Camp Request Website – Regional Work Crew Requests

The goals of the region are to:

1. Manage requests to 125% of last year's work crew attendance.
2. Select priority camps.
3. Indicate where work crew can serve.
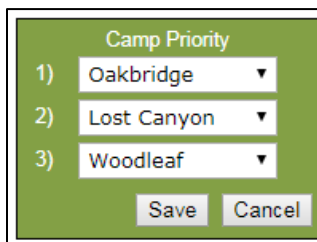
Create an Account & Sign In

The Camp Requests website is used for both camper trip and work crew requests. If you don't already have an account in Camp Requests, then you will need to create a 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 Region#).
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 or Camping Services.
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.

Select Regional Camp Priority

A region must provide their Camp Priority. Proration of spots is influenced based off the selected priority from the region.

1. Login to the campRequests website.
2. Select Work Crew > Region Request.
3. Click the Edit button
4. Select Camp Priority, regions must select three unique properties.
5. Select Save.

Review Area Requests

The Area Request tab in regional review is used to specify how many male and female spots are requested for the region.

1. Scroll through the list of areas to verify that all anticipated work crew requests have been submitted. 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 in the Area Request section of the camp requests website (Work Crew -> Area Request).
2. The Work Crew Supply summary at the top indicates the following items by both areas and region:
   - the total request for both males and females,
   - the percentage of in-division requests, and
   - The % of Actual column displays the current area requests in relation to the previous year's actual history of actual work crew attendance.

	Work Crew Supply							History		
	Males	Females	Total	% Male	% Female	% In Div	% of Actual	2016	2015	2014
Area Requests	30	42	72	42%	58%	61%	180%	40	30	35
Region Request	30	26	56	54%	46%	61%	140%	40	30	35

Locking and Excluding Area Requests

Locking an area request prevents the area from making any changes or adding any new requests. The region will want to lock the request before making changes in the Region Request column.

- To lock an individual request, while in edit mode, click the check box in front of that area request. Click again to unlock an area to allow them to make changes to their request.
- To lock all area requests, click the Lock All check box at the top of the area requests. Click again to unlock. If you use the Lock All to lock requests, you may still unlock individual area requests.

	Lock			Area Request			Region Request			
Exclude	☐ All	Mission Unit	Owner	Males	Females	Total	Males	Females	Total	% of Actual
		AF25		0	0	0	0	0	0	-
		MN20		0	0	0	0	0	0	-
☐	☑	MN21	KathyArneson	2	2	4	2	3	5	250%
☐	☑	MN22	APolejewski	2	3	5	2	2	4	200%
☐	☑	MN23	jmyouso	2	3	5	1	1	2	-
		MN25		0	0	0	0	0	0	-
		MN27		0	0	0	0	0	0	-

- Use the Exclude check box to remove that area's request from the % of Actual for the region in the Work Crew Supply Summary. If an area in your region has closed, use the Exclude checkbox so that area's request will not be included in the region's % of actual. Another reason to exclude is if there are multiple requests for the same area, for example, if the area director changed during the requesting process and both area directors put in a request. This causes their request to be duplicated.

| Area Requests | Session Summary | Session Details | Camps | Reports |

	Lock			Area Request			Region Request				
Exclude	☐ All	Mission Unit	Owner	Males	Females	Total	Males	Females	Total	% of Actual	2
		AF25		0	0	0	0	0	0	-	
		MN20		0	0	0	0	0	0	-	
☑	☑	MN21	KathyArneson	2	2	4	2	3	5	250%	
☐	☑	MN22	APolejewski	2	3	5	2	2	4	200%	
☐	☑	MN23	jmyouso	2	3	5	1	1	2	-	
		MN25		0	0	0	0	0	0	-	

Managing Work Crew Area Requests

The Area Request tab is designated to communicate _how many_ work crew can serve from your region. Regions must manage the area request to 125% of last year's work crew attendance. You will want to manage your region request to 125% before moving to any other tab. An additional Total row is located at the bottom of the chart to help you manage your requests.

	Work Crew Supply						History		
	Males	Females	Total	% Male	% Female	% In Div	% of Actual	2016	2015	2014
Area Requests	30	42	72	42%	58%	61%	180%	40	30	35
Region Request	30	26	56	54%	46%	61%	140%	40	30	35

125% or less

Comment

- The region request is more than 125% of last year's actual.
- Adjust your request using Area Requests tab > Edit.

1. On the Area Request tab click the Edit button to update the Region Request columns. Refer to the Total row at the bottom of the Area Request chart to help you manage your changes.
2. Using the areas three year history, shown to the right (hover over to see M/F breakdown), set the number of work crew spots for each area based off the region's total work crew spots (125% of last years actual).

