Camp Request Website – Regional Camp Trip Requests

The goals of the region are to ensure that:

1. All area requests have been submitted.
2. Area requests are in line with the overall regional and divisional guidance.
3. The regional request is within 125% of the 2019's actual attendance for all senior high and WyldLife camping. Senior High camping is a combination of:
   - Senior High Campers and Leaders
   - YoungLives Campers and Leaders – not Childcare
   - Capernaum Campers – not Buddies

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. **Regional accounts must be approved by the division.**
8. Once your email address is confirmed and your account is approved, enter your User ID and Password to sign in to your account at http://webtools.younglife.org/camprequests.

Ensure All Area Requests Are In

1. Login to the campRequests website.
2. Select Reservations > Region Review.
3. Select your region.
4. Walk through each camp type tab.
5. Scroll down through the list of areas to verify that all anticipated area requests are in.
6. The summary at the top indicates how many areas camped the previous summer and how many areas have made requests for the upcoming summer. In this example, the region had 52 areas camp in 2016 and they have received requests from 50 areas for 2017, so some area requests may be missing. This number may change from year to year as areas are added or removed from the region.
7. If area requests are missing, the region may contact the area to have them enter the request or enter the request on behalf of the area. To enter an area request, select Reservations > Area Request on the main menu. Refer to Area Camp Trip Requests to complete an area request.

Senior High Outreach

	Areas Camping	Request	2017 Req to 2016 Attd	Attendance			Multi-Timers		Camper:Leader		2016 IR to 2016 Actual
				2016	2015	2014	2016	2015	2016	2015	
Region Total in 2016	52		122%	1,789	1,871	1,845	7%	9%	5.0:1	4.9:1	127%
Areas Below in 2017	50	2,184	124%	1,748	1,834	1,782	7%	9%	5.0:1	5.0:1	126%

Filter Area Requests

The filter at the top of the screen will help you to view the following requests for your region:

- **All Areas** – all areas that have completed a request this year, or in the past 3 years
- **Areas With Requests** – Filters to only show areas that have completed a request for this year
- **Areas Without Requests** – Filters to show only areas that have not completed a request for this year

Review Area Requests

The region should review each area request in light of the region's knowledge of ministry in each area.

Lock All	Mission Unit	Trip	Camp	Week	Request	Travel With	Summer Dates	Capernaum	Comment
☐	TX27	1	Frontier Ranch	2: 6/4 - 6/10	75		✓		
☐	TX28	1	SharpTop Cove	6: 7/2 - 7/8	54		✓		
☐	TX29	1	SharpTop Cove	1: 5/28 - 6/3	75		✓		
☐	TX31	1	Carolina Point	9: 7/23 - 7/29	45	Accepted	✓		
☐	TX32	1	SharpTop Cove	4: 6/18 - 6/24	40	Accepted	✓		
☐	TX32	2	Windy Gap	3: 6/11 - 6/17	20		✓		Traveling with TX4
☐	TX34	1	Frontier Ranch	9: 7/23 - 7/29	114		✓		
☐	TX35	1	Windy Gap	9: 7/23 - 7/29	25		✓		
☐	TX37	1	Frontier Ranch	7: 7/9 - 7/15	55	Accepted	✓		
☐	TX57	1	Crooked Creek	7: 7/9 - 7/15	55		✓		
	TX64	0							
☐	TX65	1	Frontier Ranch	8: 7/16 - 7/22	30	Accepted	✓		
☐	TX66	1	Windy Gap	4: 6/18 - 6/24	52		✓		
☐	TX77	1	Crooked Creek	3: 6/11 - 6/17	55		✓		
☐	TX90	1	Frontier Ranch	4: 6/18 - 6/24	80		✓	✓	We would love to b

- **Lock All** – see next section.
- **Mission Unit** – list of all areas in the region that have either made a request this year or had camping history in the last 3 summers.
- **Trip** – indicates how many trips the area has requested. Areas with multiple camp trips will have multiple rows.

