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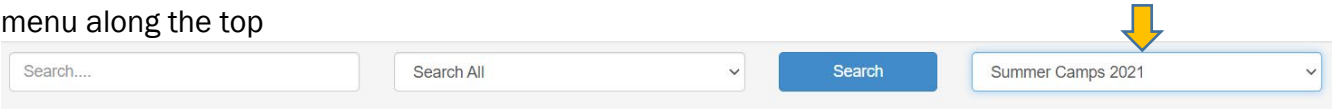
Login

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

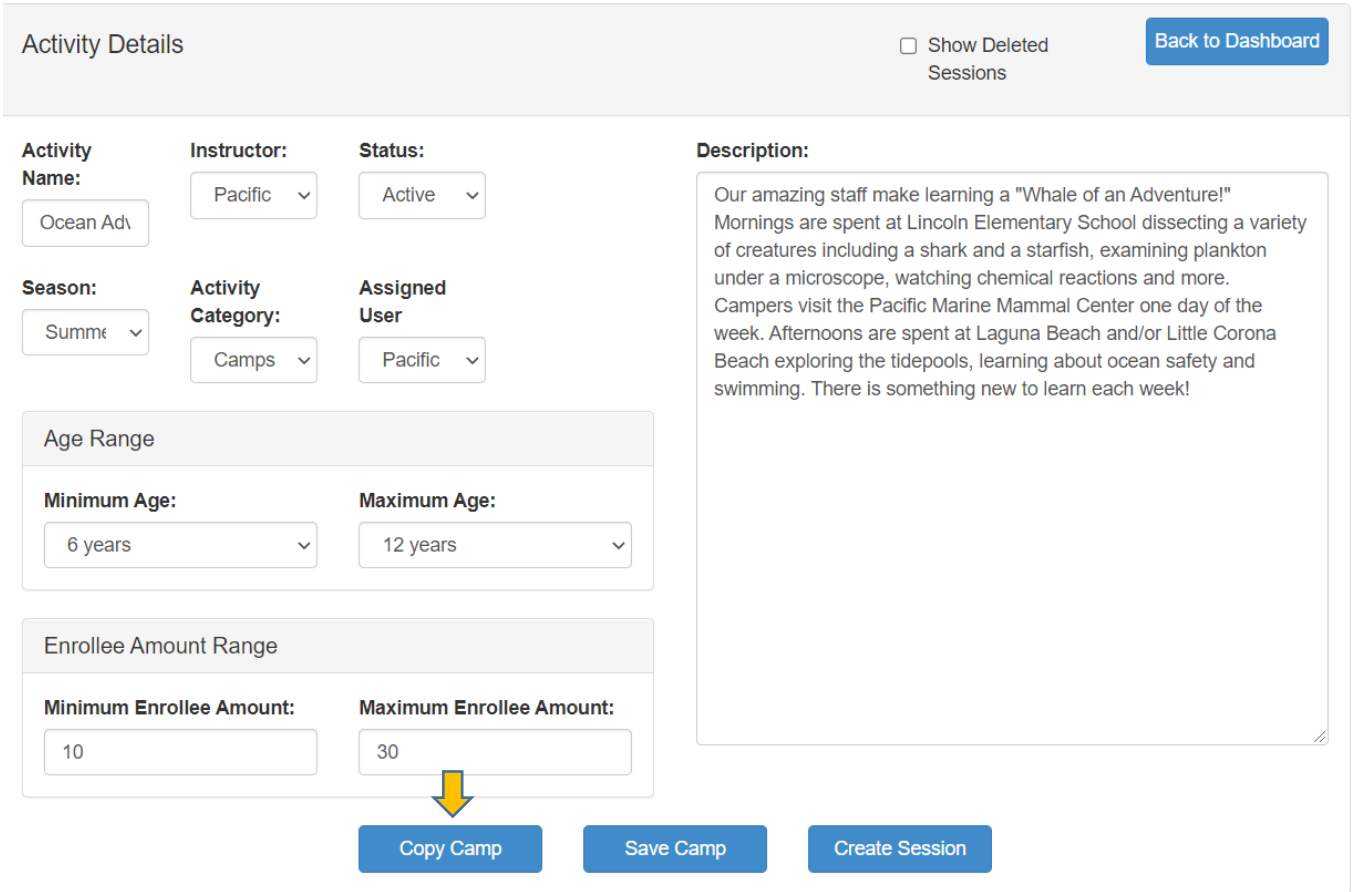
Copying a Camp from Previous Season(s)- *Same camp in a new year*

