



\*Record Meeting\*

Hi everyone and welcome to the OHC registration system training.

FJC OHC team:

Sarah Schneider, Program Operations Assistant

Marisa Braunstein, Program Manager

Rebecca Kahn, Senior Director, Grant Making & Field Expansion

# OHC ADMIN TRAINING

## **The Camp Partner Admin Experience:**

- Read and understand the Dashboard
- Process new applications
- Running reports

## **The Parent Experience:**

- Application outline
- Automatic emails

## **The Camp Experience – for community and PJ grants:**

- How to confirm campers' enrollment and attendance for community and PJ Library partner grants

## **Reminders, Key Links, Contact Information**



Today we are going to talk about administering your One Happy Camper program in our online registration system, focusing mainly on your responsibilities between now and April when payments start going out to camps from community partners. In the spring, we will run a training on payment processes, confirming attendance, and closing out the summer.

As a camp partner, you have two roles to fulfill: 1. administering your own program and 2. confirming enrollment/attendance and communicating with other grant partners

We will send out these slides after the call, along with useful links and step-by-step guides for all admin processes in the OHC registration system (OHCRS). There is going to be a lot of information in this call, it's totally okay if you don't absorb everything – we have lots of resources and we are here to help throughout the year.

If you run into any trouble logging in, let us know and we can help.

We strive to be as transparent and accessible as possible. If rules aren't working correctly or you notice a typo, let us know and we will resolve it as soon as possible.

I will pause periodically throughout this training to answer questions. You can put questions in the chat anytime and I will pause every few slides to read and answer them.

# OHC BASICS

- Applications are administered in the OHC Registration System (OHCRS)
- Need-blind grant – not a scholarship
- Identifies as Jewish and attending an FJC network Jewish overnight camp
- Campers are routed to a partner's grant program by zip/postal code
- Three types of granting partners:
  - Communities (local federations and foundations, FJC's Small Communities Incentive)
  - PJ Library (families must be PJ subscribers)
  - Camps (about one third of our network camps self-fund OHC)



Please note: PJ Library is sending their codes out within the next few weeks. If you have families who are PJ subscribers, they should apply for OHC once they receive their code.

If campers are ineligible or waitlisted for a community partner's grant AND for PJ Library, only then are they routed to your camp's self-funded program.

# OHC ELIGIBILITY OVERVIEW

- First-time campers (a few partners do returning grants)
- Attending camp for 12+ consecutive days
  - If a camper previously attended for 11 days or fewer, they are still eligible
- Typical grant amounts (varies between partners)
  - 12-18 days = \$700+
  - 19+ days = \$1000+
- For many programs, Jewish Day School students are not eligible

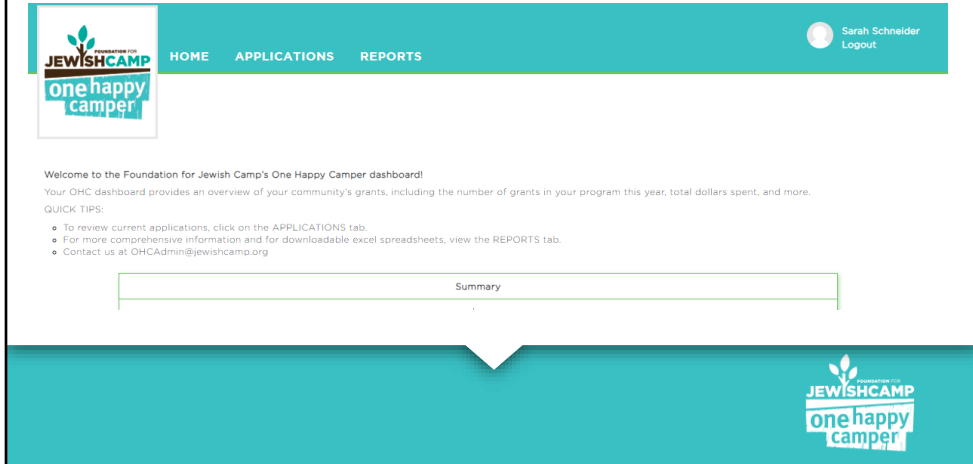


These are the basics, but as OHC has grown so has the variety of OHC program offerings.

Any questions?

# WHAT YOU SEE WHEN YOU LOGIN

- The Dashboard
- All applications (through your program)
- Reports (downloadable)



This is a screenshot of the top of the OHCRS homepage which you'll see when you log in. Scroll down in the home page and you will see the dashboard, which is an at-a-glance view of your progress.