	TX427	1	Crooked Creek	8: 7/16 – 7/22	50	✓		
	TX427	2	Crooked Creek	8: 7/16 – 7/22	24	✓	✓	We'd like Capernau

- **Camp/Week** – first choice camp & week for each trip.
- **Request** – number of spots requested (campers & leaders).
- **Travel With** – indicates if the area has requested to travel with another area; hover over the status for more information. A Pending status indicates that not all areas have accepted the invitation. An Accepted status indicates that all areas have accepted the invitation. See next section for more information on Travel With requests.
- **Summer Dates** – these dates are derived from the school end/start dates entered by the area. For example, an area that gets out of school on May 26 and goes back on August 21 will have summer dates of May 27 – August 20. Hover over the check mark to view the dates.
- **Comment** – hover over the comment to see additional text.
- **For more information** about each area's past camping performance, go to the Senior High Summary and WyldLife Summary tabs.

Modify Area Requests/Manage Regional Request to 125%

The region must ensure that their overall Senior High and WyldLife requests are no more than 125% of the previous year's actual attendance **(2019 attendance).**

On the Senior High and WyldLife Summary tabs the percentage that should be managed to 125% is in the Region Total row.

Modify an Area Request

To modify an area request, go to the appropriate camp type tab (light blue tab), lock the request, and then edit the Region Request for that area (steps described below).

Locking Area Requests

1. Go to the appropriate camp type light blue tab (ex. Senior High).
2. The region must lock an area request in order to make any modifications.
   a. Locking an area request prevents the area from making any changes or adding any new requests for any camp type.
   b. **IMPORTANT NOTE: UNLOCKING a request deletes any changes made by the region. So, if the region locks a request, makes changes, then unlocks the request the region's changes will be lost.**
3. To lock an individual request, click the check box in from of that area request. Click again to unlock and _lose_ any change you have made.
4. To lock all area requests, click the Lock All check box at the top of the area requests. Click again to unlock the region so that new areas can complete a request. There is not an "unlock all" for the individual areas. If you use the Lock All to lock requests, you may still unlock individual area requests.

5. Once an area request is locked, the area number becomes a hyperlink. Click this to modify the area request.

Lock ☐ All	Mission Unit	Trip	Camp	Week	Request	Travel With	Summer Dates	Capernaum	Comment
☐	TX27	1	Frontier Ranch	2: 6/4 - 6/10	75		✓		
☐	TX28	1	SharpTop Cove	6: 7/2 - 7/8	54		✓		
☑	TX29	1	SharpTop Cove	1: 5/28 - 6/3	75		✓		
☑	TX31	1	Carolina Point	9: 7/23 - 7/29	45	Accepted	✓		
☐	TX32	1	SharpTop Cove	4: 6/18 - 6/24	40	Accepted	✓		
☐	TX32	2	Windy Gap	3: 6/11 - 6/17	20		✓		Traveling with TX4

Modifying Area Requests

1. Once the area request is locked, click the area number to view the details of the area request.
2. In the Region Request section, click the Edit button to make changes to the Choice, Camp, Week, and/or Request. The area's original request is retained in its original state, and the Region Request is what affects the regions overall percentage. What the region approves is passed on to the Division for the allocation process.
3. The region may also add a comment to be passed on to the division.
   a. Both areas and region comments will be passed to the division and allocation committee.
4. Click Save when done.

In the example below, the region has shaved the area request from 95 to 90 with no other changes. The statistics box at the top shows the area's camping history for the past three years. This information is helpful when the region needs to shave area camp requests.

