to withdraw their grant request. This application cannot continue through the grant approval process.

Click the arrow on the drop-down list, select the appropriate status. When necessary, enter the reason for this change so that the reason is recorded in the system (unless moving them to “Eligible; Admin Approved”). For example, when marking an application as “Ineligible by Staff”, please write why the application was deemed ineligible. When you are done, click “SUBMIT”.

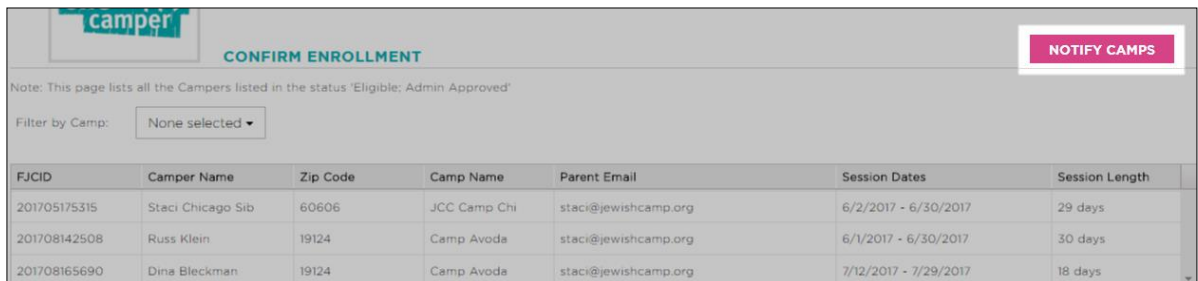
C.5. Verify Enrollment – Notify Camps

Once applications are changed to the status “**Eligible; Admin Approved**”, you must begin the process of confirming campers’ enrollment at camp. Applications are displayed on the “Verify Enrollment – Notify Camps” page. This page can be found on the drop-down menu in the “APPLICATIONS” tab.

This process confirms that a camper is in fact enrolled at the camp, for the days that they indicated on their application, and that they are a first-time camper.

You must request that each camp with applications in your program, to check their records and verify that the information that the camper’s parent provided is correct.

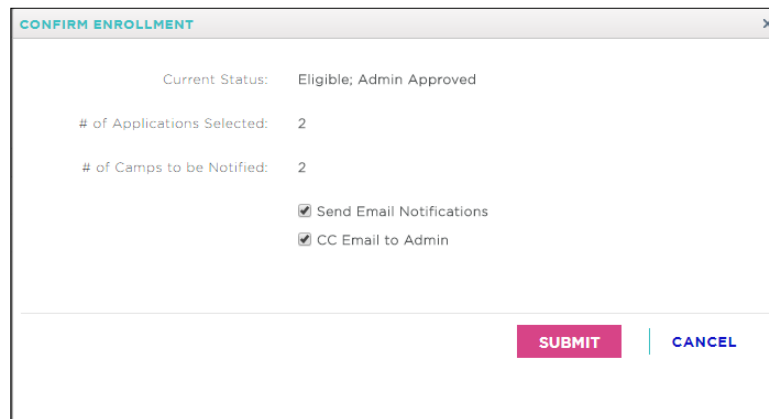
You can choose to send a notification to all the camps with campers’ applications in your program or select one camp at a time. To request camp/s to verify camper/s enrollment, select the campers and simply click “**NOTIFY CAMPS**”.



The screenshot shows a web interface for "CONFIRM ENROLLMENT". At the top left is a "camper" logo. The title "CONFIRM ENROLLMENT" is centered. On the top right is a pink button labeled "NOTIFY CAMPS". Below the title is a note: "Note: This page lists all the Campers listed in the status 'Eligible; Admin Approved'". There is a "Filter by Camp:" dropdown menu currently set to "None selected". Below this is a table with the following data:

FJCID	Camper Name	Zip Code	Camp Name	Parent Email	Session Dates	Session Length
201705175315	Staci Chicago Sib	60606	JCC Camp Chi	staci@jewishcamp.org	6/2/2017 - 6/30/2017	29 days
201708142508	Russ Klein	19124	Camp Avoda	staci@jewishcamp.org	6/1/2017 - 6/30/2017	30 days
201708165690	Dina Bleckman	19124	Camp Avoda	staci@jewishcamp.org	7/12/2017 - 7/29/2017	18 days

A confirmation screen will appear.