In this training, we're going to review all three of these tabs.

# THE DASHBOARD

Highlights the main features of your OHC program:

- # of grants (YTD)
- Dollars that have been committed based on applications in the system (YTD)
- Goals for the current season (# of grants & dollars budgeted)
- Easy to read charts to track progress
- Quick glance at your applications' details (school type, session length, and returning year pie charts)



When a new application comes in, the dashboard will update automatically. The goals shown are those you shared with us – if your budget changes at all during the year, please let us know so we can adjust accordingly.

Next we're going to look at some screenshots of what each of these dashboard items look like.

Summary					
<b>393</b>	<b>2</b>	<b>1%</b>	<b>\$300,000</b>	<b>\$1,700</b>	<b>1%</b>
Goal # of Grants	# of Grants (YTD)	Goal Achieved	Goal (Budget)	Total Spending (YTD)	Goal Achieved

1st Time Campers					
<b>393</b>	<b>2</b>	<b>1%</b>	<b>\$300,000</b>	<b>\$1,700</b>	<b>1%</b>
Goal # of Grants	# of Grants (YTD)	Goal Achieved	Goal (Budget)	Total Spending (YTD)	Goal Achieved

Returning Campers					
<b>0</b>	<b>0</b>	<b>0%</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
Goal # of Grants	# of Grants (YTD)	Goal Achieved	Goal (Budget)	Total Spending (YTD)	Goal Achieved

This is a screenshot of the top of the dashboard page. It includes your goals and progress YTD.

If you don't offer returning grants, you can ignore that section (it will have only zeroes listed).

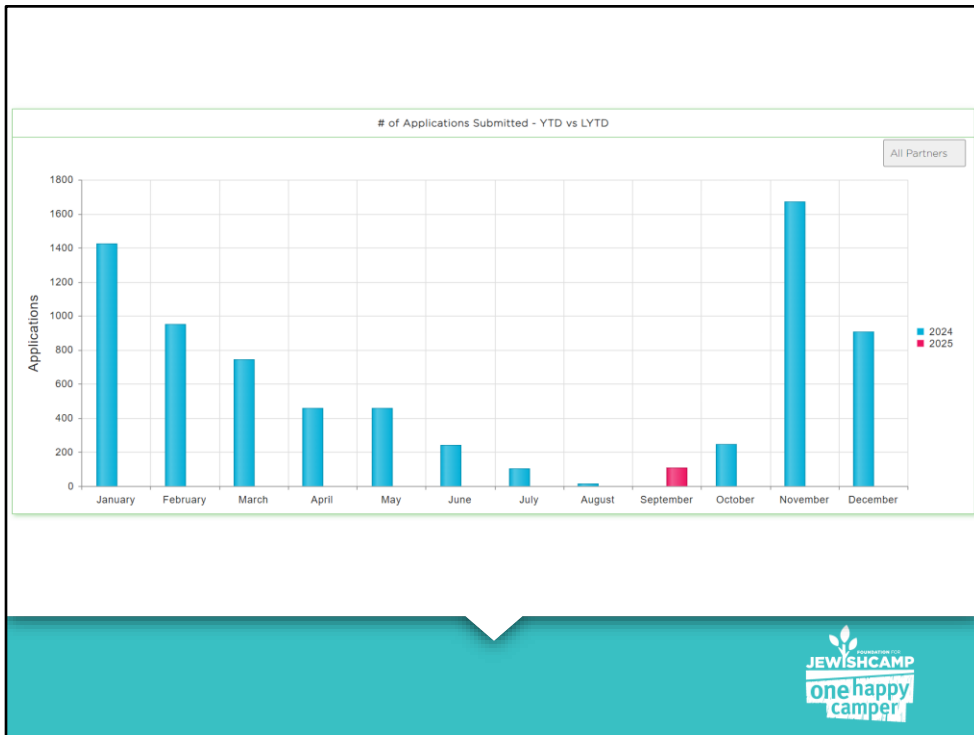


In the chart on the left, you can see the number of applications in each of the 5 major statuses which we will review later in this training.

In the chart on the right, you can see your spending YTD compared to last year.







This next screenshot is how you can track progress month-to-month. Notice that the blue bars indicate applications for summer 2024 and red bars are for summer 2025. We just see the one red bar right now since we only just opened. It can show you when you tend to get the most applications so it can help you plan marketing.