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



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



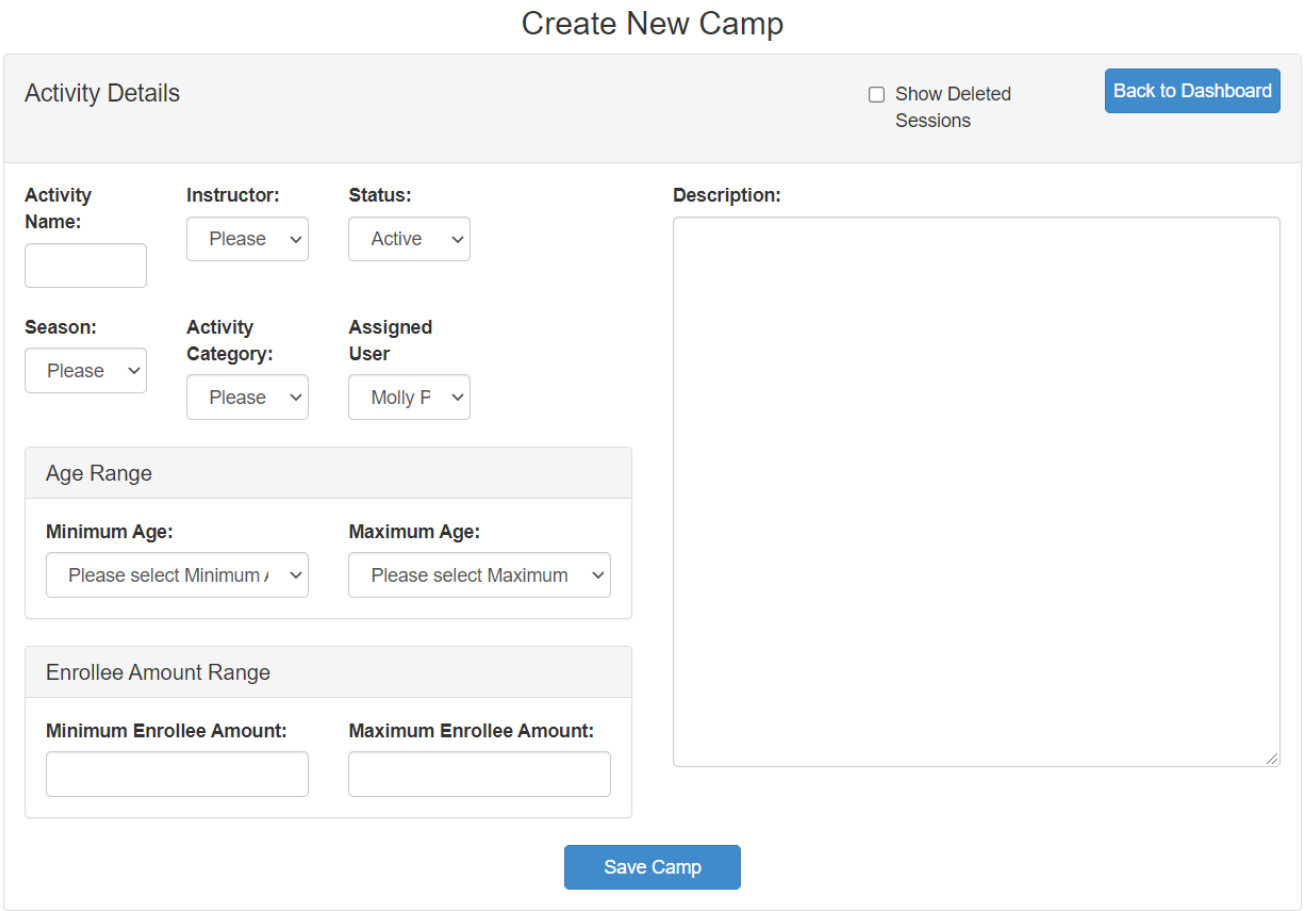
4. Fill/update new info as needed and click **Save** (make sure season is set to current)
5. Once you **Save,** the copied sessions will pop up below the class information. Click on a **Session ID** to update dates (or other information as needed).