The screenshot shows a window titled "CONFIRM ENROLLMENT" with a close button (X) in the top right corner. The window contains the following information:

- Current Status: Eligible; Admin Approved
- # of Applications Selected: 2
- # of Camps to be Notified: 2
- Send Email Notifications
- CC Email to Admin

At the bottom right of the window, there are two buttons: a pink "SUBMIT" button and a blue "CANCEL" button.

Here, you can view the following details and perform certain actions:

- Current status of selected application(s)
- # of applications selected
- # of camps to be notified – lists the total number of camps which will be notified to confirm enrollment.
- **Send Email Notifications**– Ensure that this box is checked. This sends out an email to the camps. This box is checked off by default.
- **CC Email to Admin**– When checked, you will receive a copy of the email that camps are receiving. This box is checked off by default. (We highly recommend you have the e-mail sent to you so you can locate it in the future and resend to camps if needed).

Click "**SUBMIT**". This sends notification emails to the relevant camps. After the email is sent, the applications will no longer appear in the "Verify Enrollment-Notify Camps" page.

TIP: Save ALL the "notify camps" emails in a folder, in case you need to forward them over to a camp who can't find the original e-mail!

C.6. Verify Enrollment – Confirm Enrollment

After each camp submits their verifications you will receive an e-mail. All the applications will automatically be moved to the "**Verify Enrollment – Confirm Enrollment**" page. This page can be found in the drop-down under the "APPLICATIONS" tab.

*If your organization has a second year grant program, the applications on this screen are sorted into two categories: **1st TIME CAMPERS** and **2nd TIME CAMPERS**.*

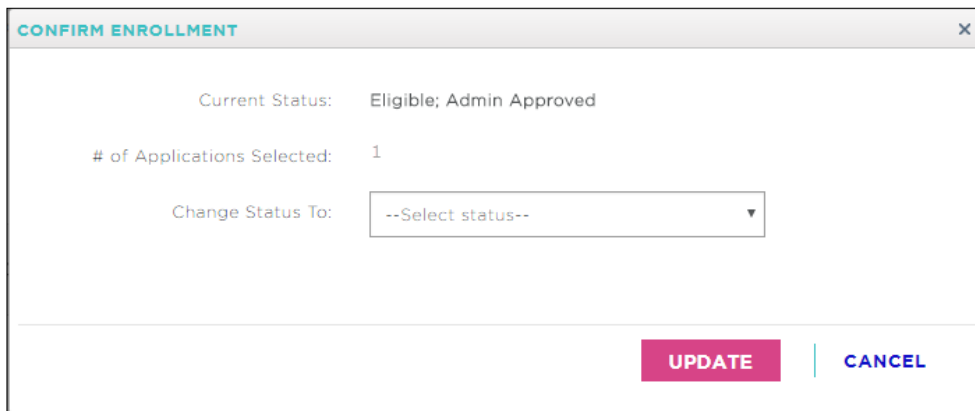
The screenshot shows a web interface for confirming enrollment. At the top, there is a header with 'CONFIRM ENROLLMENT' and an 'UPDATE STATUS' button. Below the header, a note states: 'Note: The applications of the campers listed below have been reviewed by their respective camps. Based on the camp's response, please update these campers to the appropriate status.' A filter dropdown is set to 'None selected'. The main section is titled '1ST TIME CAMPERS' and contains a table with the following data:

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 & Update
201707032809	Jill Smith	07078	Camp Avoda	jill@jewishcamp.org	6/1/2017 - 7/30/2017	60 days	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
201708104254	Staci Myer-Klein	10025	Camp Ramah in the Berkshires	s.myerklein@gmail.com	7/1/2017 - 7/30/2017	30 days	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

Please look closely at the camp's answers in the columns boxed in red below. Before you update the status of those confirmed, please remove those who are not eligible or have application adjustments.

If the camp indicated that the applicant is a first-time camper and is registered at camp for the dates listed on their application, select the application(s) by checking the corresponding boxes and click "**UPDATE STATUS**".

