



# Preparing to Sail into Summer Activities

## Welcome

Please take a moment to locate the Zoom Webinar controls.  
Feel free to say hello or ask a question using the Q & A feature.

## Welcome – Introducing our Panelists



Mark Crain  
Staff Trainer



Ben Lane  
Staff Trainer



# Agenda



## 1. Day Camps

How to accept registrations, take payment, and take attendance.

## 2. Overnight Camps

How to accept registrations, take payment, accept requests for specific needs, and monitor attendance.

## 3. Mission Trips

How to use conditions on fields to show or hide multiple fields and allowing partial payments.

# Day Camps and Overnight Camps

Day camps are a fantastic way to give children, young adults, and even adults the ability to participate in book studies, bible studies, faith building exercises, and more without needing to devote more than daytime hours. These differ from overnight camps or retreats in that the depth, breadth, and intensity of the learning, activities, and fellowship takes on multiple modalities when participate rolls over multiple days and nights.



# Organizing Day Camps and Overnights

What information do you need to gather?

- Attendee Name and Info
- If a minor, Guardian Name and Info
- Food and allergy
- Activities selections
- Releases and Permissions



## So What's the Difference?

Day Camps	Overnight Camps
Managing daily pick-up and drop-off	Organizing communications between campers and parents
Different sets of attendees for different days	Multiple checks on attendance for the same attendees
Many more volunteers	Smaller group of volunteers



## So What's the Difference?

Day Camps	Overnight Camps
Single attendance or use of check-in system	Mass Contact for email and text with parents
Multiple groups of attendees, selectable by signup	Multiple groups with same members for multiple attendances in same day or choice of "classes" within a day
Multiple schedules, more background checks	Small number to no volunteers, fewer background checks



# Getting ready for Day Camp



[Link to Form](#)





# Getting ready for Overnight Camp



[Link to Form](#)



# So Many Resources!

## VBS and Children's Summer Programming Resources



Streamline your VBS or Summer Youth Programs for both volunteers *and* participants! We've included step-by-step instructions on how forms can simplify your summer ministry registration, promotion, and communication!

To Watch the Recording and Get the Resources, [Click Here!](#)

[Link to Resources](#)



# So Many Resources!

Populate Your Groups With Workflows!

How to SMS message parents from Check-In

7 Steps for Quick Check-In Setup

[Link to Resources](#)



# Getting ready for Mission Trips

Short-term mission trips are a unique way to provide much needed help to specific areas of the world, as well as the opportunities for your church members to participate in these mission opportunities for days or weeks at a time. These trips are unique because there are multi-faceted in the information you need to collect and how you will receive money for each participant. Here is a link to a webinar that was presented last year on all the unique considerations of short-term mission trips.

[Click here for the Short-term mission trip Webinar](#)



# Getting ready for Mission Trips

You could use 3 different forms to track Short Term Mission Trip activity.

1. Registration Form
2. Participant trip cost payment
3. Provide a place for general Mission Trip contributions.

Or one form that includes all three!



# Getting ready for Mission Trips

Should I create 3 different forms or just use 1?

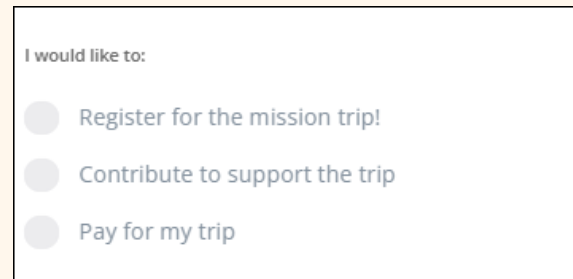
Benefits of 1 form	Benefits of 3 separate forms
Reports are consolidated.	Reports are separated by form function
Less navigation to remember or follow	Possibly less confusion
The form is simple when using conditions	Can be publicized independently
Can pay or contribute at one place and time	Can use Signup Slots
	Use hyperlinks or "Redirect URL" to move between forms.



