

**WELCOME:**

**OHC PAYMENT  
PROCESS AND  
ATTENDANCE  
CONFIRMATION  
TRAINING**



# AGENDA

## PAYMENT PROCESS, CONFIRMING ATTENDANCE, AND CLOSING OUT THE SUMMER

- How to run, indicate, and process payment in the OHC registration system
- How to generate a list of campers who are receiving OHC from your self-funded program
- How to confirm campers' attendance
- How to process end-of-summer reconciliation



Today we are going to review the OHC administrative steps for payment processes, confirming attendance, and closing out the summer in the OHC system.

## TIMELINE

**April-May:** Process initial round of payments, ensuring all campers in your self-funded program are in status "Payment in Process."

**June/July:** Process second round of payments for your self-funded program. This will be a smaller batch of campers who applied since the first round (only if needed).

**August:** Process third round of payments for your self-funded program (only if needed).

**August 14:** 2025 OHC application closes to families.

**August 14-September 19:** Attendance confirmation process.

**September 19:** 2025 OHC system closes – no further changes can be made.

**September-October:** Tuition reconciliation based on attendance confirmation.



# PROCESSING PAYMENT



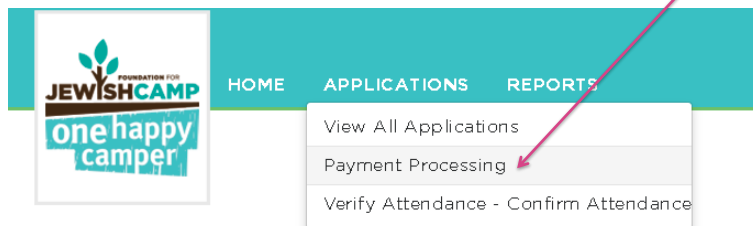
## BEFORE PROCESSING PAYMENT:

- Campers must be in the status of “Enrollment Confirmed; Payment Pending”.
- When an application is in “Payment in Process,” you cannot make changes to it until the end of the summer attendance confirmation process.



## WHEN YOU'RE READY TO PROCESS PAYMENT

Click here!



# PAYMENT PROCESSING PAGE

**camper** **PAYMENT REPORT** [Download as excel](#)

Partner: Small Community Incentive Grant - Power

☒ Run as Preliminary Report ☐ Run as Final Report

Partner Name	Camp Name	FJCID	Camper Name	School Type	Grade	Session Length	Grant Year	FJC Amount	Partner Amount	Total Grant	Adjustments
Small Community Incentive Grant - Powered by One Happy Camper	URJ Camp George	20250223560	[Camper Name]	Public School	4	18 days	1st	\$0	\$1000	\$1000	
	Camp Gan Israel Florida	20250223550	[Camper Name]	Jewish Day School	7	34 days	2nd	\$0	\$1500	\$1500	
	Camp Chaverim	20250222630	[Camper Name]	Jewish Day School	8	25 days	2nd	\$0	\$1500	\$1500	

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This is what the payment processing page looks like. You'll notice there are options to download a preliminary report and a final report. Running the final report moves those applications into status "Payment in Process," which we will discuss in more detail later in this training.

# PRELIMINARY PAYMENT REPORT

Running a preliminary report is an important step to check if there are any mistakes such as duplicates or an error in session dates or grant amounts.

*Correct any erroneous applications BEFORE running the final payment report.  
Email [ohcadmin@jewishcamp.org](mailto:ohcadmin@jewishcamp.org) if you need any support.*





## RUNNING A PRELIMINARY PAYMENT REPORT:

1. Make sure Preliminary Report is marked

2. Download Preliminary Report here

**PRELIMINARY PAYMENT REPORT**

Partner: PJ Goes to Camp

☒ Run as Preliminary Report ☐ Run as Final Report

[Download as excel](#)

Partner Name	Camp Name	FJCID	Camper Name	School Type	Grade	Session Length	First Time	FJC Amount	Partner Amount	Total Grant	Adjustments
PJ Goes to Camp	Berkshire Hills Eisenberg Camp	20182213928		Public School	6	12 days	Yes	\$0	\$700	\$700	
	Sababa Beachway	20182218722		Public School	9	42 days	Yes	\$0	\$1000	\$1000	
	Camp Gan Israel Florida	20182209195		Jewish Day School	3	43 days	Yes	\$0	\$1000	\$1000	
	Camp Dina	20182207946		Jewish Day School	7	24 days	Yes	\$0	\$1000	\$1000	
	TheZone	20182203804		Jewish Day School	7	29 days	Yes	\$0	\$1000	\$1000	

3. Review Preliminary Report in Excel. Note that each camp will appear on its own sheet plus a total summary sheet at the end.