Last on the dashboard are these three pie charts to get a sense of what types of campers are applying for your grant program.

The top left are by school type.

The top right are by the session length – short vs. long session.

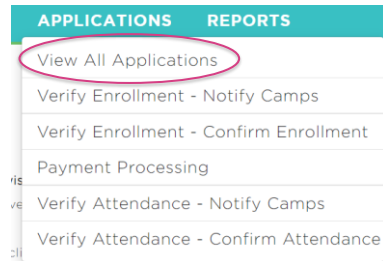
The bottom is by 1<sup>st</sup> time vs returning. This will be 100% 1<sup>st</sup> time campers if you do not offer a returning grant.

Any questions?

# APPLICATIONS

## “View All Applications” Page:

- Review and search through all the campers associated with your program
- Edit and view an individual camper’s application



Next we’re going to review the View All Applications page. See the screenshot for how to navigate there.

On the page, you can see all applications routed to your program, including those that are eligible, ineligible, and incomplete.

camper VIEW ALL APPLICATIONS CHANGE STATUS

Summer of: 2021 Partner: -- All Partners --

FJCID	Camper Name	Zip Code	Partner Name	Camp Name	Status	Parent Email	Submission Date	Modified Date	Action	Select
202009255833	Leah Finkelman	02446	Combined Jewish Philanthropies of Greater Boston	Be'chol Leshon	Eligible	leahfinkelman@gmail.com	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>
202009259117	Hannah Richman	43023		BBYO Chapter Leadership Training Conference (CLTC)	Ineligible	leahfinkelman@gmail.com	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>
202009254618	Devon Barker	02446	Combined Jewish Philanthropies of Greater Boston	URJ 6 Points Sci-Tech Academy East	Ineligible	leahfinkelman@gmail.com	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>
202009251612	Rookie Test 1 Rookie Test 1	10025	Perliman Camp	Perliman Camp	Eligible	ariel@perlimancamp.org	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>
202009254215	Jamie platt	49093	Habonim Dror Camp Tavor	Habonim Dror Camp Tavor	Ineligible	Randy@camptav.org	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>
202009257738	Ann Platt	48104	Habonim Dror Camp Tavor	Habonim Dror Camp Tavor	Eligible	Randy@camptav.org	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>
202009252965	Abe Platt	60091	JUF CHICAGO	Habonim Dror Camp Tavor	Eligible	Randy@camptav.org	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>
202009258150	Comet Hyman	01760	Combined Jewish Philanthropies of Greater Boston	Genesis at Brandeis University	Eligible	laurahyman@brandeis.edu	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>
202009254688	Jason Davis	13214	Jewish Federation of CNY	Camp Ramah in New England	Eligible	Bdavis@jewishfederationcny.org	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>

25 items per page 1 - 9 of 9 items

JEWISHCAMP one happy camper

All your campers will appear here, even ineligible ones. Eligible apps are in grey. They are automatically sorted by most recently modified.

You can search through all of them by using their FJCID, name, zip code, camp, status, parent email, or date.

To see the Camper Summary page which we will review shortly, click on their FJCID.

To view all the answers in their application, click view.

To make changes to an application, click edit. You will need to click through and resubmit the entire application for the edit to take effect.

To update their status, select the checkbox to the right of their application and click the pink "Change Status" box.

# STATUS TYPES

## The 5 main statuses:

- Eligible
- Eligible; Admin Approved
- Enrollment Confirmed; Payment Pending
- Payment in Process
- Camper Attended Camp

## Other statuses:

- Incomplete
- Ineligible / Ineligible by Staff
- Cancelled
- Eligible; OHC Waitlist
- Under Review
- Second Approval



Over the course of the year, applications are moved “through” the 5 main statuses:

**Eligible:** the system has preliminarily deemed the app as eligible

**EAA:** you as the admin have reviewed the app and deemed it eligible – camp partner apps skip this step

**ECPP:** the camp (you) have confirmed enrollment

As applications come in throughout the year, your job is to move them through to status ECPP. We’ll review how to do that later in this training.

**PIP:** In the spring, you start moving them to status PIP and distribute funds to the camps. We will run a training on this in the spring, so don’t worry about it now.

**CAC:** In August/Sept, you confirm their attendance and reconcile funds with the camps. This will be trained in the spring.