# Getting ready for Mission Trips

One Form to Accomplish all Three functions

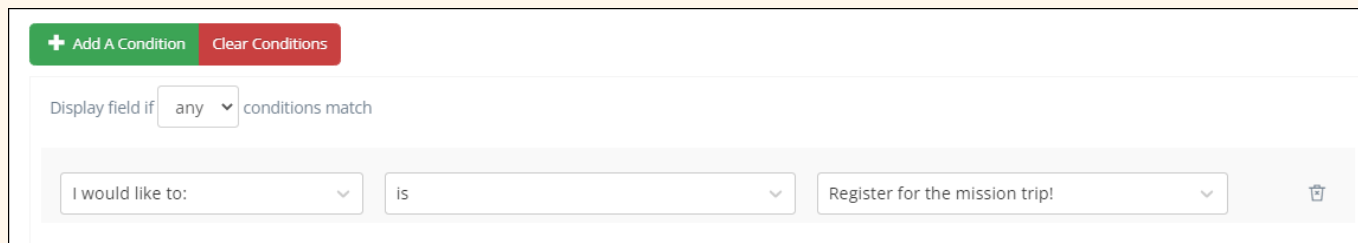
1. Start with a required radio or dropdown field question.



I would like to:

- Register for the mission trip!
- Contribute to support the trip
- Pay for my trip

2. All other fields in the form would be conditional based on how that question is answered.



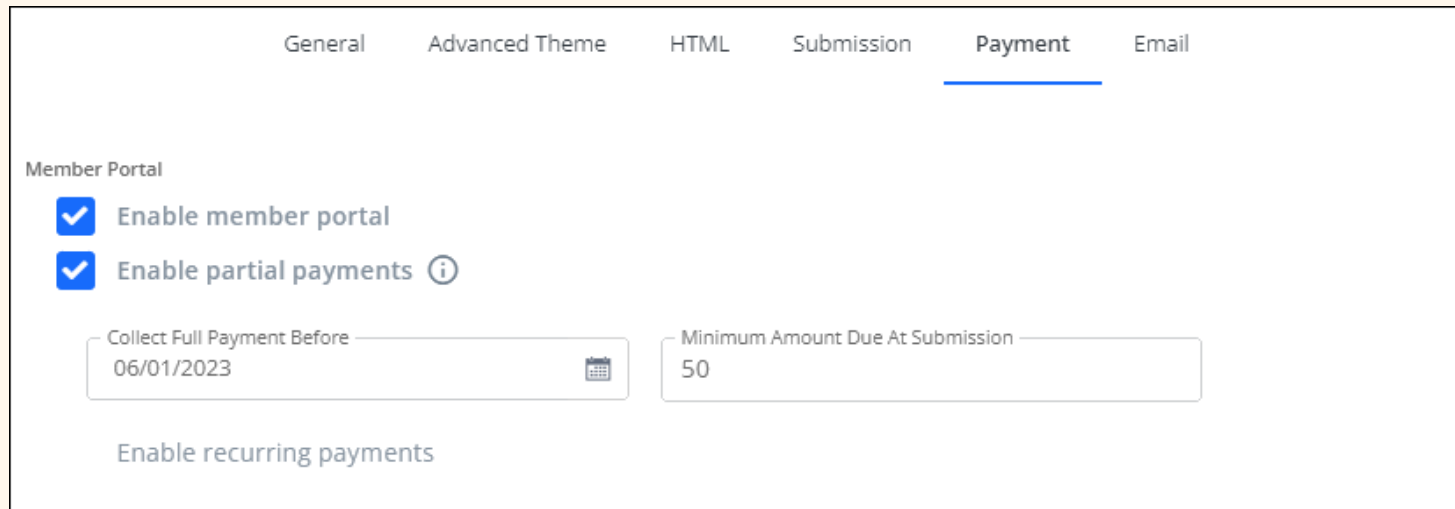
+ Add A Condition Clear Conditions

Display field if any conditions match

I would like to: is Register for the mission trip!

# Getting ready for Mission Trips

Since Short Term Mission Trips can be expensive, you can allow the participants to make payments on their account. This option is in Form Properties and the Payment tab.