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.)



   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.

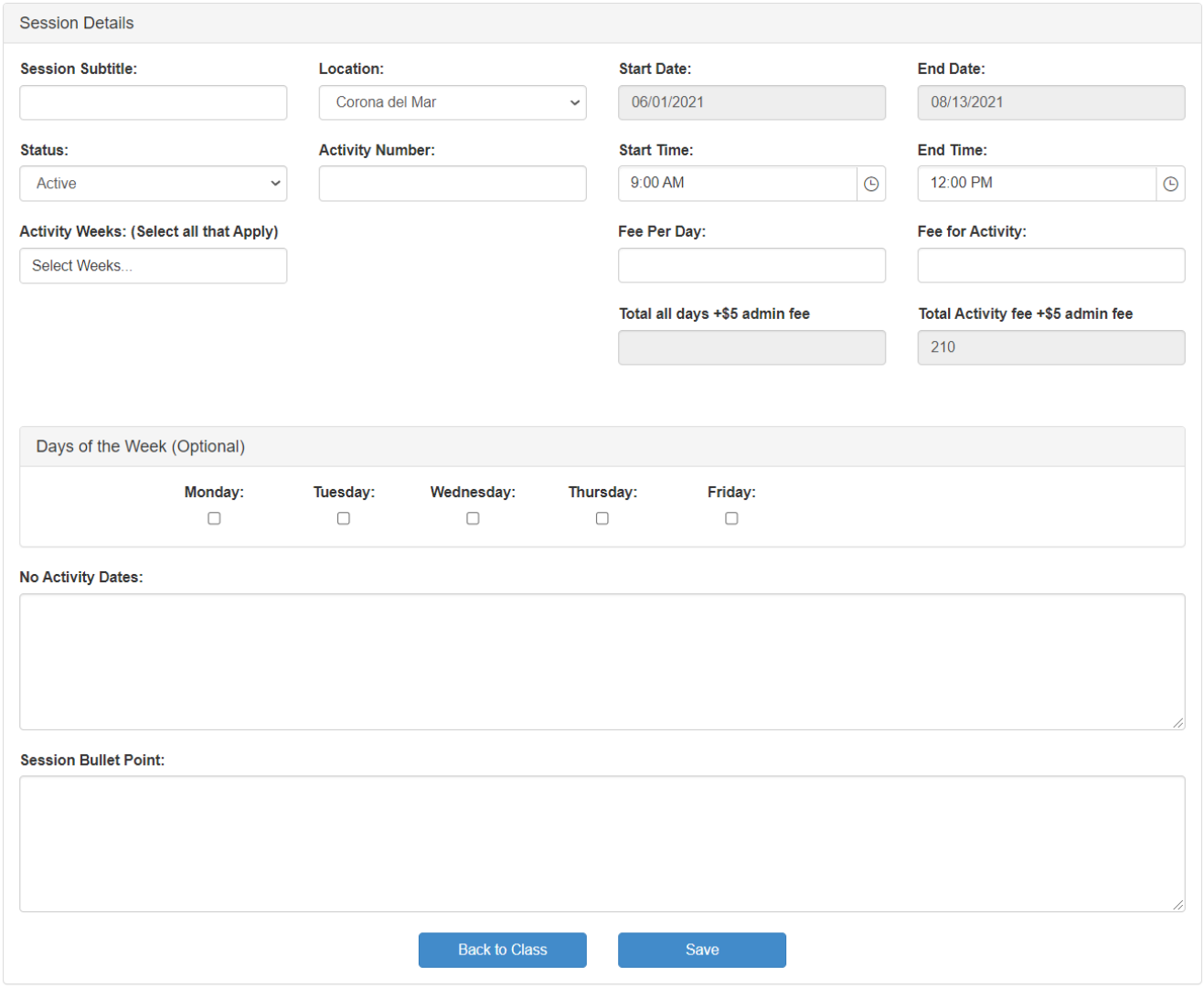
a. Session subtitles are *optional*. They can be used to designate different themes, levels of a class that uses the same/similar description, or to provide a Drop-in option.
b. Activity Weeks: You can select multiple weeks to offer each camp from the dropdown menu that appears when you click into the 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.**