There are other statuses you may see, but most applications are only moving through the 5 main statuses. I’m going to review them now so you’re clear, but they’re not our main focus today.

**Incomplete:** parent started but never submitted the app

**Ineligible:** the system deemed the app ineligible

**Ineligible by staff:** the system originally deemed the app eligible, but you as an admin

determined the app is not eligible

Cancelled: the camper cancelled their enrollment or the app is a duplicate

Waitlist: apps that come in after you meet your budget are put on a waitlist. If there are cancellations or more funds become available, you can move them off the waitlist and through the normal process.

Under Review: a way to put an app on hold if eligibility is unclear

Second Approval: a way to put an app on hold if an exception needs to be made – very uncommon and please include FJC staff if you need to use this

If a camper's application is in status ineligible or cancelled, the application cannot be edited and the family should start a new application. Applications in Eligible, EAA, and ECPP can be edited.

Important note: not all status updates happen via the "Change Status" button – some have other processes. We'll review what those are later in the training.

You don't have to remember all of these definitions now, we have definitions listed in our admin resources.

## CAMPER SUMMARY PAGE

Basic outline of the camper's application details that impact their eligibility

- Use this screen for a quick overview of an applicant's eligibility



When you click on a camper's FICID, you get to their camper summary page.

**CAMPER SUMMARY - 202409303223**

CAMPER'S DETAILS		PARENT'S DETAILS	
Name	Sample Camper	Name	Sample Parent1
Grade	6	Email	sampleparent1@gmail.com
Postal Code	94002	Phone	(123) 456-7890
Date of Birth	01/01/2012		

APPLICATION DETAILS			
Program	San Francisco-based Jewish Community Federation and Endowment Fund		
Identity as Jewish	Yes	Grant Year	1st
# of Days	24	Amount of Grant	\$1000.00
Session Date Range	07/01/2025-07/24/2025		
Previous Camp Experience			
School Type	Public School		
School Name	Sample School Name		
Camp Name	URJ Camp Newman		
Changed Status To	Eligible		
Reason			

Status	Remarks	Modified On	Modified By
Eligible	Application is ready to be reviewed by program administrator.	09/30/2024	sampleparent1@gmail.com

When a new application comes in, you'll want to review the camper summary page to approve their grant.

Things to look out for: session dates, number of days attending camp, grant amount, grant year, school type, and school name. Note that number of days is automatically calculated based on the dates the parent entered.

Important note: grant year should indicate the year the camper is attending 12+ days. If they previously attended 11 days or fewer, they are still considered a first-time camper for OHC purposes.

On the bottom you can also see the history of status updates made to the application and any notes you may have left for yourself.

.



# Updating Campers

camper

VIEW ALL APPLICATIONS

Summer of: 2021 Partner: -- All Partners --

9/25/2020 x

FJCID	Camper Name	Zip Code	Partner Name	Camp Name	Status	Parent Email	Submission Date	Modified Date	Action	Select
202009255831	Leah Finkelstein	02446	Combined Jewish Philanthropies of Greater Boston	Berchol Leshon	Eligible	leahfinkelstein@gmail.com	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>
202009259117	Hannah Richman	43023		BBYO Chapter Leadership Training Conference (CLTC)	Ineligible	leahfinkelstein@gmail.com	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>
202009254618	Devon Barker	02446	Combined Jewish Philanthropies of Greater Boston	JRJ & Patisa Sci-Tech Academy East	Ineligible	leahfinkelstein@gmail.com	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>
202009251612	Rookie Test 1 Rookie Test 1	10025	Perliman Camp	Perliman Camp	Eligible	aniel@perlimancamp.org	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>
202009254215	Jamie platt	49093	Habonim Dror Camp Tavor	Habonim Dror Camp Tavor	Ineligible	Randy@camptavor.org	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>
202009257738	Ann Platt	48104	Habonim Dror Camp Tavor	Habonim Dror Camp Tavor	Eligible	Randy@camptavor.org	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>
202009252965	Abe Platt	60091	JUF CHICAGO	Habonim Dror Camp Tavor	Eligible	Randy@camptavor.org	09/25/2020	09/25/2020	Edit View	<input type="checkbox"/>

