

## **Online Staff Application Instructions for Approved Faculty**

We are now collecting all information for volunteers who will be on campus overnight online. This includes references, waivers, forms, and background checks. This document will walk you through how to get logged in to a staff account and how to apply for a position. It is important that you have been approved by the dean of the camp you want to volunteer with **BEFORE** you complete this application. If you have any questions or need more assistance, please call Butler Springs at (937) 588-2205 or email [josie@butlersprings.com](mailto:josie@butlersprings.com).

Note: Although this is called “Staff Application” we are using it to track our volunteer faculty who are helping with specific weeks/sessions of camp.

**We ask that all faculty and volunteers have this completed at least 3 weeks before your camp session starts.**

### **Create New Account/Login**

Follow this link to be taken to the faculty application

<http://cwngui.campwise.com/Customer/butlersprings/browser-check-staff.html>

- If you already **have an account** with Butler Springs (this includes accounts created to register campers, donate, etc.), please do not create a new one. You can login to the staff page with your existing login information.
  - If you forgot your login information, please call Butler Springs and we can help you get into your account.
- If you **do not have an account**, create a new one.

If you are brand new, it will ask you to create your login, staff record, and to input your contact information.

### **Select Application Period**

- If **NEW**, you'll be taken directly to the Application Period selection page.
- If you are logging in and there are multiple people on the account, make sure the correct name is selected in the drop down in the *Personal Info Panel*.

- If you need to add people to your existing account as a staff person, click the “Add Staff” button and follow the prompts.

- If logging in, you will need to click on the green **Apply for Position** in the *Positions/Sessions Applied Panel*.

- **Note:** If you have NOT selected a period/application period, then the panel dropdown menu will NOT work, you must click the green “Apply for Position” button.

### Select a Staff Application Period

- There is only one option here, check “**2023 Summer Camp Faculty Volunteers**”. Click Save/Next to continue.

### Select a Staff Application Period

Please select one or more application periods that you would like to apply for.

- ☒ 2023 Summer Camp Faculty Volunteers (02/01/2023-07/08/2023)

### Select the Position

- On this page, the available position will show based on the age of the applicant.  
18 and over- **Adult Faculty (18 and Older)**  
17 and under- **Junior Faculty (17 and Under)**  
Click Save/ Next to continue.

### 2023 Summer Camp Faculty Volunteers (02/01/2023-07/08/2023)



Adult Faculty (18 and older)

Not Selected

Details...

### Complete Online Staff Form

- Four forms will be listed for you to complete, *Additional People*, *Faculty Waiver*, *Faculty Application*, and *Statement of Faith*. They will appear red until they are completed, then they will turn green.
- To complete the form, click the **Open** button on the right. Click **Save/Next** button after filling out the first form to be taken back to the list of forms. Click the "Open" button for the next form, fill out the form, click **Save/Next**. You will be taken back to the list of forms.
- When both forms show as "*Forms completed.*" in green, click **Save/Next** to move on.

### List of forms required to be completed before Application.

Additional People	Form completed.	Open
Faculty Application	Form completed.	Open
Faculty Waiver (over 18)	Form completed.	Open
Statement of Faith	Form completed.	Open

- Additional People Form: This form is to let us know if the person being signed up is bringing anyone who is under 18 with them who will NOT be a camper or volunteer (your children, grandchildren, ect.)
  - If you are bringing a child who is the same age as the campers during the camp, they need to be signed up as a camper.

### Select the Sessions

- On this page, select the **session(s)** you have been approved by the dean of the camp to volunteer for.
- Click **Save/Next** to continue on.

2023 Summer Camp Faculty Volunteers (02/01/2023-07/08/2023)	
<input type="checkbox"/>	2023 Father/Son Wilderness Quest Jun 2 2023--Jun 4 2023
<input type="checkbox"/>	2023 Mother/Daughter Safari Jun 2 2023--Jun 4 2023
<input checked="" type="checkbox"/>	2023 My Parent & Me Jun 2 2023--Jun 4 2023
<input type="checkbox"/>	2023 VIP Camp Jun 4 2023--Jun 7 2023
<input type="checkbox"/>	2023 Day Camp 1 Jun 6 2023--Jun 6 2023

### Input Reference Information

- Every volunteer needs two references, one Church Reference (preacher, church leader, church member, etc.) and one Personal Reference (friend, mentor, etc.). Provide first and last name, email address, and relation for each reference.
- Click **Save/Next** to move on.

