

# Mission Applications in Managed Missions

With ManagedMissions you can custom build a mission app questionnaire and let prospective team members apply for your trips online. Once you approve an applicant for a trip, their details are immediately transferred to the mission trip.

## How Mission Applications Work in Managed Missions

Because Managed Missions already tracks most of the information commonly found on Mission Applications, our Mission Applications work a little differently than most online applications. Our multi-step application is described below:

1. **Link:** Applicants arrive at the Mission Application by using a special URL that is unique to each Mission Application. You can easily link applicants to this URL from your organization website or in your email communications.
2. **Log In:** Every application in Managed Missions starts with the applicant logging in to Managed Missions. Applicants who have used Managed Missions in the past can use their existing Managed Missions login information. New Applicants can easily create their login information in one step.

Before you can start, or resume, your mission trip application, please register or log into your Managed Missions account.

Do you have an existing Managed Missions log in? If so use this form to sign in:

Email Address

Password  
 [I forgot my password](#)

 Log In

Otherwise, use this form to create your Managed Missions account

Email Address

Password

Confirm Password

 Register

3. **Personal Info:** Managed Missions already tracks basic info about people such as Name, Address, Birth Date, Gender, etc. Every Mission Application starts by collecting this information. Applicants who have been on or applied for a previous trip with your organization will have their existing info brought in from Managed Missions and will only need to update any outdated info.

### Enter your personal info

<b>First Name</b> Example	<b>Middle Name</b> 	<b>Last Name</b> Person
<b>Address 1</b> 15245 North Street		
<b>Address 2</b> 		
<b>City</b> Phoenix	<b>State</b> AZ	<b>Postal Code</b> 85032
<b>Primary Phone Number</b> 602-555-1234	<b>Primary Email Address</b> kevin.allen@managedministries.com	
<b>Gender</b> Male	<b>Birth Date</b> 2/17/1988	<b>T Shirt Size</b> 

[Go Back](#) | [Save](#) | [Next](#)

In order to return to your saved application, please use the following link: <https://app.mm-qa.com/MissionApplication/Start/58>

4. **Travel Info:** Managed Missions also tracks various travel info about people such as Passport Info, Emergency Contact Info, Allergies and Medications, etc. Every Mission Application also collects this information. As with Personal Info, returning applicants will have their info brought in from Managed Missions.

### Update your travel info

<b>Name on Passport</b> Example Test Person		
<b>Passport Number</b> 12345685214	<b>Passport Issued Date</b> 07/01/2013	<b>Passport Expiration Date</b> 07/02/2023
<b>Passport Issuing Country</b> United States	<b>Nationality</b> United States	
<b>Preferred Airport</b> 	<b>Frequent Flyer Number</b> 	<b>Airline Seating Preference</b> Either
<b>Primary Emergency Contact</b>		
<b>Name</b> Another Person	<b>Relationship</b> Spouse	
<b>Phone Number</b> 602-555-1324	<b>Email Address</b> 	
<b>Secondary Emergency Contact</b>		
<b>Name</b> 	<b>Relationship</b> Select One	
<b>Phone Number</b> 	<b>Email Address</b> 	
<b>Health Concerns</b> 		

5. **Preferred Trip:** If your application is set up to allow applicants to choose a trip, applicants will have the option of selecting their Preferred Trip.

**Choose your trip**

**Preferred Trip**

Kenya August 2014

Go Back | Save | Next

In order to return to your saved application, please use the following link: <https://app.mm-qa.com/MissionApplication/Start/58>

- 6. Custom Questions:** After filling out the standard information that is part of every Mission Application, applicants answer any custom questions you created when you created your Mission Application. The applicant's answers to custom questions are displayed to admins when reviewing applications but do not become part of the applicants Managed Missions profile.

**Please answer the following questions:**

**Personal Info**

**Testimony\***  
Tell us a little bit about how you came to know Christ

Occupation

Marital Status\*  
Married

**Spiritual Gifts (check all that apply)**

Teaching  
 Serving  
 Wisdom  
 Mercy

Go Back | Save | Submit Application

In order to return to your saved application, please use the following link: <https://app.mm-qa.com/MissionApplication/Start/59>

- 7. Submit:** After answering any custom questions, the applicant submits their application. They see a custom message from your organization and an email is sent to your Mission Application Review Email Address, letting you know that a new application is ready for review.
- 8. Review:** An account admin from your organization reviews the application in Managed Missions. The admin can then add the applicant to a trip or mark the application as reviewed without adding them to a trip. If the applicant is added to a trip, they will receive a custom email notifying them.

## Configuring Mission Applications

Before you create your first Mission Application, you may want to configure your settings for Mission Applications. Mission Application Configuration can be found by logging in to Managed Missions and going to Account Admin → Mission Apps → Configuration. You have several options for customizing your Mission Applications.

**Mission Application Review Email Address:** This is the email where notifications of new Mission Applications will be sent.

**Team Leaders and Admins Can Approve Applications:** If this box is checked, Team Leaders and Team Admins will be able to review and approve Mission Applications for their own trip. They will only be able to see applications with their trip as the Preferred Trip.

**Welcome Email Subject:** This is the subject line of the email that is sent to applicants when they are added to a Mission Trip.

**Welcome Email Text:** This is the body of the email that is sent to applicants when they are added to a Mission Trip. Below the text box are listed several special codes that can be used to populate the email with information based on the trip that the person was assigned to.