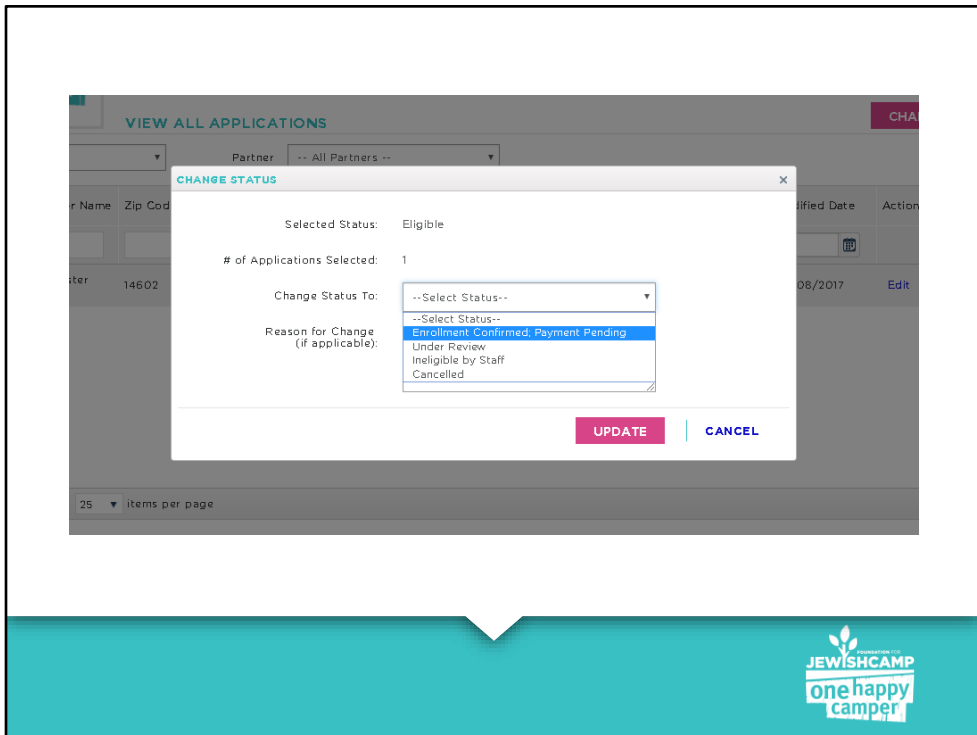
Combined

JEWISHCAMP one happy camper

Once you've reviewed the camper summary page for new applications, you can move them into the next status.

Click the checkbox for campers you want to update and select "Change Status."

Note you can only move a batch of campers into one status at a time.

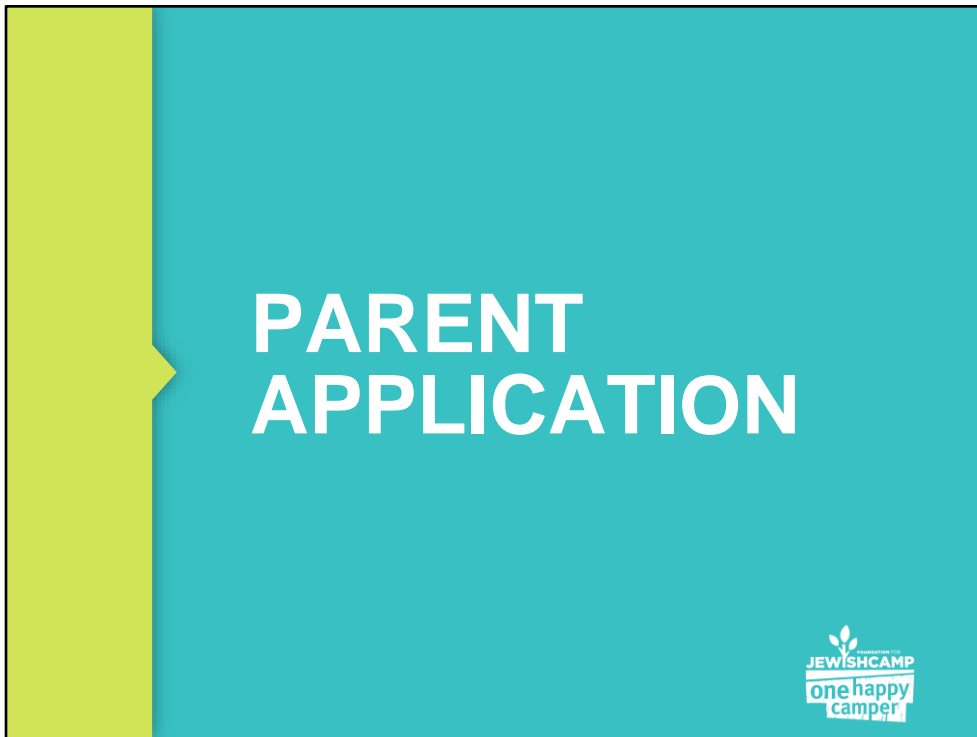


When you click on “Change Status,” this box will appear.