International: ☐ No

First Name: \*  Last Name: \*  Email: \*

Address 1:  Address 2:  Country:

Postal Code:  City:  State:

Home Phone:  Cell Phone:  Work Phone:  Relation: \*

### Payment Page

- We ask that each volunteer pay \$60 for their time at camp or \$120/family. This is to cover the costs of being on campus. We understand that you are volunteering your time, so this is not a requirement, but it is extremely helpful to camp to offset costs.
  - Enter the amount in the **Appl. Pmt. Amt.** box. (\$60 for family, \$120 if you are bringing 2 or more people from your family)
  - Pmt Amt greater than bal** will appear after enter your amount, that is okay.
- You can also add money to your store account. Adding money to your store account would allow you to make purchases at the canteen with credit on your account.

- Enter the amount in the **Str. Pmt. Amt.** box. (We will not refund any money not spent during your week at camp left on store accounts. Any money not spent will go towards our summer mission.)
- If your current balance is \$0.00 and you're not depositing any money onto the account, please click on the **"Dashboard"** button to be taken to the Online Staff Dashboard page.

Amount	Payment Options	Dashboard			
Payment Amount					
Total Payment Amount: \$60.00					
Application Period	Status	Appl. Bal.	Str. Bal.	Appl. Pmt. Amt.	Str. Pmt. Amt.
2023 Summer Camp Faculty Volunteers (02/01/2023-07/08/2023)	Applied	Pmt Amt greater than Bal! \$0.00	\$0.00	\$60.00	\$0.00

- Next, click **Payment Options** and enter your credit card information. Click **Save/Next.**


Amount	Payment Options	Dashboard
Payment Options		
Total Payment Amount: \$60.00		
<div>Credit</div> <div> <div>Card Type: *</div> <div>Select... ▼</div> </div> <div> <div>Card #: *</div> <div></div> </div> <div> <div>Expiration Month: *</div> <div>Select... ▼</div> </div> <div> <div>Expiration Year: *</div> <div>Select... ▼</div> </div> <div> <div>Sec. Code: *</div> <div></div> </div> <div> <div>Name on Card: *</div> <div></div> </div> <div> <div>Email Receipt To: *</div> <div></div> </div> <div> <input checked="" type="checkbox"/> E-mail Receipt?         </div>		
Amount: \$60.00		


### Submit Application

- On the Online Staff Dashboard page, Positions/Sessions Applied panel, click the **red submit button** to submit your application.



**Positions/Sessions Applied**


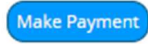
Select from available Application Periods:

2023 Summer Camp Faculty Volunteers (02/01/2023-07) 



**Positions** Sessions

Position	Status	Applied	Submitted
Adult Faculty (18 and older)	Applied Not Submitted	10/06/2022	 

### Background Check Consent (for everyone 18+)


- You will receive an email prompting you to log back in and provide information for BSCC to run a background check.
  - You will not be able to do this until **AFTER** camp receives your information and approves you for a background check. It might be a few days before you receive this email, please be on the lookout for the email.

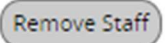
### Adding additional staff to the same account?

- From the dashboard page, click the green **"Add Staff"** button under the "Personal Info" panel.

**Personal Info**


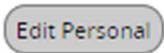
Select from available Staff:

John Smith 



**Personal** Address Phones Emails

Name: John Smith  
 Date of Birth: 01/01/1999  
 Gender: Male

- Choose from the options given.
  - Create New Staff From Existing- This would be to create a staff profile people who are NOT in the system but share a lot of the same info as existing staff.
  - Make Existing Person a Staff- This would be to change people who are listed as campers, guardians, or emergency contacts on this account to staff..
  - Create New Staff- This is to create someone who is not on the account already.

Add Staff Options

To create a new Staff using an existing Staff's address, phone and email information on your account, click the [Create New Staff From Existing] button.

Create New Staff From Existing

To make an existing person on your account to a Staff, click the [Make Existing Person a Staff] button.

Make Existing Person a Staff

To create a brand new Staff to your account, click the [Create New Staff] button.

Create New Staff

Close

- This will start the cycle over for the next person who is going to be faculty.