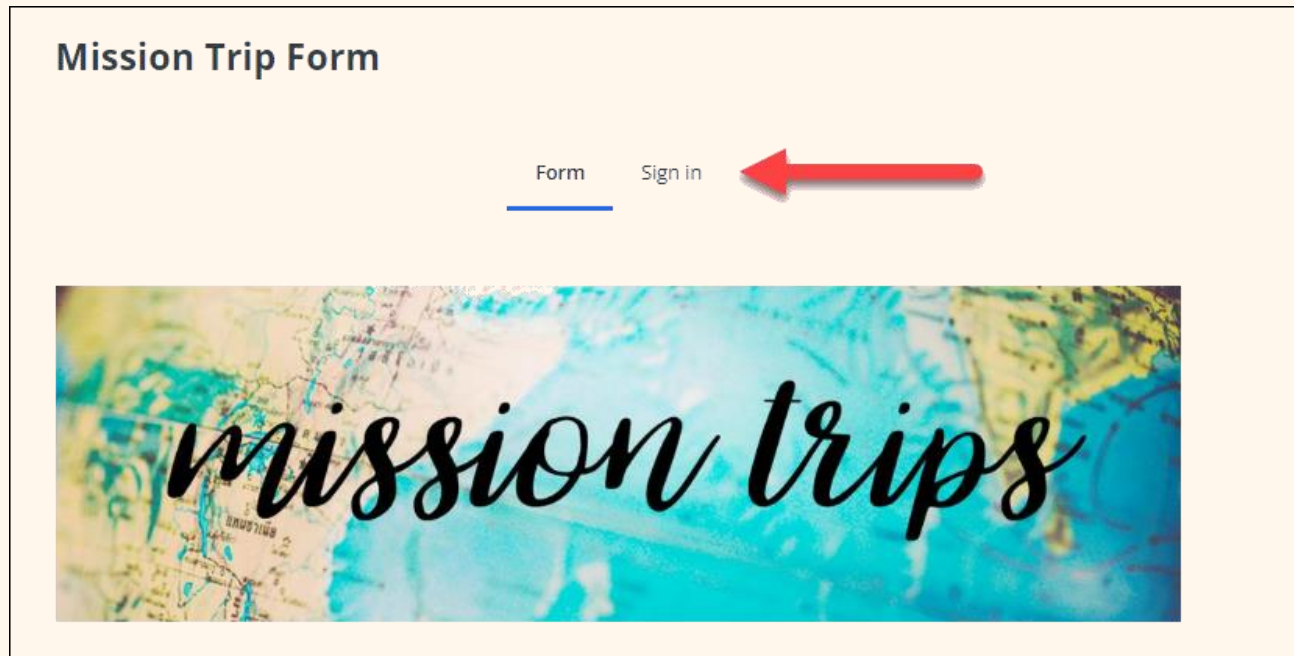
The screenshot shows the 'Payment' tab selected in a settings interface. The tabs are: General, Advanced Theme, HTML, Submission, **Payment**, and Email. Under the 'Member Portal' section, there are two checked options: 'Enable member portal' and 'Enable partial payments' (with an information icon). Below these are two input fields: 'Collect Full Payment Before' with the date '06/01/2023' and a calendar icon, and 'Minimum Amount Due At Submission' with the value '50'. At the bottom, there is a link for 'Enable recurring payments'.





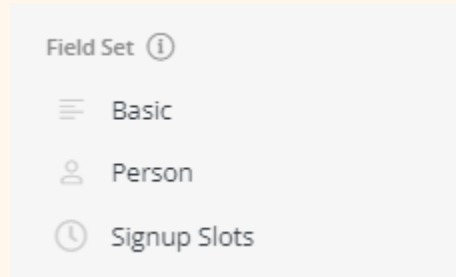
# Getting ready for Mission Trips

Now the Form has a sign in tab where additional payments can be made.