4. Correct any errors you notice in the OHCRS.



	A	B	C	D	E	F	G	H	I
1									
2	Partner Name:	Camp JCA Shalom			Camp Year:	2018			
3	Generated by:	One Happy Camper			Generated On:	02/28/2018			
4									
5	Camp Name:	Camp JCA Shalom							
6	Camper Name	School Type	Grade	Session Length(in days)	1st / 2nd Time?	FJC Amount	Partner Amount	Total Grant	Adjustments
7	Staci Myer-Klein	Jewish Day Sc	3	13 days	Yes	\$0	\$700	\$700	
8	Marisa Braunstein	Jewish Day Sc	3	13 days	Yes	\$0	\$700	\$700	
9	Rebecca Kahn	Jewish Day Sc	5	13 days	Yes	\$0	\$700	\$700	
10	Staci Myer-Klein	Jewish Day Sc	2	13 days	Yes	\$0	\$700	\$700	
11	Marisa Braunstein	Jewish Day Sc	6	13 days	Yes	\$0	\$700	\$700	
12	Rebecca Kahn	Jewish Day Sc	4	13 days	Yes	\$0	\$700	\$700	
13	Staci Myer-Klein	Jewish Day Sc	3	13 days	Yes	\$0	\$700	\$700	
14	Marisa Braunstein	Public School	5	13 days	Yes	\$0	\$700	\$700	
15	Rebecca Kahn	Public School	4	13 days	Yes	\$0	\$700	\$700	
16	Staci Myer-Klein	Public School	7	13 days	Yes	\$0	\$700	\$700	
17	Marisa Braunstein	Public School	4	13 days	Yes	\$0	\$700	\$700	
18	Rebecca Kahn	Public School	6	13 days	Yes	\$0	\$700	\$700	
19	Staci Myer-Klein	Public School	3	13 days	Yes	\$0	\$700	\$700	
20									
21	TOTAL:	13				\$0	\$9100	\$9100	
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Your camp is listed here. If you are an admin for more than one camp, each will be on its own tab.

Summary tab with totals

Camp JCA Shalom Summary

The downloaded Excel file will look something like this. The last sheet in the file will have a summary page.

## FINAL PAYMENT REPORT

Running the final payment report will move all of your campers from “Enrollment Confirmed; Payment Pending” into the status of “Payment in Process.”

**This indicates that the grant amount has been deducted from their tuition. Please complete this in your own database (i.e. CampMinder, CampSite) if you have not done so already.**

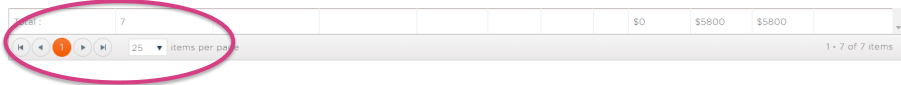
*Once an application is in the status of “Payment in Process,” it **cannot be edited** until the end of summer Attendance Confirmation process.*



Note: “final” is a bit of a misnomer. “Final” refers to the final report for that batch of campers (as in once you run it, they move to the status Payment in Process and can’t be moved backwards in the process). It is not your final report for the summer – by the end of the summer you will have multiple final reports, one for each payment round.


## FOR LARGER CAMPS:

- If you have more then 25 campers, scroll to the bottom and increase the number of campers per page.
- If you have over 100 campers, you will have to do this run payment process more than once.



1. Make sure "Run as Final Report" is marked

2. Click here to change camper's status to "Payment in Process"


 **PAYMENT REPORT**

[Download as excel](#) **RUN PAYMENT**

Partner: Camp Sabra

☐ Run as Preliminary Report ☒ Run as Final Report

Partner Name	Camp Name	FJCID	Camper Name	School Type	Grade	Session Length	Grant Year	FJC Amount	Partner Amount	Total Grant	Adjustments
Camp Sabra	Camp Sabra	202410029014		Public School	3	12 days	1st	\$0	\$700	\$700	
	Camp Sabra	202410024177		Public School	3	12 days	1st	\$0	\$700	\$700	
Total :	2							\$0	\$1400	\$1400	

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1. Check off this box to confirm

2. Click here to update

as Final Report

**CHANGE STATUS**

Current Status: Enrollment Confirmed; Payment Pending

# of Applications Selected: 3

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

**UPDATE** **CANCEL**

Once you click "Update," the final payment report will download and the campers will be moved to the status of "Payment in Process." Repeat if necessary (if you have 100+ campers).

## I'VE DOWNLOADED THE FINAL PAYMENT REPORT, NOW WHAT?

- Save a copy for your camp's records.
- Ensure that the correct grant amount is deducted from each camper's tuition in your database.
- Repeat this process again mid-summer and at the end of the summer if there are any new applicants.



# CONFIRMING ATTENDANCE





## CONFIRMING CAMP ATTENDANCE

Confirming campers' attendance at the end of the summer is a key step to closing out the season.