These are the different statuses you can update this way. As mentioned, other status updates happen via alternative processes which we will get to later in the training.

If you reviewed the camper summary page and the application looks good, move the camper to ECPP.

Any questions?



Now we're going to review what the application process is like from the parents' point of view.

# PARENT APPLICATION

The application is 4 pages long:

- All general eligibility questions are asked on page 1
- Any program-specific question are asked on page 2 (i.e. sibling policy, returning year questions)
- If the camper is not eligible for a grant through your community, but are eligible for PJ Library or their camp's program, the system moves them along seamlessly
- If a camper is ineligible, they will only complete through page 2
- All demographic, contact, and marketing questions are on pages 3-4



# PARENT LOGIN SCREEN



### Returning User

Email Address :

Password :

[Forgot Password?](#)  
[Click here to reset](#)

**LOGIN**

### New to One Happy Camper?

Create an Account:

Email :

Confirm Email :

Password :

Confirm Password :

**REGISTER**



This is the login screen the parents see.

# PARENT WELCOME PAGE

**WELCOME TO THE ONE HAPPY CAMPER® PROGRAM** [Change Password](#) | [Log Out](#)

**APPLICATION STATUS** [APPLY HERE](#)

Welcome to the Foundation for Jewish Camp's One Happy Camper application!  
To start a new application, please click on the pink "Apply Here" button.

Your application will be saved automatically when you complete each page and click the "Next" button. If you would like to exit the application, click "Save & Continue Later" before closing the application.

To complete an application you've already started, search for it below and select "Click here to Complete Application".

To track the progress of a submitted application, click "Track it Here".

If you are applying for grants for more than one child, you must submit separate applications for each child. Please use the same login email and password for all applications in your family.

FJCID	Camper's Name	Current Status	Sponsoring Partner	Partner's Contact Information
202405155373	test test	Incomplete	FJC Admin	FJC Admin Ph: 1-888-888-4819 Email: OneHappyCamper@JewishCamp.org
202406175610	E 1st test E 1st test	Online Partner	Jewish Exploration of	Piana Stamm <a href="#">View Application</a>

This is what the parent sees when they log in. They can view all of their applications and their statuses, as well as your contact info if they need to reach you with questions.

## CONFIRMATION EMAILS

For eligible applications ONLY:

1. Confirmation email – after they submit a completed application
2. Grant approved email – after application is updated to status of “Enrollment Confirmed; Payment Pending”

*Note: If you mark an application as “Ineligible by Staff,” you should follow up with the family directly letting them know. This is a great opportunity for relationship-building.*



Parent or guardian receives the following two emails.

1. Automatic email when they apply saying we received their application and that we will review and confirm enrollment since they may be eligible
2. Automatic email triggered by you updating their status to ECPP to let them know that they've been approved for the grant

Note that ineligible applicants will not receive any emails. They only get a notice on their screen after submitting the application indicating that they are ineligible and directing them to review eligibility requirements and/or other grant opportunities.

We suggest all families apply even if they think they may be ineligible – you never know and the app is quick and doesn't ask for any financial info (except for some income-based returning grant programs).

Any questions?

# REPORTS





# REPORTS

The screenshot shows a dashboard with a teal header containing 'HOME', 'APPLICATIONS', and 'REPORTS'. The 'REPORTS' menu is expanded, listing several report options. Below the menu, a table is partially visible with the following columns: Program Name, First Name, Last Name, Type, and Grant Amount. The logo for 'JEWISHCAMP one happy camper' is located in the bottom right corner of the dashboard area.

Here is where you can download any information from the applications into an Excel spreadsheet. We encourage you to explore these reports on your own. If you are not seeing all of these available in your dashboard, please let us know and we will update your permissions.

