

USERS (AREA/REGION) CAN CREATE THEIR OWN ACCOUNT

- 1. All new accounts must be confirmed by user via email.
- 2. New regional accounts must be approved by division or Camping Services.
- 3. New divisional accounts must be approved Camping Services.

MANAGING USERS BY REGIONS

Regions can:

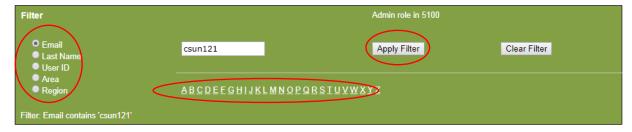
- 1. Unlock area accounts (too many failed attempts.)
- 2. Send area users a password recovery email.
- 3. Resend confirmation email to user.
- 4. Add/remove mission unit(s) for user accounts.
- 5. Disable area accounts.
- 6. Create new accounts for areas.

HOW TO MANAGE USERS

- Manage the users contributing reservations to your region or division by selecting Membership/Manager Users.
- 2. Filter your users by email address, last name, or UserID.
- After selecting the filter type, enter a search string and click Apply Filter, or click a starting letter.

Manage Users

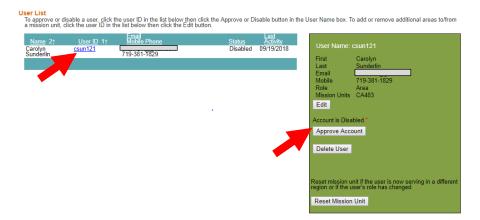
Manage the users contributing reservations to your region or division on this page. Filter your users by email address, last name, or UserID. After selecting the filter type, enter a search string and click Filter, or click a starting letter.



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4. To approve or disable a user, click the user ID in the list below then click the Approve or Disable button in the User Name box.



To add or remove additional areas to/from a user, click the user ID in the list above, then click the Edit button. Move the mission unit to the right to add or to the left to remove.





RECOVER PASSWORD

The Camp Request System is a system separate from staff resources. The staff member's log in information was created by the staff member and will be unique to this account.

- 1. Select Membership/Recover Password
- 2. Enter the email address listed on the account of your staff person
- Select Email Password
- 4. The actual password will be sent for the account associated with the entered email address.



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