

Registering as a NEW Camp Rudolph volunteer:

Start at the link provided in the email, this will take you to the staff/volunteer login page.

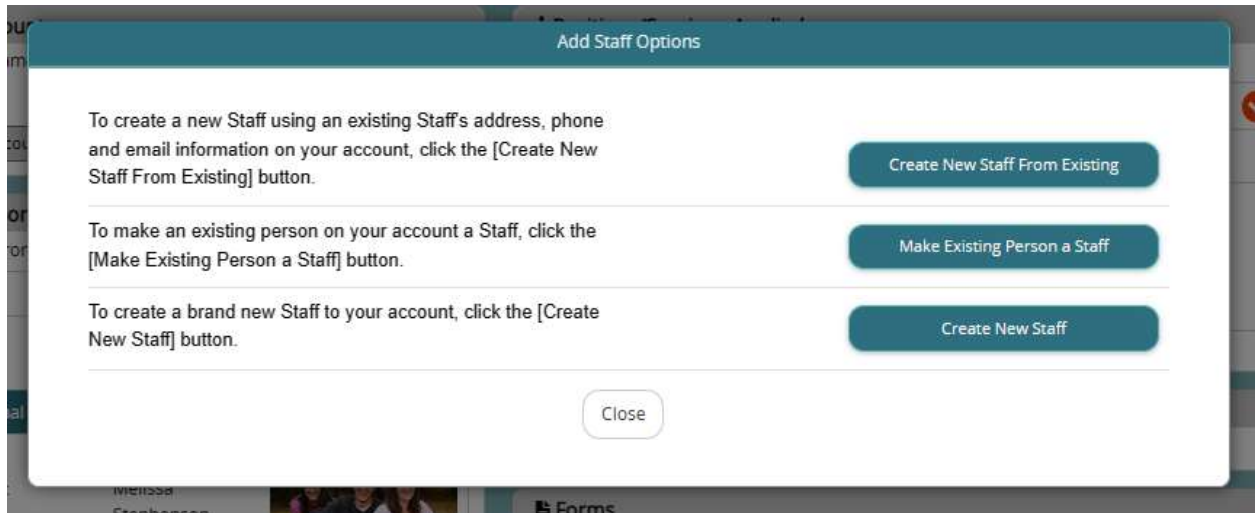
Login using the SAME ID and password as you use for camper or donor account info. Or create a new account if you have NEVER registered anyone in your family for camp.

On the dashboard you will see a Personal Info box, the dropdown will have any name that has been added as staff before. To add someone who is not in the dropdown list, click the green button Add Staff.

The screenshot displays the 'Online Staff Dashboard' interface. At the top, there is a header with the 'Online Staff Dashboard' title and a logo for Camp Rudolph. Below the header, there is a notification bar that says 'Click to View Important Message'. The dashboard is divided into several sections:

- Account:** Shows user details for Melissa Stephenson, including her user name and email address. There are buttons for 'Edit Account' and 'Logout'.
- Personal Info:** Features a dropdown menu for selecting a staff member (currently set to 'Melissa Stephenson') and a 'Remove Staff' button. Below this are tabs for 'Personal', 'Address', 'Phones', and 'Emails'. The 'Personal' tab is active, showing fields for Name, Date of Birth, and Gender, along with a photo and buttons for 'Add Staff' and 'Edit Personal'.
- Positions/Sessions Applied:** Includes a dropdown for '2023 Summer Volunteer (02/08/2023-08/31/2023)'. Below is a table with columns for Position, Status, Applied, and Submitted. One entry is shown for 'Dean' with a status of 'Submitted' and dates of '05/10/2023'. There are buttons for 'Apply For Position' and 'Make Payment'.
- Notifications:** A message stating 'You have no active notifications at this time.'
- Forms:** A section with tabs for 'Online Forms', 'Forms Returned', 'Download Forms', 'Upload Forms', and 'Upload History'. A 'Faculty Questionnaire' is listed with a status of 'Form completed.' and an 'Open' button.
- References:** A partially visible section at the bottom.

If you have registered a camper, you should be listed on your camper's registration you can choose "Make Existing Person a Staff" otherwise choose the other option that fits.



Complete each page, clicking Save/Next after each.

After entering all the information it will take you into the “application” registration process

Select an Application period:

Click 2024 Summer Volunteers Save/Next

Select a Staff position

Click Adult Counselor Save/Next

Complete the required form:

Click Open beside the Faculty Questionnaire form. It is 4 pages, be sure to click **Save/Next** to get to each new page and when done.

Once the form is complete click Save/Next again.

The next page will ask which sessions you are registering to help with, please choose only the session(s) you have been asked to serve and have confirmation that the dean is expecting you.

The system requires 2 references for all volunteers. We only send the requests for first timers.


The first one needs to be someone from your church’s leadership team who knows you well.

The second should be someone who knows about your spiritual walk/volunteer activity that is not a relative. Name, email, phone and relation are all required.

Save/Next

The next page is the financial page. You can make a donation and/or add canteen money here. A donation toward your cost of food during your time at camp, helps us not pass so much on to camper fees. Meals range from \$3-10 each, Full week sessions are served 15 meals, Half week sessions are served 8 meals. Canteen items are \$1 each and we prefer not to deal with cash at the window. Full week suggested canteen credit is \$20, half week is \$10.

Make Payment



To make a payment:

1. Make sure you selected the correct staff person on the main dashboard for whom you want to pay.
2. On the Amount tab, all Application Period payments will default to the suggested donation amount. This amount assists with food costs allowing Camp Rudolph to avoid more increases to camper fees. It is completely optional. You can change the amount to be between \$0.00 and the full payment amount. Change the amount to \$0.00 to not pay for an Application Period.
3. Click NEXT or the Payment Options tab to view your payment summary. Choose a payment method and fill in the required fields. Click NEXT to process the payment.

Note: Do not click any other buttons while payment is being processed.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information.

[Contact Us](#)

Amount
Payment Options
Dashboard

Payment Amount

Total Payment Amount: \$40.00

Application Period	Status	Appl. Bal.	Str. Bal.	Appl. Pmt. Amt.	Str. Pmt. Amt.
2023 Retreat Volunteer (02/08/2023-12/30/2023)	Applied	\$0.00	\$0.00	<input type="text" value="\$20.00"/>	<input type="text" value="\$20.00"/>

← Prev
Save/Next →

To add a donation amount enter it in the Appl. Pmt. Amt., to add money for your canteen enter it in the Str. Pmt. Amt.

Neither are required. You will simply return to the dashboard via the button on the top right. If you do choose to add either Save/Next takes you to the payment screen, Credit or eCheck (echeck payments avoid fees). Enter the information needed and Save/Next. A pop-up will ask if you understand that the payment is more than the amount due. Click ok to continue. It will then allow you to Submit Application.

Or back on the dashboard hit the red Submit beside the position. A pop-up will ask if you are sure you want to submit, click ok. Give it a minute to process, it should change to "Submitted". If it does not, please email Trish at thackett@camprudolph.org to let her know it did not go through.

After that you will receive an email with the next steps for background check, Child Protection Training and EQUIP training. Background checks and Child protection training are good for 2 years, EQUIP training happens yearly in case of changes or updates.