A confirmation screen appears.



The screenshot shows a modal window titled "CONFIRM ENROLLMENT" with a close button (X) in the top right corner. Inside the window, the following information is displayed:

- Current Status: Eligible; Admin Approved
- # of Applications Selected: 1
- Change Status To: A dropdown menu with the text "--Select status--" and a downward arrow.

At the bottom right of the window, there are two buttons: a pink "UPDATE" button and a blue "CANCEL" button.

From here you can:

- View the current status of selected applications
- View the number of applications selected
- Change status of applications to **"Enrollment Confirmed; Payment Pending"**.

Click **"UPDATE"** to complete the enrollment confirmation process. This will generate an email that will be sent to the campers' parents indicating the grant has been approved; and will update the camper's status in the OHC system to "Enrollment Confirmed; Payment Pending".

To confirm multiple applications simultaneously, first ensure that all ineligible applications have been removed. Then check off the box marked **"Select & Update"** in the right-most column, then press **"UPDATE STATUS"**.

If a camp has indicated that a camper is ineligible, please go to the "View All Applications" page. Find the application using the search tools and update the status of the application to "Ineligible by Staff."

If a camper's application must be edited as a result of a comment from the camp, please go to the "View All Applications" page. Find the application using the search tools and update the application as necessary. For more information on how to update the application, see [Section C: 4](#). After you complete these updates, return to the **"Verify Enrollment – Confirm Enrollment"** page to confirm the application.

Once an application is confirmed, it will no longer appear on the **"Verify Enrollment – Confirm Enrollment"** page, but still can be found on the "View All Applications" page.

C.7. Payment Processing

The payment process does not begin until the spring. An OHC administrator will notify you when payment processing begins.

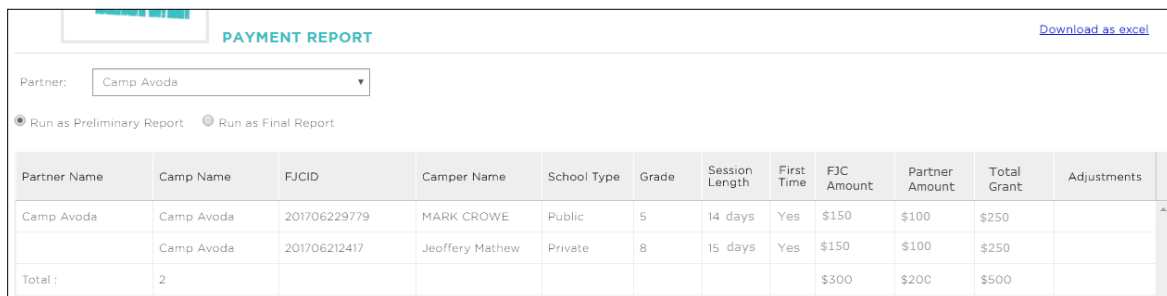
After camper enrollment is confirmed, the camper's grant can be processed for payment. If your organization is *not* self-funded (still receiving matching dollars from FJC), FJC will be processing the payments for your grants. If your organization is self-funded, you process the payments.

Partners Matched by FJC

If you are receiving matching funds from FJC starting in the spring time FJC will move any camper you have in the status of "Enrollment confirmed; Payment Pending" to "Payment in Process". A few weeks after the status change you will receive a check from FJC with a list of the campers by camp, along with the check with the matching funds. You will need to deposit this check and generate a check per camp to send along with the list of campers. FJC will run payment as needed throughout the summer.

Self-Funding Partners

Applications awaiting payment are on the "Payment Processing" page which can be found on the drop-down menu in the "APPLICATIONS" tab. This page displays the list of applications in the "**Enrollment Confirmed; Payment Pending**" status.