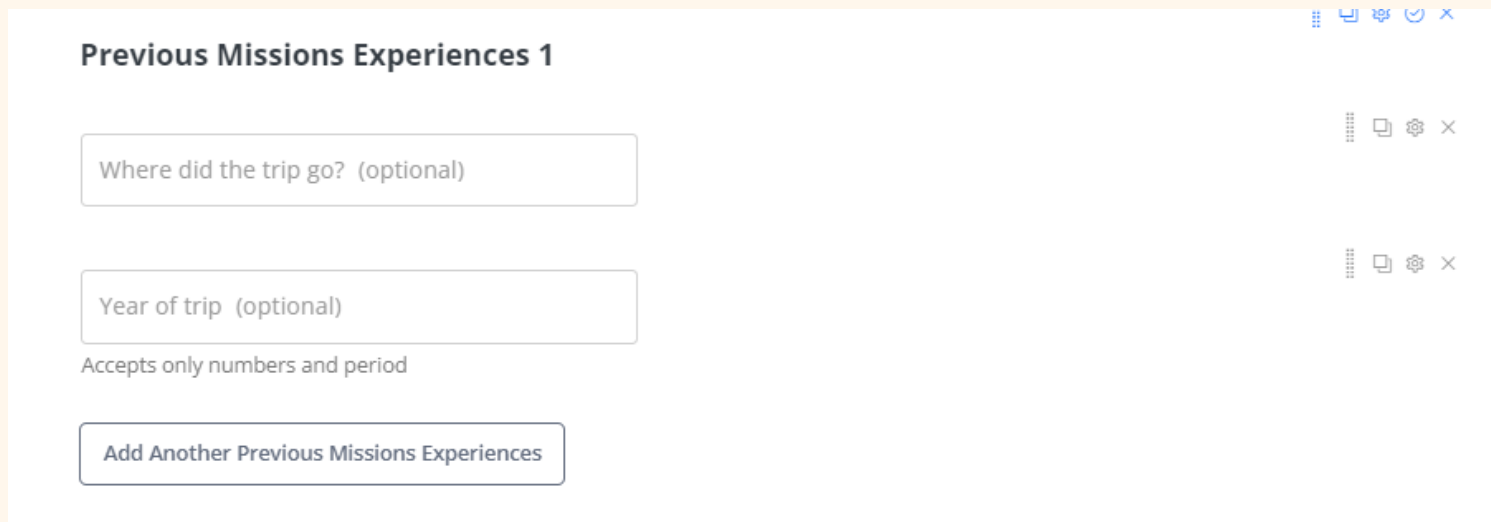


[Link to Form](#)

# Getting ready for Mission Trips



Field sets: This tool allows for certain fields to be repeated, either by the registrant or groups of fields. In this form, the participant is asked to share what previous mission trips they have participated in. They would repeat the fields for each previous mission experience.



A screenshot of a form titled 'Previous Missions Experiences 1'. The form has two input fields: 'Where did the trip go? (optional)' and 'Year of trip (optional)'. Below the second field, it says 'Accepts only numbers and period'. At the bottom, there is a button labeled 'Add Another Previous Missions Experiences'. The form is part of a larger interface with various icons and a close button in the top right corner.

# Getting ready for Mission Trips

Signup Slots: This tool allows the registrant to select the areas of service that are available. The available slots can be identified or left unlimited, and payments can also be required for the slots.

Add Signup Slots to 'Mission Trip With Sign Up Slots'.





Users can select multiple slots

VBS  

Slot Title  Available Spots

No spot limit  Users can see signups  Allow multiple signups

Charge an amount for this slot


 Sports and Recreation    

VBS Medical Construction

Bible Teaching **5 Spots**

Sports and Recreation **5 Spots**

Arts and Crafts **2 Spots**

 Puppets **4 Spots**

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## Getting ready for Mission Trips

If you are using 3 separate forms instead of one, then you can either provide a hyperlink to the other forms or can have the next form automatically appear by using the Redirect URL tool on the Submission Tab of the Form Properties.

Redirect Url

The user will be redirected to this URL after 5 seconds.



# Getting ready for Mission Trips

Publicizing your form can be done in multiple ways.

[Click Here to see how to use a QR code, Embed code, or Direct Link.](#)

[Click Here to learn how to configure your Home page for Form publicity!](#)



# Where can I watch this webinar again?

**Watch or Register to attend  
Webinars**  
@ [Community.Shelbysystems.com](https://Community.Shelbysystems.com)

**No Login Required!**

The screenshot shows a webpage for the 'Advance Your Knowledge Webinar Series'. It features a navigation bar with the series name and a main heading 'Register for an Upcoming Webinar'. Below this, there is a table of upcoming webinars. One webinar is listed: 'Reconciling Your Bank Account' on 02/22/2023 at 2:00 PM (Central Time), with a 'Register NOW' button. Below the upcoming webinars is a section titled 'Watch a Previous Webinar' with a table of past webinars. Each entry in the table includes a title, a date, and a 'Slides' button.

Click on a Title to Watch NOW	Presented	
<a href="#">It's That Time for Statements Again</a>	1/22/2022	<a href="#">Slides</a>
<a href="#">Seven Best Practices for Year-End</a>	12/07/2022	<a href="#">Slides</a>
<a href="#">Working to Make Your Organization More Recession Resistant</a>	11/16/2022	<a href="#">Slides</a>
<a href="#">Important Year-End Information - eFiling (W2s and 1099s)</a>	10/12/2022	<a href="#">Slides</a>
<a href="#">Making, Tracking, and Reporting</a>	09/27/2022	<a href="#">Slides</a>



# The next Advance Your Knowledge webinar

## Structuring and Restructuring Your Chart of Accounts

**May 24, 2023**  
**3p Eastern / 2p Central**

**Led by:**  
**Ben Lane**  
**Carmen Dea**

[Link to register here](#)



**Thank you for attending!**

**Ministry Brands®**

