

Record Meeting

Hi everyone and welcome to the OHC registration system 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 to send to each camp
- 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.

We will send out these slides after the call. 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.

TIMELINE

April: Process and send initial round of payments to camps. This will be your largest round of payments and it's important to camps' cashflow to receive these payments in April/early May (ahead of the camp season).

June/July: Process and send second round of payments to camps. This will be a smaller batch of campers who applied since the first round (only if needed).

August: Process and send third round of payments to camps (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: Payment reconciliation with camps based on attendance confirmation.



Note: there will be other OHC-related things happening throughout the spring and summer (such as planning forms, camp visits, etc.) but these are the highlights as relates to the registration system.

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!

The screenshot shows the JewishCamp OHC dashboard. The top navigation bar is teal with the following links: HOME, APPLICATIONS, and REPORTS. The APPLICATIONS menu is open, showing a list of options: View All Applications, Verify Enrollment - Notify Camps, Verify Enrollment - Confirm Enrollment, Payment Processing (highlighted with a red arrow), Verify Attendance - Notify Camps, and Verify Attendance - Confirm Attendance. A red arrow points from the text 'Click here!' to the 'Payment Processing' option. The left sidebar contains the JewishCamp logo and the text 'one happy camper'. The main content area includes a welcome message, a list of quick tips, and a footer with the JewishCamp logo and 'one happy camper' text.

WELCOME TO THE FOUNDATION FOR JEWISH CAMP


Your OHC dashboard provides an overview of all applications and grants in your system.

QUICK TIPS:

- To review current applications, click on the APPLICATIONS tab.
- For more comprehensive information and for downloadable excel spreadsheets, view the REPORTS tab.
- Contact us at OHCAdmin@jewishcamp.org




JEWISHCAMP
one happy camper


PAYMENT PROCESSING PAGE

**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		Public School	4	18 days	1st	\$0	\$1000	\$1000	
	Camp Gan Israel Florida	20250223550		Jewish Day School	7	34 days	2nd	\$0	\$1500	\$1500	
	Camp Chaverim	20250222630		Jewish Day School	8	25 days	2nd	\$0	\$1500	\$1500	



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 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:	Jewish Federation of Cleveland and the Jewish Ex			Camp Year:	2018			
3	Generated by:	One Happy Camper			Generated On:	03/01/2018			
4									
5	Camp Name:	Camp Wise							
6	Camper Name	School Type	Grade	Session Length(in days)	1st / 2nd Time?	FJC Amount	Partner Amount	Total Grant	Adjust
7	Staci Myer-Klein	Public School	4	22 days	Yes	\$0	\$1000	\$1000	
8	Rebecca Kahn	Public School	5	29 days	Yes	\$0	\$1000	\$1000	
9	Marisa Brainstein	Public School	4	22 days	Yes	\$0	\$1000	\$1000	
10	Staci Myer-Klein	Public School	6	29 days	Yes	\$0	\$1000	\$1000	
11	Rebecca Kahn	Public School	5	22 days	Yes	\$0	\$1000	\$1000	
12	Marisa Brainstein	Public School	3	22 days	Yes	\$0	\$1000	\$1000	
13	Staci Myer-Klein	Public School	5	22 days	Yes	\$0	\$1000	\$1000	
14	Rebecca Kahn	Public School	3	22 days	Yes	\$0	\$1000	\$1000	
15	Marisa Brainstein	Public School	6	29 days	Yes	\$0	\$1000	\$1000	
16	Staci Myer-Klein	Public School	6	29 days	Yes	\$0	\$1000	\$1000	
17	Rebecca Kahn	Home School	3	22 days	Yes	\$0	\$1000	\$1000	
18	Marisa Brainstein	Public School	5	22 days	Yes	\$0	\$1000	\$1000	
19	Staci Myer-Klein	Public School	4	29 days	Yes	\$0	\$1000	\$1000	
20	Rebecca Kahn	Public School	5	22 days	Yes	\$0	\$1000	\$1000	
21									
22	TOTAL:	32				\$0	\$14,000	\$14,000	
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37									
38									
39									
40									
41									
42									
43									
44									
45									
46									
47									
48									
49									
50									
51									
52									
53									
54									
55									
56									
57									
58									
59									
60									
61									
62									
63									
64									
65									
66									
67									
68									
69									
70									
71									
72									
73									
74									
75									
76									
77									
78									
79									
80									
81									
82									
83									
84									
85									
86									
87									
88									
89									
90									
91									
92									
93									
94									
95									
96									
97									
98									
99									
100									

Each camp is in a different tab and there is a summary at the end

W J Camp Wise Camp Zeke URJ Crane Lake Camp URJ Goldman Union Camp Institut Camp Ramah in Canada BBYO Chapter Leader

The downloaded Excel file will look something like this.