[Download as excel](#)

FJCID	Status	Program Name	First Name	Last Name	Created Date	Camp Name	School Type	Grant Amount
20170803662	Eligible; Admin Approved	Jewish Federation of Greater Atlanta	Staci	Hyer-Klein	8/3/2017	Camp Avoda	Private (Secular) School	\$1000
20170802483	Ineligible	Jewish Federation of Nashville and Middle Tennessee			8/2/2017	Camp Tel Yehudah	Jewish Day School	\$0
20170802427	Eligible; Admin Approved	Jewish Federation of San Antonio	test	county name	8/2/2017	Aryeh Adventures	Jewish Day School	\$700
201708019646	Eligible	Jewish Federation of Greater MetroWest NJ	Test	test	8/1/2017	Camp Avoda	Private (Secular) School	\$1000
201708018178	Eligible	Jewish Federation of Greater MetroWest NJ	Staci	Hyer-Klein	8/1/2017	Camp Avoda	Public School	\$1000
201708014093	Eligible	Jewish Federation of San Antonio	fdf	fdfd	8/1/2017	Aryeh Adventures	Public School	\$700
201708014179	Eligible	Jewish Federation of San Antonio	dstd	dstd	8/1/2017	Aryeh Adventures	Public School	\$700

Here's an example of what it looks like to pull a report. There are some filter options on the right you can use. Please be patient with reports, as the page can sometimes take a little while to load and a report can be slow to download.

Any questions?

# CONFIRMING CAMPERS FROM COMMUNITY PROGRAMS



# CONFIRMING ENROLLMENT

## OHC – Confirm Eligibility & Enrollment

One Happy Camper  
Sent: Thu 9/7/2017 4:18 PM  
To: Staci Myer-Klein  
Cc: admin@gmail.com

We have received the following One Happy Camper grant application(s) for Summer 2018 campers. These applications are eligible based on OHC partner's criteria, and will be approved pending eligibility and registration confirmation from your camp.

Please click [here](#) to confirm these registrations within the next three business days:

When you review the applications, please review and confirm the following for each camper:

- Meets the partners criteria for being a first time camper *see rules here*
- Dates indicated in the session dates match the dates in your registration system.
- The child has never received any sort of One Happy Camp grant before. (Please review their records)

Please update your internal systems (i.e. CampMinder, Bunk1) to indicate that each approved camper is receiving a grant. We recommend identifying the name of the partner and the value of the grant (For Example OHC-LA).

**IMPORTANT:** If there are any changes to any of the approved camper's plans, either before or during the summer, please let the OHC partner know immediately so that they can make any adjustments as appropriate.

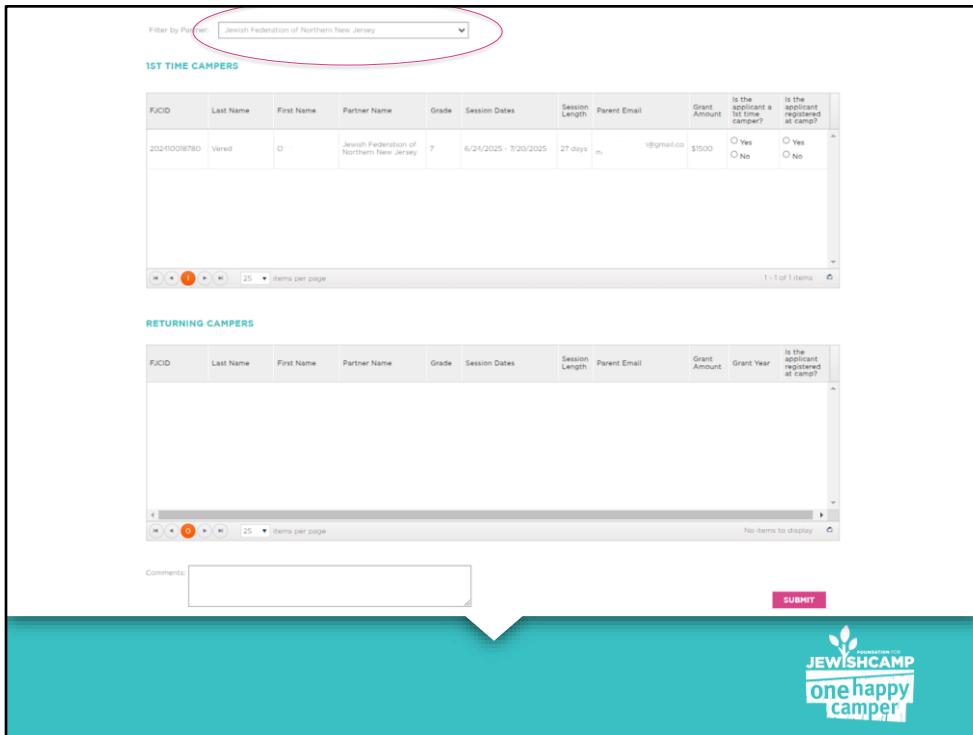
Thank you for your support of this program and enabling children to have a great summer experience at Jewish camp.