Male: 1
Female: 2
Unknown: 0

Area Request			Region Request				History				
Males	Females	Total	Males	Females	Total	% of Actual	2016	2015	2014	2016 Req	% Req to Actual
5	5	10	3	3	6	200%	3	3	4	6	200%
2	2	4	2	2	4	400%	1	3	3	0	0%
4	4	8	2	1	3	300%	1	1	5	0	0%

3. Clicking save will update the Work Crew Supply summary (green chart) located at the top of the page and the Total row located at the bottom of the Area Request chart.
4. Continue to manage the area requests until the Region Request % of Actual is at or below 125%.
   o The Region Request Total hover-over will show the 125% maximum number allowed for the region. If this number is yellow you must continue to manage your regional request until the number is white.

SD20	Carm0021	1	3	4	1	2		
SD24		0	0	0	0	0	125%: 50	
SD100	CParrish17	2	2	4	2	2		
Total:		30	42	72	30	26	56	

Note: If an area included a comment in their request, hover over the "C" located next to the Mission Unit to review the comment. Regions may add comments for the Division using the comment box in the Work Crew Supply summary.

Session Summary and Session Details – Read Only Tabs

The Session Summary and Session Details tabs are used to summarize the specific camp/session(s) areas have indicated as able to fill. Review this information to influence the Region Request column on the Camps tab. These detail pages will also be helpful as the allocation process is complete and regions prepare to place work crew applicants into camps and sessions.

- Session Summary – Camp sessions in relation to area work crew requests
- Session Details – Area work crew requests in relation to camp sessions, camp spots available and requests.

Determining Camps and Sessions

The Camps tab is designated to communicate *where* work crew from your region can serve. The Camps tab displays the regional summary of all area requests categorized by camp and session. The region will indicate which camps and sessions work crew can serve. Work crew must be available for the entire session. Session dates are displayed in the right hand column.

It is necessary that regions have the ability and readiness to fill all work crew spots requested. The allocation process will only allocate work crew spots that the region has indicated as able to fulfill.

1. On the Camps tab, click edit and then Copy Area Request to Region.
2. Modify the maximum number of spots your region can provide work crew for in any session.
   - The region request is limited to the number of spots available in each session. *Example: Lost Canyon Spots Available max is 44.*
   - The region can request spots in sessions/camps that areas had not previously requested. *Example: Frontier Ranch Session 1.*
   - The region can eliminate requests from any session/camp that an area has requested that the region feels the region is unable to fill. *Example: Removal of spots at Crooked Creek Session 1.*
3. Click Save. The Region Request saved data will be visible to the division.

| Area Requests | Session Summary | Session Details | Camps | Reports |

	Area Requests			Region Requests				Session Dates	
	Session			Session					
Camp	1	2	3	1	2	3	Spots Available in each Session	Earliest	Latest
Camp Buckner	0	0		0	0		28	-	-
Carolina Point	0	0	0	0	0	0	30	-	-
Castaway Club	0	0	0	0	0	0	32	-	-
Clearwater Cove	0	0		0	0		18	-	-
Crooked Creek	5	6	6	0	6	6	45	6/24/2017	8/14/2017
Crossroads	0			0			26	-	-
Frontier Ranch	0	0	0	3	0	0	45	5/26/2017	6/25/2017
Lake Champion	0	0	0	0	0	0	45	-	-
Lost Canyon *	75	71	53	44	44	44	44	5/27/2017	8/6/2017
Malibu Club	6	10	5	6	10	5	38	6/8/2017	8/16/2017

Reports

The Report tab summarizes all regional requests in relation to other regions, priorities and property work crew need by division.
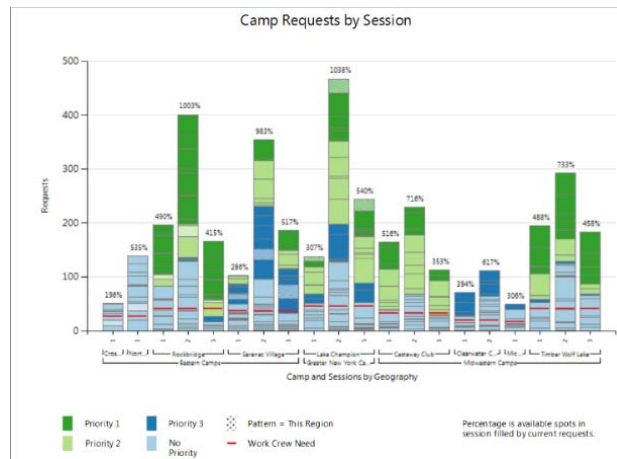
For more information on work crew and how spots are assigned to regions please visit Staff Resources.