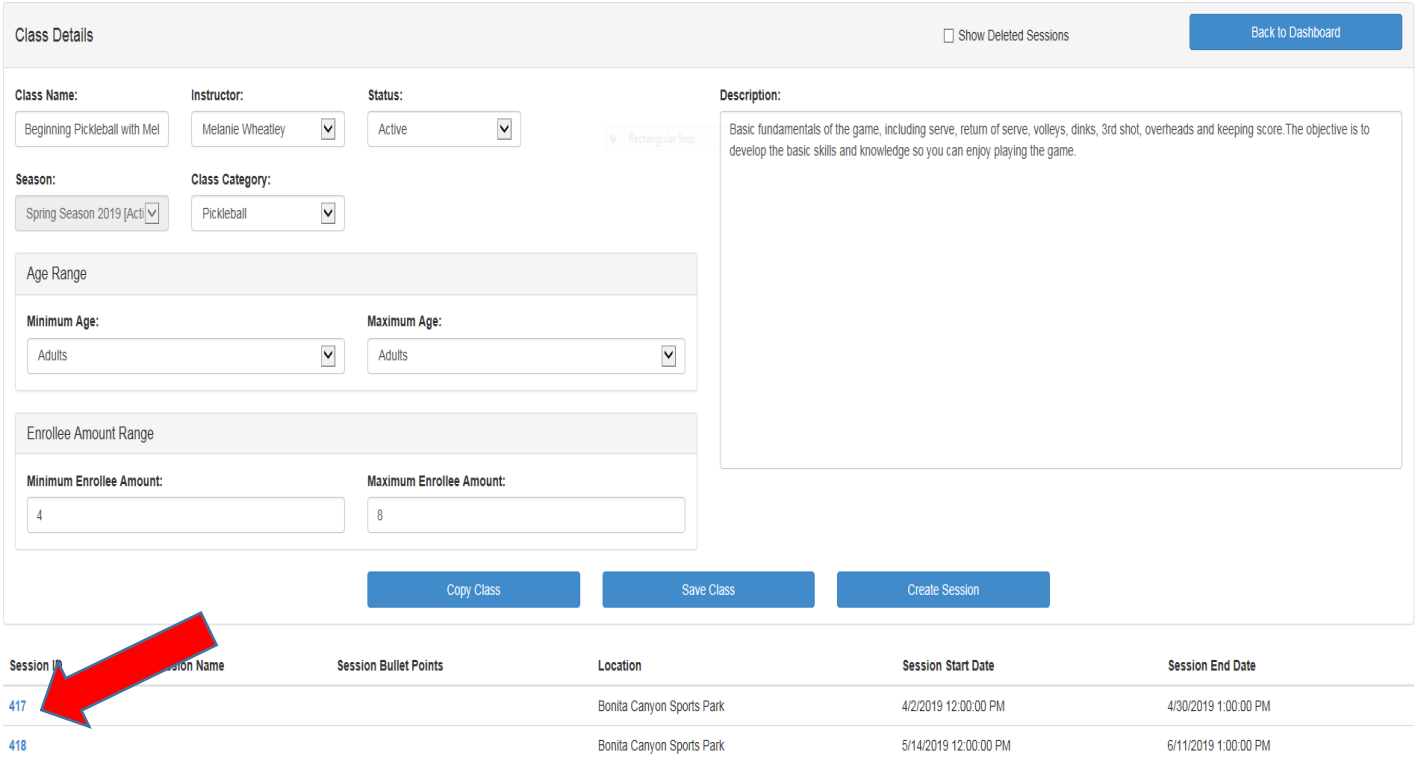


2. Fill in new activity session information and click **Save.**

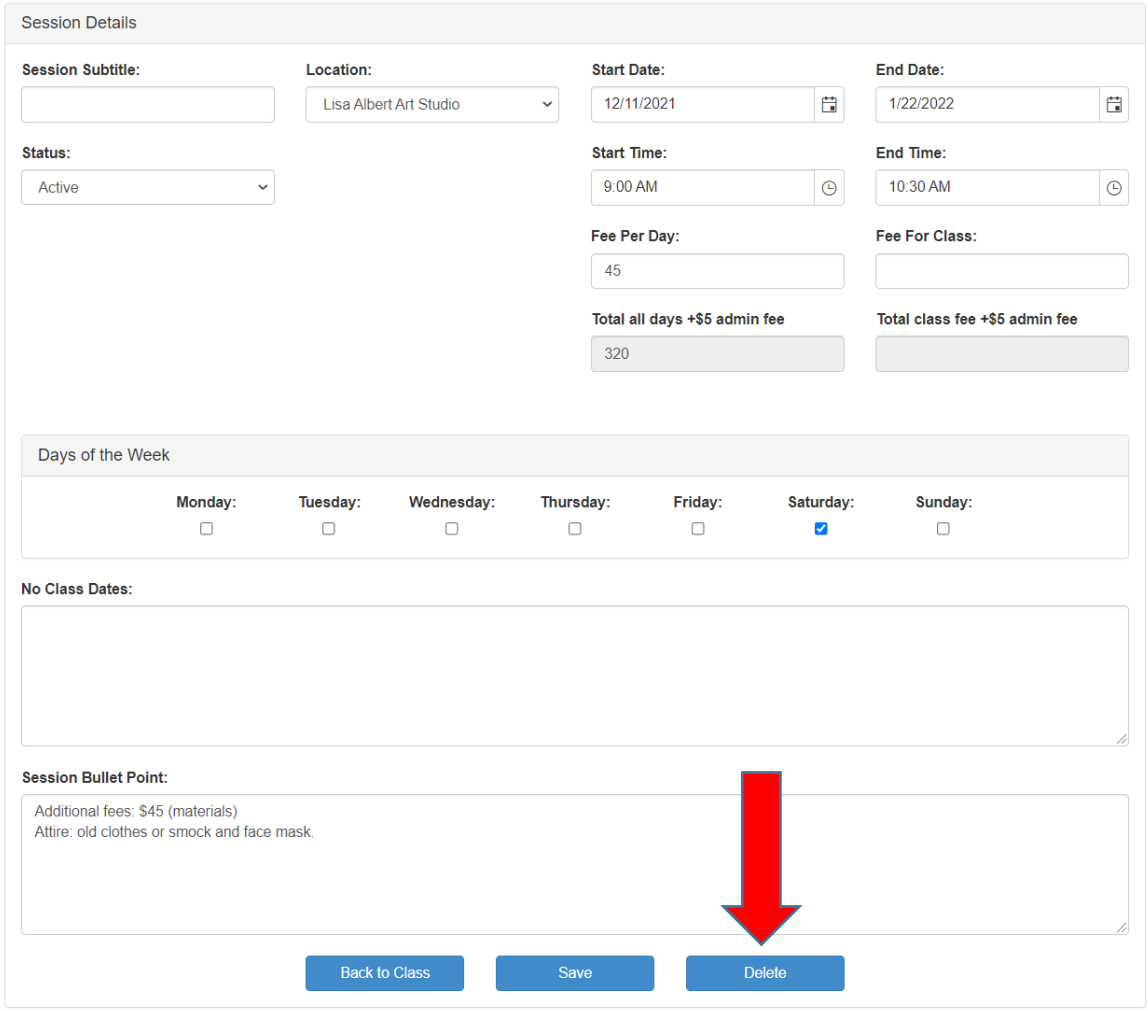
3. After saving, click **Back to Class**.
    a. Notes:
        - Session subtitles are optional [not required or encouraged unless necessary]. They are used to designate different themes or levels of a class that uses the same/similar description.
        - Instructors/staff are able to enter fee per 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.