Regards,



Throughout the year, you will receive emails prompting you to confirm the enrollment for campers who applied for grants from community partners or PJ Library. We ask that you promptly take action to confirm.

The email will look something like this. Click the link in the email to confirm those campers.



The link will direct you to this page. There are instructions on top you can refer to.

There will be two boxes, one for first time and one for returning campers. This is because some partners offer returning grants.

There's a drop-down menu indicating the funding partner. Make sure you confirm campers for all funding partners in the drop-down. The page may be a little slow to reload between confirmations, please be patient.

As a reminder, "first-time" for OHC purposes means first time attending for 12+ days.



If you don't confirm campers for all partners, you will be redirected to this page to continue confirming.

Every camp has a different process, but it can be very helpful to families to credit their tuition before you receive the funds from partners so that families have an accurate sense of their balance.

Partners will start distributing funds in the spring. Keep track of what you've received.

## ADDITIONAL REMINDERS

- If a family is not eligible for your OHC program, they may be eligible for a different FJC grant opportunity. You are welcome to direct families to our site to learn more:

[jewishcamp.org/families/grants-scholarships/](http://jewishcamp.org/families/grants-scholarships/)



There are other things you can do in the system that come up much less frequently, such as editing applications, making an exception, rerouting, etc. If you're ever unsure of how to do something, please ask us. The nature of the system is such that it is much easier for you to ask us lots of questions than it is to make a guess and need to bring in our developers to fix an error.

## ADDITIONAL REMINDERS

- Not sure how to do something in the OHC registration system? Just ask us! Email [OHCadmin@jewishcamp.org](mailto:OHCadmin@jewishcamp.org)
- If anything about your program changes midyear such as your budget, let us know ASAP.
- It is your responsibility to manage your program's budget throughout the year. If you are close to reaching your budget, notify us and we can set up a waitlist within 1-2 business days.
- If an admin leaves or joins your team, please let us know so we can set them up with a login and train them.



There are other things you can do in the system that come up much less frequently, such as editing applications, making an exception, rerouting, etc. If you're ever unsure of how to do something, please ask us. The nature of the system is such that it is much easier for you to ask us lots of questions than it is to make a guess and need to bring in our developers to fix an error.



## KEY LINKS

- Your admin login page:  
[admin.onehappycamper.org/Home/Login](https://admin.onehappycamper.org/Home/Login)
- For parents: [onehappycamper.org/](https://onehappycamper.org/)
- Overview of all FJC grant opportunities:  
[jewishcamp.org/families/grants-scholarships/](https://jewishcamp.org/families/grants-scholarships/)
- Step-by-step guides for all OHCRS admin processes:  
[jewishcamp.org/ohcmarketing/#Admin-Resources](https://jewishcamp.org/ohcmarketing/#Admin-Resources)



# KEY CONTACTS

Please add all of these to your address book so they aren't sent to junk.  
Please do not share any of these with parents except the first one.

Parent OHC questions: [onehappycamper@jewishcamp.org](mailto:onehappycamper@jewishcamp.org)

Any admin OHC questions: [ohcadmin@jewishcamp.org](mailto:ohcadmin@jewishcamp.org)

Marisa Braunstein: [marisa@jewishcamp.org](mailto:marisa@jewishcamp.org)

Sarah Schneider: [sarah.schneider@jewishcamp.org](mailto:sarah.schneider@jewishcamp.org)

Auto OHCRS emails are sent from: [onehappycamper@jewishcamp.org](mailto:onehappycamper@jewishcamp.org)

OHC-related announcements are sent from: [ohcadmin@jewishcamp.org](mailto:ohcadmin@jewishcamp.org)

FJC newsletters are sent from: [info@jewishcamp.org](mailto:info@jewishcamp.org)





Thank you for joining this training. We will email out the slides and key links soon.

Feel free to sign off if you're all set, or stick around if you have any lingering questions.

Reach out to [ohcadmin@jewishcamp.org](mailto:ohcadmin@jewishcamp.org) anytime with questions.