You will be prompted to confirm attendance for all of your campers receiving OHC – both from funding partners and from your self-funded program.

This establishes accountability between you and our funding partners (federations and PJ Library), ensuring that OHC funds are applied as intended and returned if a camper no longer meets eligibility requirements.



This process begins after the system closes to new applications on August 14.

# ATTENDANCE CONFIRMATION PROCESS

This process looks similar to the enrollment confirmation process.

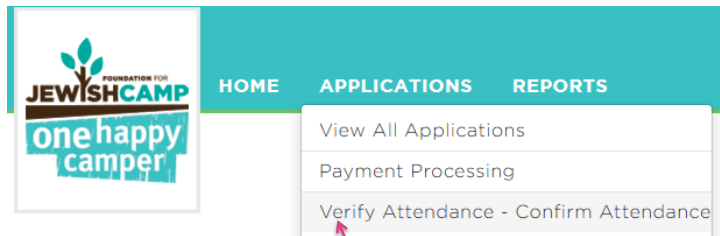
For your campers receiving OHC from a funder, you will receive emails prompting you to confirm attendance. Click through the link in those emails to confirm.

For your campers receiving OHC from your self-funded program, you will need to initiate this yourself in the OHC system.

After this process is complete, you may need to reconcile payments with campers' tuitions and the OHC funders.



## WHEN YOU'RE READY TO CONFIRM ATTENDANCE (After applications close on August 14)




Welcome to the Foundation for Jewish Camp's One Happy Camper dashboard!



Click here!



## Confirming Attendance – Self-Funded OHC

 **CONFIRM ATTENDANCE** UPDATE STATUS

Filter by Partner: Camp Livingston Filter by Camp: None selected


Camper Name	Camp Name	Parent Email	Old Session Date	New Session Date	Session Change?	Camper Attended Camp
	Camp Livingston	 @gmail.com	06/11/2025-06/22/2025	No Change	<a href="#">Edit Session</a>	<input type="radio"/> Yes <input checked="" type="radio"/> No

If a camper attended camp for different dates than those listed on the application, click “Edit Session” to enter the correct actual dates.

Indicate Yes/No if the camper attended camp. **Important note: if the camper attended for fewer than 12 days, click “No” – they are no longer eligible for OHC and the grant should be cancelled.**



## Confirming Attendance – Self-Funded OHC

 **CONFIRM ATTENDANCE**

Filter by Partner:  Filter by Camp:

Camper Name	Camp Name	Parent Email	Old Session Date	New Session Date	Session Change?	Camper Attended Camp
	Camp Livingston	@gmail.com	06/11/2025-06/22/2025	No Change	<a href="#">Edit Session</a>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Once you review all of the campers, click "Update Status."

Click "Update" again to update their status.

**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

☒ **UPDATE**

**Important note:** If any campers are cancelled or have a changed grant amount, you will need to run payment again.



## CAMPER ATTENDED CAMP (CAC) STATUSES

- **Camper Attended Camp\***: standard status for when a camper attended for the dates listed in the application.
- **Camper Attended Camp; Session Change in Process**: a camper attended for different dates than those listed in their application and their grant amount may be affected. This status is before you've run payment again for that camper.
- **Camper Attended Camp; Session Change Applied\***: Same as above, but this status happens after you've run payment again for that camper.
- **Cancelled Application; Payment Cancellation in Process**: a camper cancelled their camp enrollment or attended for fewer than 12 days so are no longer eligible. This status is before you've run payment again for that camper.
- **Cancelled Application; Credit Applied\***: Same as above, but this status happens after you've run payment again for that camper.



The statuses with asterisks are the final statuses for the applications. All applications should be in one of these statuses before the system closes on September 19.

## RECONCILIATION

Once all of your campers' attendance has been confirmed for your self-funded program, you need to adjust their tuition and reconcile if anyone cancelled or has an increased or decreased grant amount.

To do this, you will need to follow the steps on slides 6-15 again to process payment in the OHC system.

OHC funders will be reaching out to you to reconcile as well for any campers with cancelled or changed grants.



## REMINDERS & HELPFUL TIPS

- Since applications cannot be edited between the payment process and the attendance confirmation process, we recommend keeping a document for yourself listing any attendance changes throughout the summer to ensure those applications are corrected during the CAC process.
- Reminder that if a camper attended camp for fewer than 12 days, a cancellation is required. Cancelling their grant is important so that funds can be returned and so the camper becomes eligible again for a future summer.
- If your program has a waitlist, please continue to move campers off the waitlist throughout the summer if funds become available due to cancellations/reduced grants.
- Contact us at [ohcadmin@jewishcamp.org](mailto:ohcadmin@jewishcamp.org) for any support.