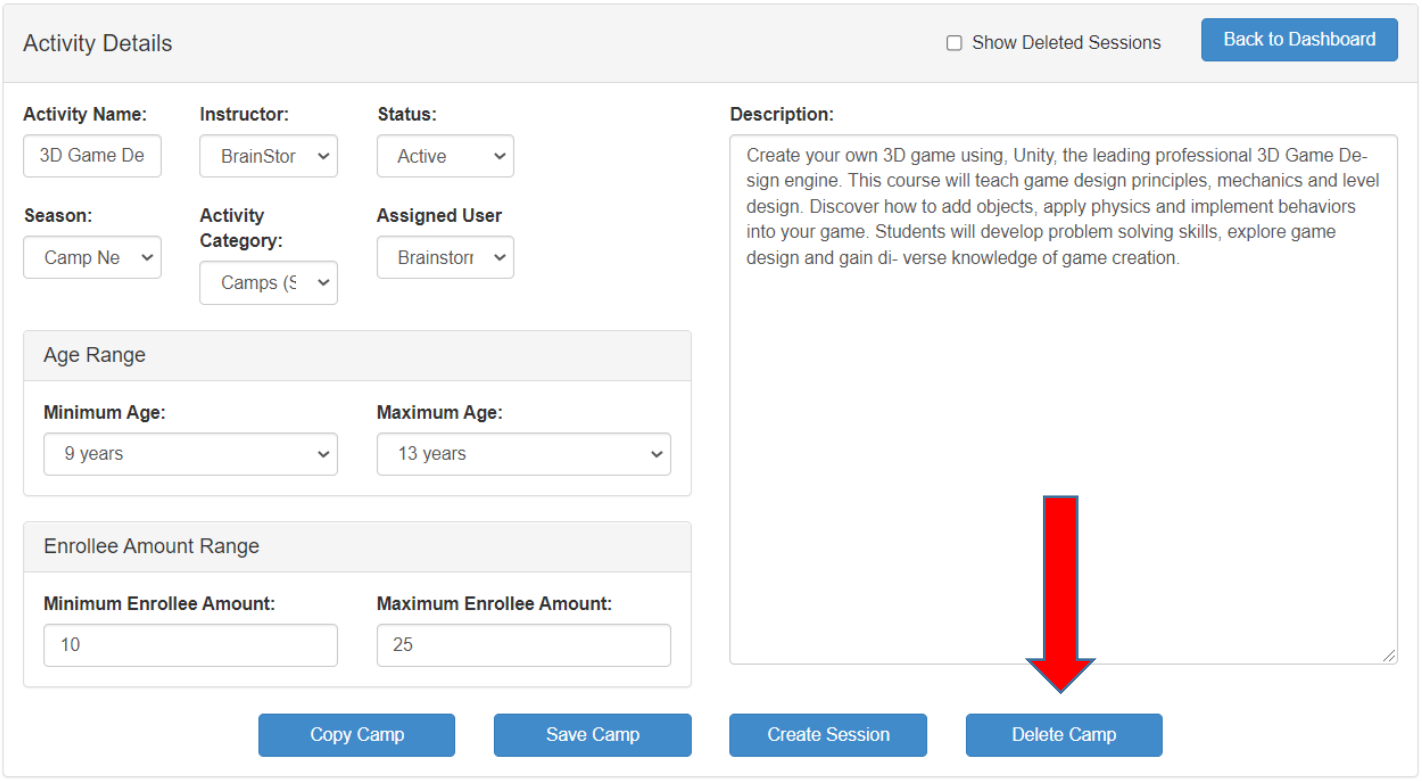
3. Below **Session Bullet Points**, click the blue '**Delete**' button.



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

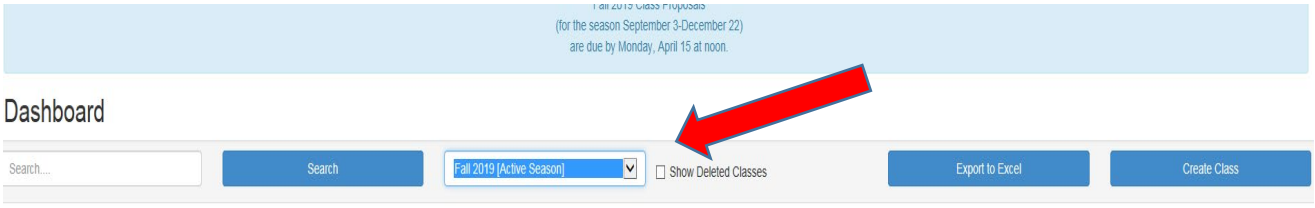
1. Click on desired camp.
2. Below **Description** box, click blue 'Delete Camp' button.



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.



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.