	A	B	C	D	E	F
1						
2	Partner Name:	Jewish Federation of Cleveland and the Jewish Education				
3	Camp Year:	2018				
4	Generated by:	One Happy Camper				
5	Generated On:	03/01/2018				
6						
7	Camp Name	Total Campers	FJC Total Dollars	Partner Total Dollars		
8	Camp Wise	32	0	\$2000		
9	Camp Zeke	1	0	1000		
10	URJ Crane Lake Camp	1	0	1000		
11	URJ Goldman Union Camp Institute (GUCI)	9	0	9000		
12	Camp Ramah in Canada	1	0	1000		
13	BBYO Chapter Leadership Training Conference (CLTC)	2	0	1400		
14	Camp Stone	1	0	1000		
15						
16	TOTAL:	41	50	\$40400		
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						
61						
62						
63						
64						
65						
66						
67						
68						
69						
70						
71						
72						
73						
74						
75						
76						
77						
78						
79						
80						
81						
82						
83						
84						
85						
86						
87						
88						
89						
90						
91						
92						
93						
94						
95						
96						
97						
98						
99						
100						

Summary Page



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 payment is being sent to the camp.

*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 PARTNERS:


- 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.



MB0

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: Buffalo Jewish Federation

☐ 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
Buffalo Jewish Federation	Camp Seneca Lake	202502127799	...	Public School	4	15 days	1st	\$0	\$700	\$700	
	Camp Seneca Lake	202502047573	...	Public School	5	15 days	1st	\$0	\$700	\$700	
	Camp Gan Israel Montreal	202502035237	...	Home School	5	28 days	1st	\$0	\$1000	\$1000	
	Camp Seneca Lake	202501292818	...	Public School	5	15 days	1st	\$0	\$700	\$700	
	Camp Seneca Lake	202411148081	...	Public School	4	21 days	1st	\$0	\$1000	\$1000	
	Camp Kinder Ring	202410015179	...	Public School	4	28 days	1st	\$0	\$1000	\$1000	
Total:	6							\$0	\$5100	\$5100	

◀ ▶ 🔍
25 items per page
1 - 6 of 6 items


JEWISHCAMP
 one happy camper

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 organization's records.
- Reach out to each camp to collect whatever info your finance team needs to process payment (ACH info, W9, mailing address, etc.) We recommend keeping a list on file that you can reference to in future years.
- Process the payments to each camp according to your organization's procedures.
- When you send the funds to camp, be sure to include the list of their campers and grant amounts from the payment report for whom you're funding.





Record Meeting

Hi everyone and welcome to the OHC registration system training.

CONFIRMING CAMP ATTENDANCE

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

This establishes accountability between you and the camps, 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.

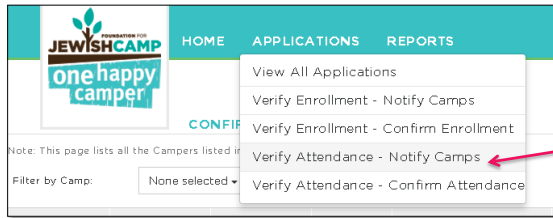
ATTENDANCE CONFIRMATION PROCESS

This process looks similar to the enrollment confirmation process:

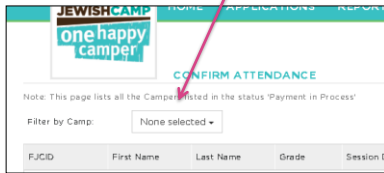
1. Prompt the camp(s) to confirm attendance.
2. Camp(s) confirm attendance.
3. Review what the camp has confirmed.
4. Reconcile payment with the camp(s) (if needed).



Step 1: Prompting the camp to confirm enrollment



Select the camps to notify (or select all)

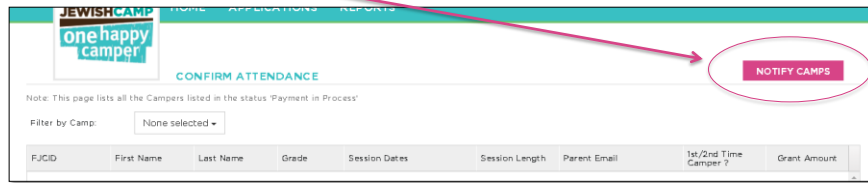


Note: If you have 25+ campers, scroll to the bottom and increase the number of campers per page. If you have 100+ campers, you'll need to do this process more than once.