The screenshot shows a web interface titled "PAYMENT REPORT" with a "Download as excel" link. A dropdown menu for "Partner:" is set to "Camp Avoda". Below the dropdown are two radio buttons: "Run as Preliminary Report" (selected) and "Run as Final Report". A table displays the following data:

Partner Name	Camp Name	FJCID	Camper Name	School Type	Grade	Session Length	First Time	FJC Amount	Partner Amount	Total Grant	Adjustments
Camp Avoda	Camp Avoda	201706229779	MARK CROWE	Public	5	14 days	Yes	\$150	\$100	\$250	
	Camp Avoda	201706212417	Jeoffery Mathew	Private	8	15 days	Yes	\$150	\$100	\$250	
Total:	2							\$300	\$200	\$500	

This is a list of applications whose payments need to be processed. In the first round of payment processing, nothing should appear under the "Adjustments" column.

Please take the following steps to process payment:

- 1) By default, the screen will display the campers that are ready for payment. This is known as the "Preliminary Report". Click "**Download as Excel**" on the top right corner. This will download the "Preliminary Report".
- 2) Review the excel spread sheet to verify each campers' information. If all the data is correct, save the excel file for your records.
- 3) If any data is incorrect, go to "View All Applications". There, search for each application that contains errors and edit them as necessary. For more information on how to update the application, see [Section C: 4](#).

- 4) If all the data is correct, select “Run as Final Payment” which will cause the “**RUN PAYMENT**” button to appear at the top-right corner of the page.
- 5) Click the “RUN PAYMENT” button. When you do this an excel report will automatically download with the list of your campers for whom you have run payment. Each camp will be on a different tab of the excel file You can use this when sending money to the camps.

Partner Name	Camp Name	FJCID	Camper Name	School Type	Grade	Session Length	First Time	FJC Amount	Partner Amount	Total Grant	Adjustments
Camp Avoda	Camp Avoda	201706229779	MARK CROWE	Public	5	14 days	Yes	\$150	\$100	\$250	
	Camp Avoda	201706212417	Jeoffery Mathew	Private	8	15 days	Yes	\$150	\$100	\$250	
Total :	2							\$300	\$200	\$500	

A confirmation screen appears which will process applications’ payment.

From here you can:

- View the current status of selected applications
- View the number of applications selected
- Update application status as “**Payment in Process**” by checking off the option, “These applications should be moved to the status Payment in Process”.

- 6) Click “**UPDATE**” to move the applications to the “**Payment in Process**” status.

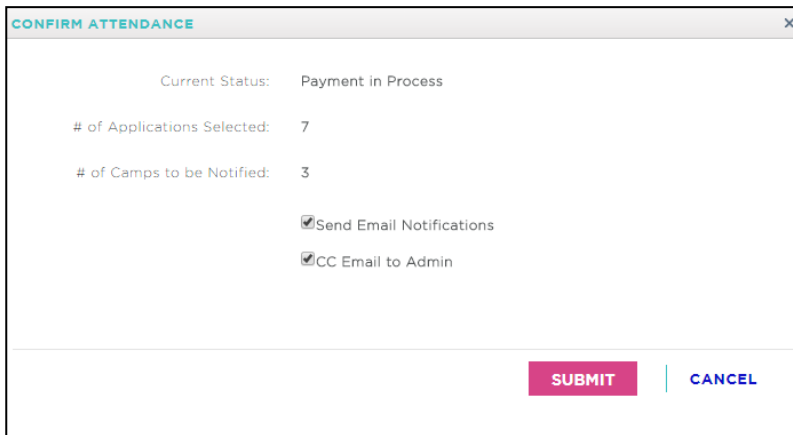
WARNING: Once you process payment, you will no longer be able to edit an application.

C.8. Verify Attendance – Notify Camps

In August, at the end of the camp season, you must verify that the campers attended camp and that they attended for the session length that they indicated in their application.

Once applications are changed to the status “**Payment in Process**”, they will automatically be moved to the “Verify Attendance – Notify Camps” page. This page can be found on the drop-down menu in the “APPLICATIONS” tab.

You must request that each camp verify their campers’ attendance at camp. To send out the request to camps, simply click “**NOTIFY CAMPS**”. A confirmation screen will appear.



The screenshot shows a confirmation window titled "CONFIRM ATTENDANCE" with a close button (X) in the top right corner. The window contains the following information:

- Current Status: Payment in Process
- # of Applications Selected: 7
- # of Camps to be Notified: 3
- Send Email Notifications
- CC Email to Admin

At the bottom right of the window, there are two buttons: a pink "SUBMIT" button and a blue "CANCEL" button.

