



CAMP REQUEST SYSTEM

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

1. 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.
3. 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.

Filter

Admin role in 5100

Email

Last Name

User ID

Area

Region

csun121

Apply Filter

Clear Filter

ABCDEFGHIJKLMNPOQRSTUVWXYZ

Filter: Email contains 'csun121'

9/26/2018

- 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.

User List
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 mission unit, click the user ID in the list below then click the Edit button.

Name	User ID	Email	Mobile Phone	Status	Last Activity
Carolyn Sunderlin	csun121		719-381-1829	Disabled	09/19/2018

User Name: csun121

First: Carolyn
Last: Sunderlin
Email:
Mobile: 719-381-1829
Role: Area
Mission Units: CA483

Account is Disabled.

Reset mission unit if the user is now serving in a different region or if the user's role has changed.

- 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.

User Name: csun121

First: Carolyn
Last: Sunderlin
Email:
Mobile: 719-381-1829
Role: Area
Mission Units: CA483

Account is Approved.

Reset mission unit if the user is now serving in a different region or if the user's role has changed.

User Name: csun121

First:
Last:
Email:
Mobile:

Available Mission Units: AG64, AG347, AG540, CA68, CA69, CA70, CA71, CA72

Selected Mission Units: CA483

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.

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

Recover Password

Select and enter your email address or User ID. An email with your password will be sent to the email address associated with your account.

Email Address
 User ID

9/26/2018