

## Camp Request Website – Area Work Crew Requests

Request your summer camp trips in five easy steps:

- 1 [Create an Account](#) and Sign In to the Camp Request System
- 2 Check Out the [Available Work Crew Sessions](#) (Select Work Crew > Session Dates)
- 3 [Start a New Area Request](#) (Select Work Crew > Area Request)
- 4 Enter [Your Work Crew Request](#)
- 5 [Save Your Request](#)

### Create an Account & Sign In

The first step is to create your user account.

1. Go to <http://webtools.younglife.org/camprequests>.
2. Click Need to create an account?.
3. Enter your name, email, phone number, and mission unit (YL Area#).
4. Create a User ID and password - passwords must be at least seven characters long with at least one non-alphanumeric character (#,%!,\*,etc.).
5. Click Create Account.
6. A confirmation email will be sent to the email associated with your new account; you must open this email and click the link provided to confirm your email address.
7. Once your email address is confirmed, enter your User ID and Password to sign in to your account at <http://webtools.younglife.org/camprequests>.

If you submitted a request last year, you have an account. If you cannot recall your account credentials (which are different than your Staff Resources credentials) click the “Forgot username/password?” link and enter your email address. If you no longer have access to the email address associate with this account contact Camping Services.

**Note:** *If you have changed regions in the past year you will need to contact Camping Services to gain access to your new area. If you changed areas and are within the same region, you can update your area number by clicking on “My Account” and update to your current mission unit. To delete an area number that you are no longer associated with please contact your regional office or Camping Services.*

### View the Summer Work Crew Sessions

Select Work Crew > Session Dates

### Start a New Area Work Crew Request

1. Select Work Crew > Area Request
2. Select New in the Area Mission Unit selection box

- Use the Area Mission Unit selector to select New and if you have access to one mission unit, the mission unit will appear. If you have access to more than one mission unit, multiple mission units will be visible, select the correct area number. Click Add Request

Use the selector below to begin.

Area Mission Unit

Select... ▾

Area Mission Unit      New

New ▾      AZ28      Add Request

## Work Crew Area Can Supply

- Enter the total number of male and female work crew your area can provide for the entire summer.
- The History data is available on the right.
- Enter any helpful comments for your regional director or the allocation committee.

**Work Crew Area Can Supply**  
Enter the total number of male and female work crew your area can and will provide for the entire summer.

Work Crew Supply				History		
Males	Females	Total	% of Actual	2016	2015	2014
2	5	7	233.33%	3	2	3

Comment

## Where Kids Can Serve

- Select each camp and session where your kids can serve. The Session Dates will fill in automatically.
- Enter the maximum number of kids from your area that can serve in each session.  
**NOTE:** Some work crew kids may be available for more than one session. Therefore, for any given session this number may be any number up to your total supply. In other words, if your area can supply 7 kids, you may have up to 7 available in any given session.
  - Only enter camps and sessions that kids can serve in. Enter as many combinations as possible for your area.

Camp	Session	Session Dates	Max In Session	
Lost Canyon ▾	1 ▾	May 27 - June 24, 2017	2	Delete
Lost Canyon ▾	3 ▾	July 16 - August 6, 2017	5	Delete
Oakbridge ▾	1 ▾	June 1 - June 23, 2017	4	Delete
Select camp... ▾			0	Delete
Select camp... ▾			0	Delete

Add Rows
Save    Cancel

- Add Rows –Click the Add Rows button to add five more rows. Do this as many times as you need to enter all of your available sessions.
- Delete – Click the Delete button to delete an entire row.
  - In edit mode, you can delete a single line. If you are in saved mode and click Delete the entire request will be deleted.
- Save – Click the Save button to save your request. You can go back and edit a saved request.
- Cancel – Click the Cancel button to cancel your request without saving any changes.
- Edit an Existing Request – Click the Edit button; make any necessary changes; click the Save button.
- Sorting – When your request is saved, click the Camp, Session, or Session Dates header to sort by that column.

### **Save Your Work Crew Request**

Area requests are visible to the region as soon as they are saved. Be sure to review and save your work crew request before it is due to your regional director. On the due date, your regional office will lock down your area request. You will not be able to make any changes after that point.