Here, you can view the following details and perform certain actions:

- Current status of selected application(s).
- # of applications selected.
- # of camps to be notified – lists the total number of camps which will be notified for confirming attendance.
- **Send Email Notifications** – Ensure that this box is checked. This sends out an email to the camps. This box is checked off by default.
- **CC Email to Admin** –When checked, you will receive a copy of the email that camps are receiving. This box is checked off by default. (We highly recommend you have the e-mail sent to you so you can locate it in the future and resend to camps if needed).

Click “**SUBMIT**”. This sends notification emails to the relevant camps. After the email is sent, the applications will no longer appear in the “Verify Attendance – Notify Camps” page.

TIP: Save ALL the “notify camps” emails in a folder, in case you need to forward them over to a camp who can’t find the original e-mail!

C.9. Verify Attendance – Confirm Attendance

After camps submit their verifications you will receive an email. The applications will automatically be moved to the "**Verify Attendance – Confirm Attendance**" page. This page can be found in the drop-down under the "APPLICATIONS" page.

If your organization has a second year grant program, the applications on this screen are sorted into two categories: **1st TIME CAMPERS** and **2nd TIME CAMPERS**.

CONFIRM ATTENDANCE									
UPDATE STATUS									
Filter by Partner:		Jewish Federation of Greater Pt	Filter by Camp:		None selected				
Camper Name	Camp Name	Parent Email	Old Session Date	New Session Date	Camper Attended Camp	Old Grant Amount	New Grant Amount	Approve additional grant?	Select & Update
Avi Cohen	Camp Alonim	sghosh@medullus.com	06/02/2017-07/30/2017	06/02/2017-08/05/2017	<input checked="" type="checkbox"/>	1000.00	1250.00	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>
Jill Goldstein	Camp Ramah in the Berkshires	sghosh@medullus.com	06/02/2017-07/30/2017	No Change	<input checked="" type="checkbox"/>	1000.00	No Change	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>

Based on camper attendance confirmation sent by camps, camper details are listed as follows:

- If a camper attended the session for the exact number of days for which they were actually enrolled, the "New Session Date" column will say "No Change". "**Camper Attended Camp**" should have been checked off by the camp.
- If camper did not attend camp at all, the "New Session Date" column will say "No Change", but "**Camper Attended Camp**" should not be checked off by the camp.
- If the camper attended camp for fewer days than in the initial application, their "New Session Date" will be highlighted in red. "**Camper Attended Camp**" should be checked off.
- If the camper attended camp for more days than in the initial application, their "New Session Date" will be highlighted in red. Also, "**Camper Attended Camp**" should be checked off.

If a camper attends camp for more days than in the initial application, their grant amount may change. It may be higher than the amount that was originally allocated (if changed from 12-18 day session to 19+ day session). However, if a partner runs out of funds and an FJC admin had marked the partner as "Sold out" or "OHC Waitlist", then the additional grant amount requires an approval. You should indicate this in the "Approve additional grant?" column (2nd from the right).

To update camper attendance, select application(s) by checking the corresponding boxes, and the “approve additional grant” option and press “**UPDATE STATUS**”.

Camper Name	Camp Name	Parent Email	Old Session Date	New Session Date	Camper Attended Camp	Old Grant Amount	New Grant Amount	Approve additional grant ?	Select & Update
Avi Cohen	Camp Alonim	sghosh@medullus.com	06/02/2017-07/30/2017	06/02/2017-08/05/2017	<input checked="" type="checkbox"/>	1000.00	1250.00	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/>
Jill Goldstein	Camp Ramah in the Berkshires	sghosh@medullus.com	06/02/2017-07/30/2017	No Change	<input checked="" type="checkbox"/>	1000.00	No Change	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>

A confirmation screen will appear, displaying the current status of selected applications and number of applications to be updated:

CHANGE STATUS ✕

Current Status: Payment In Process

of Applications Selected: 3

Status Updates:

- 2 camper attended camp
- 0 session changed
- 1 camper decline to go to camp

|

Click “**UPDATE**”.

