

Summer Staff Training

1. Log into your camp Young Life Access account at younglifeaccess.com.
2. Click "Contacts" to go to the contacts page.
3. Cut and paste all summer staff email addresses into the "Add New Contacts" box.
4. Under "ROLE," click "User."
5. Click "Send Invitations."
6. Send a separate email to all summer staff asking them to be on the lookout for their Right Now Media account set up email. It could wind up in their junk/spam folder. A sample email you could send can be found on the Young Life Access FAQ page.
7. On the contacts page, click "Add Distribution List." and create a distribution list for each session's summer staff.
8. On the contacts page, under "Contact Filters," click "Pending Invites." Here you will find all of your pending invitations. You can sort them by "date invited" to see the ones you just sent.
9. Select each person from Session 1. Once each person has been clicked, click "Selected" and then in the drop down menu choose "Assign to List" and then choose "Session 1 Summer Staff."
10. Repeat the process for each session.
11. Click "Right Now Media" at the top of the page to return to the homepage.
12. Scroll down to the Camp Channel and open the "2017 Summer Staff Training Course."
13. On the left hand side of the screen, click "Customize This Post."
14. Retitle the post to "Session 1 2017 Summer Staff Training Course" and then click "Save."
15. Click "Send Post" and then under "Filters" choose the Session 1 Summer Staff. Choose all and click "Send."
16. Repeat steps 12-16 for each summer staff session.
17. To track responses, go under "My Profile" and click "View Responses." Each session's training course you retitled will be found there. Click "Recipients" and you can track each person's progress.
18. Click "Export" and you will download an Excel file with all summer staff from that session and their responses. This can be sent to Summer Staff Coordinators. If you want each Summer Staff Coordinator to track their session, they will need the username and log in for the camp account. That can be changed at the end of the summer and all summer staff can be deleted easily from your account.