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Login

- **Visit:** <https://apps.newportbeachca.gov/RSSApp/Account/Login>
- **Login:** instructor email address
- **Password:** password1

Copying a Camp from Previous Season(s)- Same camp in a new year

This will allow you to copy the camp from a previous year and use for a different year or age group.

1. Pull up the season you would like to copy camps from by selecting that season from the drop down menu along the top

Search.... Search All Search Summer Camps 2021

2. Select the title of the camp you would like to copy
3. Click **Copy Camp**

Activity Details Show Deleted Sessions [Back to Dashboard](#)

Activity Name: Ocean Adv	Instructor: Pacific	Status: Active	Description: Our amazing staff make learning a "Whale of an Adventure!" Mornings are spent at Lincoln Elementary School dissecting a variety of creatures including a shark and a starfish, examining plankton under a microscope, watching chemical reactions and more. Campers visit the Pacific Marine Mammal Center one day of the week. Afternoons are spent at Laguna Beach and/or Little Corona Beach exploring the tidepools, learning about ocean safety and swimming. There is something new to learn each week!
Season: Summe	Activity Category: Camps	Assigned User: Pacific	
Age Range			

Minimum Age: 6 years	Maximum Age: 12 years
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Enrollee Amount Range	
Minimum Enrollee Amount: 10	Maximum Enrollee Amount: 30

Copy Camp
Save Camp
Create Session

4. Fill/update new info as needed and click **Save** (make sure season is set to current)
5. Once you **Save**, the copied sessions will pop up below the class information. Click on a **Session ID** to update dates (or other information as needed).

6. If you need to add more sessions, click **Create Session**
7. Fill in info and click **Save**. *(Save is the equivalent of "submit")*
8. Click **Back to Class**
9. You will see a list of the new sessions. If you click on **Back to Dashboard**, it will take you back to the home screen. **Any classes visible in your dashboard are now considered submitted and can be seen by City staff.**

SESSIONS: What is a session of a summer camp? In the context of camps, sessions could either be the same camp taking place at multiple locations one week or the same camp across multiple weeks throughout the summer. A "new camp" will need to be created for camps with duplicate descriptions that serve different age ranges, ie. a "Spanish Summer Camp" that is available for 4-6yrs certain weeks and 7-10yrs other weeks.

Create a New Camp

1. Click on **Create Camp**
2. Fill in all **Activity Details** (Activity name, instructor, ages, min./max., etc.)

Create New Camp

Activity Details
 Show Deleted Sessions
[Back to Dashboard](#)

Activity Name:

Instructor: Please ▾

Status: Active ▾

Season: Please ▾

Activity Category: Please ▾

Assigned User: Molly F ▾

Age Range

Minimum Age: Please select Minimum ▾

Maximum Age: Please select Maximum ▾

Enrollee Amount Range

Minimum Enrollee Amount:

Maximum Enrollee Amount:

Description:

[Save Camp](#)

- a. Note:
 - i. In the **Description** box, please describe your class in approximately 50 words or less. Do not include prerequisites, materials needed, material fees, no camp dates, etc.- those will be captured in the bullet points under **Sessions**.
 - ii. Activity titles should be no more than 40 characters.
3. Click on **Save Camp** once complete
4. Click on **Create Session** that appears in the middle of the page.
5. Fill in specific info of the session. Once complete click **Save** at the bottom of the page.

- a. Session subtitles are *optional*. They can be used to designate different themes, levels of a class that uses the same/similar description, or to provide a Drop-in option.
- b. Activity Weeks: You can select multiple weeks to offer each camp from the dropdown menu that appears when you click into the blank white box. If you'd like to offer the same camp every week of the summer, please select the option titled "All weeks." This does not include prequel weeks.
- c. Session Bullet points: here is where you should include additional information about what is included, what participants should plan to bring, any additional fees associated, etc.
- d. Times: Remember that standard morning camps are 9am. to noon and afternoon camps are 1 to 4pm. All day camps are typically 9am-4pm.

6. Then click on **Back to Class**

7. Once complete, click on **Back to Dashboard**

[Create Session\(s\)](#)

This will allow you to duplicate a camp with the same description and age group.