Once updated, the applications will no longer appear on the “**Verify Attendance – Confirm Attendance**” page, but still can be found on the “View All Applications” page where they will be placed in one of the following three statuses:

- “**Camper Attended Camp**” if the camper has attended the session for the exact number of days indicated in their application.
- “**Cancelled Application; Payment Cancellation in Progress**” if the camper did not attend camp at all.
- “**Camper Attended; Session Change in Progress**” if the camper’s session length was changed.

If a camper did not attend camp for the session dates that they originally indicated on their application, their grant may need to be adjusted.

- If a camper did not attend camp at all, their grant must be canceled completely. When you update the camper on the “Verify Attendance – Confirm Attendance” page, the application will automatically be canceled. When a camp indicates on their form that the camper did not attend camp (meaning they did not check-off the camper attended camp box), you will still to need check the box in the right-most

column and then press update for the application status to change to “cancelled”. Once the last payment report is run, this change will be reflected on their record.

- If a camper attended camp for a different length of time than they indicated on their application, their grant value may need to be changed. Their grant may be increased or decreased, depending on your program’s rules. If a you have do not have funds left, do not approve the additional grant amount for campers with changed session dates, then applications of these campers will not be processed any further. If you do have funds left to extend the grant you can approve it by checking yes under “Approve Additional Grant”.

A new payment report has to be processed for any cancelations or session changes that result in a grant amount change to be updated. This will be run either by a FJC administrator or by you, if your organization is a self-funded partner.

If your organization is self-funding, click on “**Payment Processing**” under “**Applications**”. This will display a list of camper applications whose grant amounts need to be adjusted.

Partner Name	Camp Name	FJCID	Camper Name	School Type	Grade	Session Length	First Time	FJC Amount	Partner Amount	Total Grant	Adjustments
Camp JRF	Camp JRF	201706227163	SIMON JOHNSON	Private	6	20 days	yes	\$0	\$0	\$0	Session cancelled
Camp Avoda	Camp Avoda	201706229779	MARK CROWE	Public	5	14 days	yes	\$-150	\$-100	\$-250	Old session
	Camp Avoda	201706229779	MARK CROWE	Public	5	21 days	yes	\$300	\$250	\$550	New session
	Camp Avoda	201706223977	MARCUS JACOBSON	JDS	4	14 days	yes	\$-150	\$-100	\$-250	Old session
	Camp Avoda	201706223977	MARCUS JACOBSON	JDS	4	5 days	yes	\$0	\$0	\$0	New session
Total :	5							\$0	\$50	\$50	

Run the payment for these applications, as before. A confirmation screen appears which will process applications’ payment:

CHANGE STATUS ✕

Current Status: Enrollment Confirmed; Payment Pending

of Applications Selected: 2

These applications should be moved to the status payment in process.

UPDATE | CANCEL

Simply check off, “These applications should be moved to the status “Payment in Process”, and click “**UPDATE**”.

Once updated, the applications will no longer appear on the "**Verify Attendance – Confirm Attendance**" page, but still can be found on the “View All Applications” page. In the case of

a change in session length, the application's status will be updated to **"Camper Attended Camp; Session Change Applied"**. In case of a session cancellation, the status will be **"Cancelled Application; Credit Applied"**.

D. Waitlist

If your program only has a few grants left or does not have any grants left, please notify the OHC Admin ASAP. We will close your program and put campers on a waitlist.

When you are closed all incoming eligible applications will automatically be marked as “Eligible; Waitlist” and will be added to your OHC waitlist. The messaging to the parents will be different depending on if you tell us to do a hard or soft close. Please see sample text below.

If you are able to take a camper off of your waitlist the eligible application can be moved through the grant approval process like any other application, moving from “Eligible; Waitlist” to “Eligible; Admin Approved”.

If your organization, runs out of funding, keep the application in “Eligible; Waitlist”, in case of a future cancelation and for your future records.

Please note: if an applicant lives in an area with a community partner that is currently in a “Soft Close” stage, but the camp they are attending offers an OHC grant, the application will automatically be routed to the camp’s OHC program.

To activate Waitlist, please contact an OHC admin.