TX29 Senior High Outreach Trips

Year	Trip	Culture	Camp	IR	R1	R2	CL	C	C:L	MultiTimers
2014	1	Suburban	SharpTop Cove	75	75	75	78	66	6:1	10	15.2%
			2014 Total	75	75	75	78	66	6:1	10	15.2%
2015	1	Suburban	SharpTop Cove	75	75	75	81	69	6:1	11	15.9%
			2015 Total	75	75	75	81	69	6:1	11	15.9%
2016	1	Suburban	Frontier Ranch	80	80	80	71	59	5:1	6	10.2%
			2016 Total	80	80	80	71	59	5:1	6	10.2%

Area Request

Choice	Camp	Week	Request	Travel With	Capernaum
1	SharpTop Cove	1: 5/28 - 6/3	95		
2	Crooked Creek	1: 5/28 - 6/3	95		
3	Frontier Ranch	1: 5/28 - 6/3	95		

Area Comment

Region Request

Choice	Camp	Week	Request	Capernaum
1	SharpTop Cove ⌄	1: 5/28 - 6/3 ⌄	90	
2	Crooked Creek ⌄	1: 5/28 - 6/3 ⌄	90	☐
3	Frontier Ranch ⌄	1: 5/28 - 6/3 ⌄	90	

Region Comment

[Save] [Cancel]

Summary Tabs

- The three summary tabs (Senior High, WyldLife, and Camp) provide useful information for the region when reviewing and modifying area requests. These are read only tabs.
- **The region must manage the Senior High and WyldLife Summary's requests to 125% of the previous year's actual (adj actual for Senior High). That percentage is shown on this tab.**
- Hover over the numbers on this page for more detail.

Senior High Summary

	Areas Camping	Request	2017 Req to 2016 Adj	Attendance				Multi-Timers		Camper:Leader		2016 IR to 2016 Actual
				2016 Adj	2016	2015	2014	2016	2015	2016	2015	
Region Total in 2016	28		249%	1,476	1,501	1,564	1,542	22%	21%	3.5:1	3.6:1	126%
Areas Below in 2017	26	3,688	257%	1,430	1,462	1,554	1,542	22%	21%	3.4:1	3.6:1	129%

Camp Summary Tab

The camp summary tab shows requests for your region only at specific camps. Req = requests from your region only in a specific camp week ○ Beds = beds available in each camp week; this does not take in to account other region's requests.

	CAROLINA POINT		Req	Beds
1	May 23 - 27	SR	120	250
2	May 28 - June 1	SR	0	250
3	June 2 - 6	CPNM	0	250
4	June 7 - 11	CPNM	0	250
5	June 12 - 16	SR	0	250
6	June 18 - 22	SR	0	250
7	June 23 - 27	SR	0	250
8	June 28 - July 2	SR	0	250
9	July 3 - 7	SR	0	250
10	July 8 - 12	SR	0	250
11	July 14 - 18	SR	0	250
12	July 19 - 23	SR	0	250
13	July 24 - 28	SR	0	250
14	July 30 - August 3	YLVS	0	250
15	August 4 - 8	YLVS	0	250

	ROCKBRIDGE		Req	Beds
1	May 28 - June 1	SR	0	248
2	June 2 - 6	SR	0	248
3	June 7 - 11	SR	0	248
4	June 12 - 16	SR	0	248
5	June 18 - 22	SR	100	248
6	June 23 - 27	SR	0	248
7	June 28 - July 2	SR	56	248
8	July 3 - 7	SR	100	248
9	July 8 - 12	SR	0	248
10	July 15 - 18	WYLF	75	248
11	July 19 - 23	SR	0	248
12	July 24 - 28	SR	0	248
13	July 29 - August 2	SR	0	248
14	August 4 - 7	WYLF	0	248
15	August 8 - 11	WYLF	0	248
16	August 13 - 16	YLVS	0	248
17	August 17 - 20	CPNM	100	248

	WINDY GAP		Req	Beds
1	May 23 - 27	SR	0	224
2	May 28 - June 1	SR	0	224
3	June 2 - 6	SR	0	224
4	June 7 - 11	SR	0	224
5	June 12 - 16	SR	0	224
6	June 18 - 22	SR	0	224
7	June 23 - 27	SR	0	224
8	June 28 - July 2	SR	114	224
9	July 3 - 7	SR	0	224
10	July 8 - 12	WYLF	0	224
11	July 14 - 18	SR	0	224
12	July 19 - 23	SR	0	224
13	July 24 - 28	SR	0	224
14	July 29 - August 2	SR	0	224
15	August 3 - 7	SR	0	224