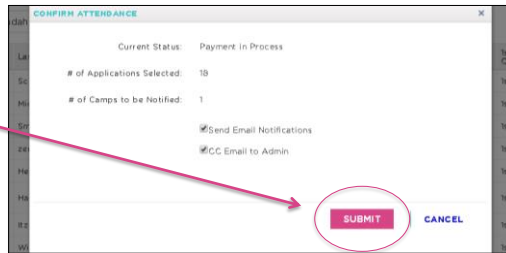
Step 1 (continued): Prompting the camp to confirm enrollment

Click "Notify Camps" button



The screenshot shows the 'CONFIRM ATTENDANCE' page. At the top left is the 'JEWISHCAMP one happy camper' logo. The title 'CONFIRM ATTENDANCE' is centered. Below it is a note: 'Note: This page lists all the Campers listed in the status "Payment in Process"'. A 'Filter by Camp:' dropdown menu is set to 'None selected'. Below the filter is a table with columns: FJCID, First Name, Last Name, Grade, Session Dates, Session Length, Parent Email, 1st/2nd Time Camper?, and Grant Amount. A pink arrow points from the text 'Click "Notify Camps" button' to a pink oval containing the 'NOTIFY CAMPS' button in the top right corner.

Make sure checkboxes are selected and click "Submit".

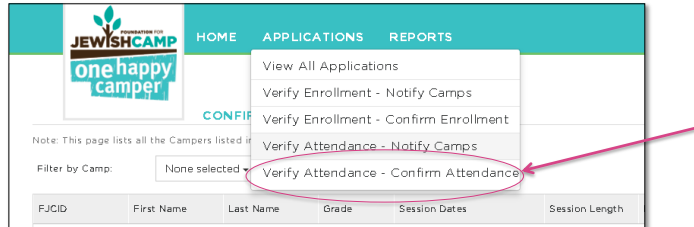


The screenshot shows a modal window titled 'CONFIRM ATTENDANCE'. It displays 'Current Status: Payment in Process', '# of Applications Selected: 18', and '# of Camps to be Notified: 1'. There are two checkboxes: 'Send Email Notifications' (checked) and 'CC Email to Admin' (checked). At the bottom right are 'SUBMIT' and 'CANCEL' buttons. A pink arrow points from the text 'Make sure checkboxes are selected and click "Submit".' to a pink oval containing the 'SUBMIT' button.




Step 2: Camps should confirm attendance. Send them reminders as needed (FJC will also help with this).

Step 3 (on a rolling basis as camps respond): Funding partner confirms attendance.



Step 3 (continued):


CONFIRM ATTENDANCE
UPDATE STATUS

Filter by Partner: Jewish Federation of Greater PI
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 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 type="radio"/> No	<input type="checkbox"/>

If a camper attended camp for different dates than those listed on the application, the new correct dates will appear in the column "New Session Date." If their new dates result in a different grant amount, that new amount will appear in the column "New Grant Amount."

In the column "Approve additional grant?" you can select Yes/No depending on whether you have funds available to provide the increase in the grant amount. If there is a reduction in session dates resulting in a decreased grant amount, you cannot deny the change.



Step 3 (continued):


CONFIRM ATTENDANCE
UPDATE STATUS

Filter by Partner: Jewish Federation of Greater Pl. 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 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 type="radio"/> No	<input checked="" type="checkbox"/>

Once you review all of the campers, select the checkboxes on the rightmost column and 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
CANCEL

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, you need to reconcile their grants with the camps if anyone cancelled or has an increased or decreased grant amount.

To do this, you will need to follow the steps on slides 5-15 again to process payment and reconcile the funds with the camps.



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 changes you learn of throughout the summer to ensure those applications are corrected during the CAC process.
- Start reaching out to camps now for their payment information if you don't already have it on file – you'll thank yourself later!
- Reminder that if a camper attended camp for fewer than 12 days, a cancellation is required. Cancelling their grant is important so that your funds can be returned and so the camper becomes eligible again for a future summer.
- If you have 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 for any support.



ANNOUNCEMENT

Marisa Braunstein and Sarah Schneider will be attending JPro25 in May. We hope to connect with you or your colleagues there! Reach out to us if you'd like to schedule time to connect during the conference.



QUESTIONS?