D.1 Soft Close

Sample for a soft close is below. In this scenario we want to let the parent know there is a chance a grant may become available.

Currently there is a waitlist for (your program name)’ s One Happy Camper program.

This program is sponsored by the (your program name) and the Foundation for Jewish Camp.

(admin name) from the (your program name), will contact you if more grants become available.

If you have any questions about One Happy Camper, please contact:

(admin name)

(your program name)

(admin e-mail)

D.2 Hard Close

Sample for a soft close is below. In this scenario we want to let the parent know there is a chance a grant may become available.

Unfortunately, there are no grants left available in (your program name)' s One Happy Camper program.

If you have any questions about One Happy Camper, please contact:

(admin name)

(your program name)

(admin e-mail)

E. Reports

This section groups together all the reports that you can view from the OHC application. All are accessible from the “**REPORTS**” drop-down menu.

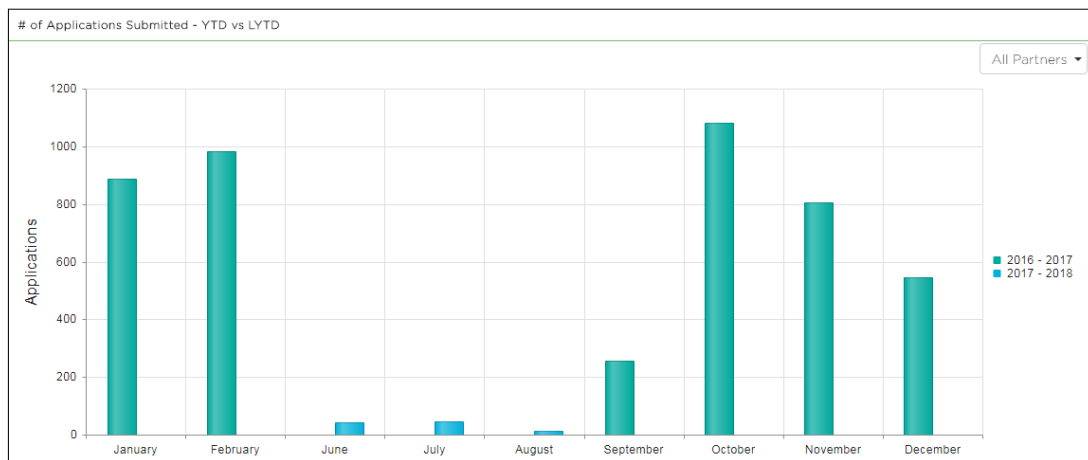
NAME OF REPORT	INFORMATION LISTED
Camper Contact Info	Displays campers contact info and other personal details.
Camper Detail Report	Displays basic camper information, their eligibility information, application status, grant value, camp, and contact information.
Camper Status by Camp	Displays the number of campers enrolled in each camp.
School Type Report	Displays the number of campers your organization has from each type of school (Private, Public, Home, and Jewish Day School).
Session Length by Camp	Displays the number of campers attending camp for 12-18 days or 19+ days.
Camper Detail Report by Synagogue	Displays the number of campers that attend various synagogues in a federation's area. (This report is only for communities that have provided FJC with a list of local synagogues.)

Appendix A: Dashboard

OF APPLICATIONS SUBMITTED – YTD VS LYTD:

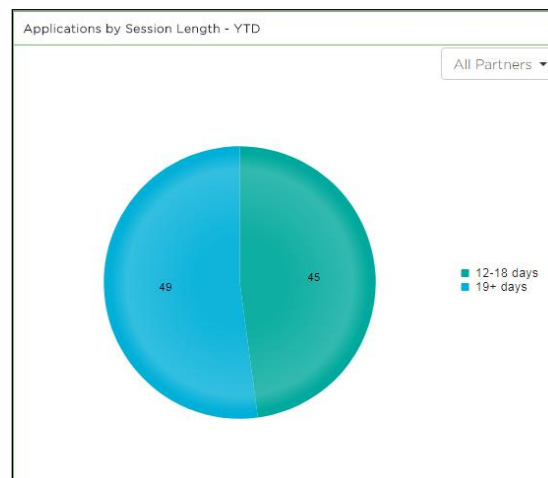
This graph displays the number of camper applications received during each month of this year, as well as last year. This chart should help you track your progress compared to your numbers from the previous year.