## Creating a Mission Application

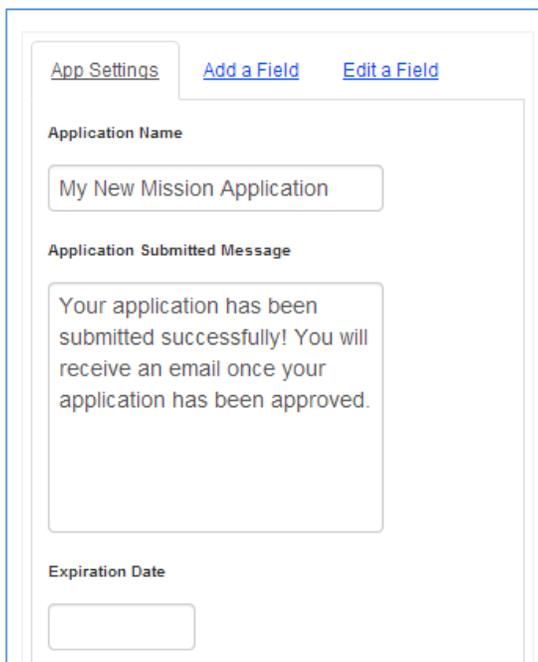
Once you have your general settings for Mission Applications configured, you are ready to create your Mission Application. To create a Mission Application, go to Account Admin → Mission Apps → Create Mission Application.

Creating a Mission Application has 2 parts, App Settings and Custom Fields. The following options are all available in the App Settings tab:

**Application Name:** This is the name of the Mission Application.

**Application Submitted Message:** This is the message that will be displayed to the applicant after they complete their application.

**Expiration Date:** After the expiration date, the Mission Application will no longer accept applications. If this is left blank, the application will stay open indefinitely.



The screenshot shows a web interface for configuring a Mission Application. At the top, there are three tabs: "App Settings" (selected), "Add a Field", and "Edit a Field". Below the tabs, the form is divided into three sections:

- Application Name:** A text input field containing "My New Mission Application".
- Application Submitted Message:** A text area containing the message: "Your application has been submitted successfully! You will receive an email once your application has been approved."
- Expiration Date:** An empty text input field.

**Trips For This Application:** Determines which upcoming trips are available for applicants to select as their Preferred Trip.

- All Trips: All upcoming Mission Trips are available for applicants to choose
- Specific Trips: Selected trips and groups of trips are available for applicants to choose
- No Trips: Applicants do not choose a Preferred Trip.

**Number Of Trip Selections:** If “No Trips” is not selected above, this determines whether applicants choose a single Preferred Trip or their top 3 choices.

**Select the trips for this application:** If “Specific Trips” is selected above, there will be a list of upcoming trips. Check all the trips which should be available for the applicant to choose from.

**Select groups of trips for this application:** If “Specific Trips” is selected above, there will be a list of groups. For each group checked, all upcoming trips assigned to that group will be available for applicants to choose from. As trips are added to or removed from the group, they will automatically be added to or removed from the Mission Application.

**Trips For This Application**

Specific Trips

**Number of Trip Selections**

Top Choice

**Select the trips for this application:**

<input type="checkbox"/>	Departure Date	Return Date	Mission Trip
<input type="checkbox"/>	10/8/2015	10/30/2015	 Tanzania July 2014

**Select groups of trips for this application:**

Group

Africa Trips

India Trips

## Adding Custom Fields

To add custom fields to your Mission Application, click on the “Add a Field” tab. You can click on a field type or drag it to the right to add it to your application. The right hand side of the screen shows a preview of your custom questions. You can click and drag the questions into the order you want and see how they will look on your final application. For each field you can edit a few settings:

**Question Type:** You can change the type of a question after it has been added to the application.

**Label:** This is the bold label above the question.

**Sub Label:** This is the plain text under the label. It can be useful for giving additional instructions for answering a question. For check boxes, the sub label is the text next to the check box. Groups of check boxes can be created by giving the first check box a label and a sub label and subsequent check boxes only a sub label.

**Required:** Check this box to make this field required. Applications cannot be submitted unless all

required fields have been filled out. Required dropdowns must have a selection other than “Select One”. Required check boxes must be checked.

**Choices:** Dropdown fields have multiple choices. You can add as many choices as you want to a dropdown.

Fields can be copied or deleted using the green and red buttons on each field.

## Saving and Publishing

Once you have your Mission Application the way you want it, you can choose to publish your application immediately or save it to publish later. If you click “Save Application” at the top of the New Mission Application form, your Mission Application will be saved in “Inactive” mode, meaning it will not yet be publicly available. If you click “Publish Application”, it will be saved in “Active” mode meaning it is publicly available immediately. Applications can be toggled between “Active” and “Inactive” mode at any time from the Mission Application list.

## Editing or Duplicating a Mission Application

To edit a mission application, find it in the Mission Application list and select “Edit Application” from the Options dropdown.

If an application has not received any responses, you will have the ability to fully edit the App Settings and Custom Fields.

Once an application has received responses, the Custom Fields can no longer be edited. This is

necessary to keep consistency between the questions on the application and the answers on the responses. App Settings can still be changed. If you need to change an application that has received responses, you can duplicate it and make your changes on the new application.

To duplicate and edit an application follow the process below:

1. Find the application in the Mission Application list and select “Duplicate” from the Options dropdown.
2. Duplicating creates a new application with the exact same App Settings and Custom Fields.
3. You will be taken to a screen to edit the new application. You can make any necessary changes on the new application.
4. Once your new application is ready, you can make it “Active” and make the old application “Inactive”. Make sure to update any links on your site or in your communications to point to the URL for the new application.

Duplicating is also a good way to set up multiple mission applications which share many of the same questions.