1. After initially creating the camp you will click on **Create Session**.

Session Details

Session Subtitle: <input type="text"/>	Location: <input type="text" value="Corona del Mar"/>	Start Date: <input type="text" value="06/01/2021"/>	End Date: <input type="text" value="08/13/2021"/>
Status: <input type="text" value="Active"/>	Activity Number: <input type="text"/>	Start Time: <input type="text" value="9:00 AM"/>	End Time: <input type="text" value="12:00 PM"/>
Activity Weeks: (Select all that Apply) <input type="text" value="Select Weeks..."/>	Fee Per Day: <input type="text"/>		Fee for Activity: <input type="text"/>
		Total all days +\$5 admin fee <input type="text"/>	Total Activity fee +\$5 admin fee <input type="text" value="210"/>

Days of the Week (Optional)

Monday:	Tuesday:	Wednesday:	Thursday:	Friday:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No Activity Dates:

Session Bullet Point:

2. Fill in new activity session information and click **Save**.

3. After saving, click **Back to Class**.

a. Notes:

- Session subtitles are optional [not required or encouraged unless necessary]. They are used to designate different themes or levels of a class that uses the same/similar description.
- Instructors/staff are able to enter fee per day OR fee per class. For example, if a daily camp fee includes decimals and you have a whole number you would like to advertise your class as, only use “fee per class”
 - **Total all days +\$5 admin fee:** Advertised fee based on fee per day times number of days plus \$5 admin fee. Total class fee based on the fee per day plus \$5 admin fee. Will auto-populate once saved, but does not account for no class days.
 - **Total activity fee +\$5 admin fee:** Advertised fee based on desired whole number plus \$5 admin fee. Will auto-populate once saved.

Delete a Session

1. Click on the desired camp from the dashboard.
2. Click on the **Session ID** below.

Class Details Show Deleted Sessions [Back to Dashboard](#)

Class Name: **Instructor:** **Status:**

Season: **Class Category:**

Age Range

Minimum Age: **Maximum Age:**

Enrollee Amount Range

Minimum Enrollee Amount: **Maximum Enrollee Amount:**

[Copy Class](#) [Save Class](#) [Create Session](#)

Session ID	Session Name	Session Bullet Points	Location	Session Start Date	Session End Date
417			Bonita Canyon Sports Park	4/2/2019 12:00:00 PM	4/30/2019 1:00:00 PM
418			Bonita Canyon Sports Park	5/14/2019 12:00:00 PM	6/11/2019 1:00:00 PM



3. Below **Session Bullet Points**, click the blue **Delete** button.

Session Details

Session Subtitle:

Location:

Start Date:

End Date:

Status:

Start Time:

End Time:

Fee Per Day:

Fee For Class:

Total all days +\$5 admin fee

Total class fee +\$5 admin fee

Days of the Week

Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:	Sunday:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

No Class Dates:

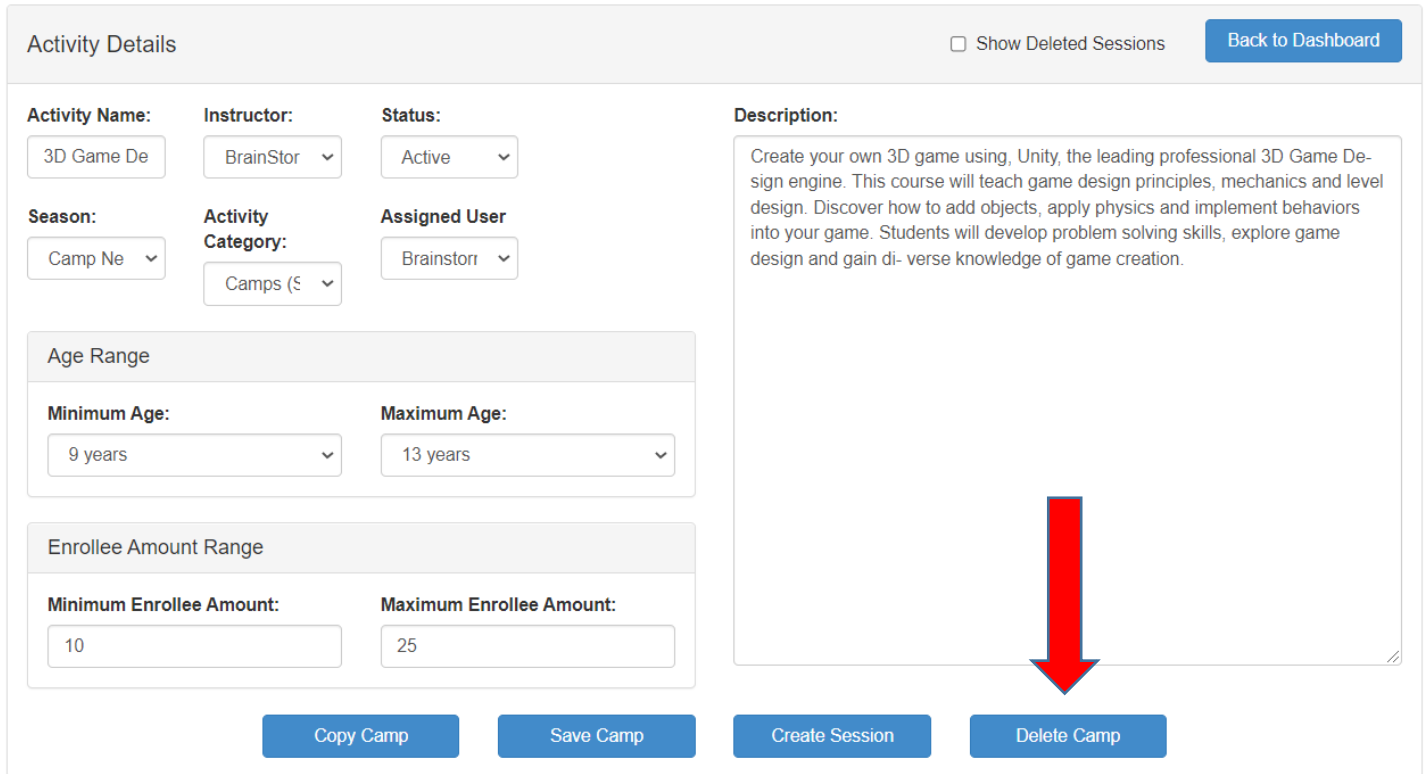
Session Bullet Point:

Additional fees: \$45 (materials)
Attire: old clothes or smock and face mask.

4. Click **OK** on the pop-up window to confirm delete and you'll be returned to the class
5. Click on **Back to Dashboard**.

Delete a Camp

1. Click on desired camp.
2. Below **Description** box, click blue 'Delete Camp' button.

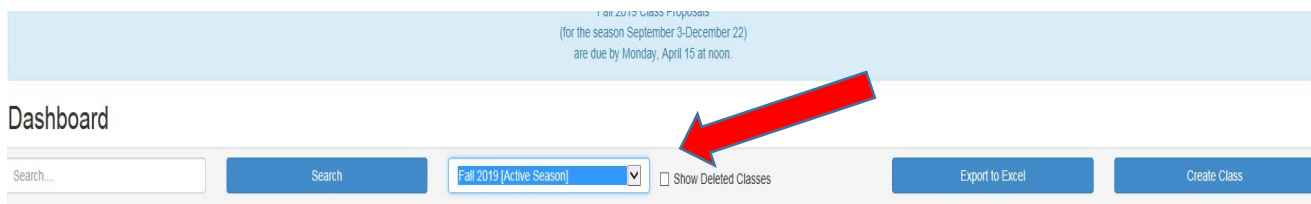


The screenshot shows the 'Activity Details' form. At the top right, there is a checkbox for 'Show Deleted Sessions' and a 'Back to Dashboard' button. The form is divided into several sections: 'Activity Name' (3D Game De), 'Instructor' (BrainStor), 'Status' (Active), 'Season' (Camp Ne), 'Activity Category' (Camps (€)), and 'Assigned User' (Brainstorr). Below these are sections for 'Age Range' (Minimum Age: 9 years, Maximum Age: 13 years) and 'Enrollee Amount Range' (Minimum Enrollee Amount: 10, Maximum Enrollee Amount: 25). A large 'Description' box contains text about creating a 3D game using Unity. At the bottom, there are four buttons: 'Copy Camp', 'Save Camp', 'Create Session', and 'Delete Camp'. A large red arrow points down to the 'Delete Camp' button.

3. Click 'OK' on the pop-up window to confirm delete and you'll be returned to the dashboard

View by Season

1. On the Dashboard screen, click the drop down button under the Menu Bar. You will be able to toggle back and forth between seasons.



The screenshot shows the 'Dashboard' menu bar. It includes a search bar, a 'Search' button, a dropdown menu currently set to 'Fall 2019 (Active Season)', a checkbox for 'Show Deleted Classes', an 'Export to Excel' button, and a 'Create Class' button. A red arrow points to the dropdown menu.

Exporting Camps for Review

This will allow you to export classes into excel or a word document for your records. You are able to get a list view or manipulate the data as you need.

1. On the Dashboard screen, click on **Export to Excel** or **Export to Doc**. Your relevant file will automatically download and you can click to open. You can download by season or select "All seasons" from the dropdown menu.