The chart displays the number of campers in the following six statuses: “Eligible”, “Eligible; Admin Approved”, “Enrollment Confirmed; Payment pending”, “Payment in Process” and “Camper Attended Camp”



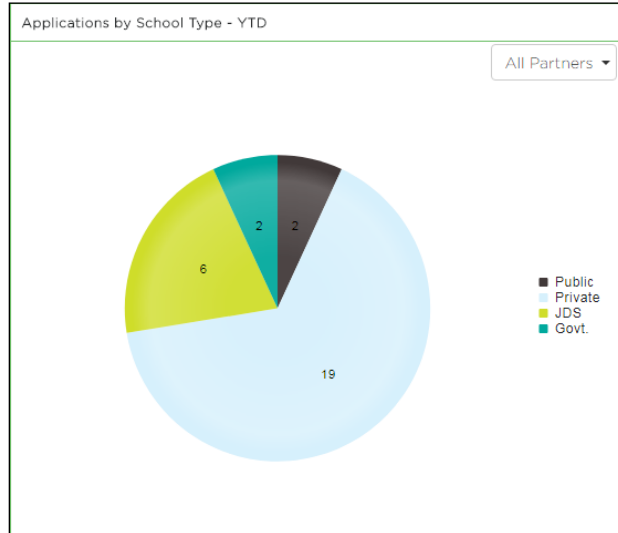
APPLICATIONS BY SESSION LENGTH – YTD:

The chart displays the number of campers attending camp sessions for 12-18 days or 19+ days. When computing the number of campers in each category, the system takes into consideration all applications, irrespective of their statuses.



APPLICATIONS BY SCHOOL TYPE – YTD:

The chart displays the number of campers that attend various types of schools. When computing the number of campers in each slot, the system takes into consideration all applications, irrespective of their statuses.



F. Appendix B: Statuses

The list below helps you get a clear understanding of what each status means and your course of action with respect to them:

Status	Description
Cancelled	Denotes that camper application has been canceled by the partner administrator
Eligible; OHC Waitlist	<ul style="list-style-type: none"> The OHC system classified an applicant as "Eligible", but the partner currently lacks the funds to provide a grant. Application status can be changed as soon as more grant money is available.
Ineligible	<ul style="list-style-type: none"> The OHC system will classify an applicant as "Ineligible" if they do not meet any program's required criteria. As a partner administrator, if you have "Second Approver" rights given to you by the FJC admin, you can change the application status to 'Second Approval'. These applications are then viewed by the FJC administrator and ONLY the FJC administrator can change its status to 'Eligible; Admin Approved' status, if the need be.
Under Review	<ul style="list-style-type: none"> Denotes a camper with special circumstances. You can use this for campers you do not want to mark as ineligible but are not ready to move to the next stage. Please be sure to include a note when updating the status. Based on your review of the application, update the camper's status to either "Eligible; Admin Approved", "Ineligible by Staff", or "Cancelled".
Ineligible by Staff	If an application has erroneously classified an applicant as "Eligible", you should mark this camper as ineligible.
Camper Attended Camp; Session Change in Process	<ul style="list-style-type: none"> The camper attended camp for a different length of time than they had indicated on their application, affecting their grant. If you're a self-funding partner, complete a payment report for the changed applications from the "Payment Processing" page. If you're not a self-funding partner, no action is needed on your end for this stage of the process.
Camper Attended Camp; Session Change Applied	<ul style="list-style-type: none"> The camper attended camp for a different length of time than they had indicated on their application and their grant has been altered to reflect that change. No action is needed on your end for this stage of the process.
Cancelled Application; Payment Cancellation in Process	<ul style="list-style-type: none"> The camper did not attend camp. Their grant must be canceled. If you're a self-funding partner complete a payment report for canceled applications from the "Payment Processing" page. If you're not a self-funding partner – no action is needed on your end for this stage of the process.
Canceled Application; Credit Applied	Denotes that the final payment reports for the canceled camper applications have been run.

