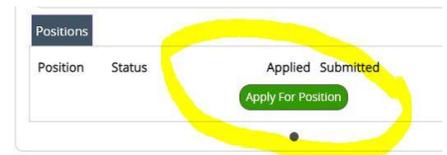


# STAFF APPLICATION INSTRUCTIONS ON CAMPWISE:

1. **LOGGING IN** // [Go to this link](#) to begin the application process and to access your Staff Online Dashboard.
  - a. **If you worked for us in Summer 2022 or previously**, you already have a USERNAME and PASSWORD. If you have forgotten it, please DO NOT create a new account. Email or call our office and we will remind you of your login information and reset your password.
  - b. **If you have been a camper at Riverside**, you probably already have a profile. Please DO NOT create a new one. Please email or call our office and we'll give you your own USERNAME and PASSWORD (so that Mom can still keep hers!)
  - c. **If you are completely new to Riverside**, you will create a new user account - click on the "Create New Account" button at the link above and step through the personal info data entry. When that is completed, it will eventually lead you to the application.

2. **CHOOSING YOUR POSITION** // Looking again at the **Dashboard**. In the right-hand column, you will find a green button that says "Apply for Position" →



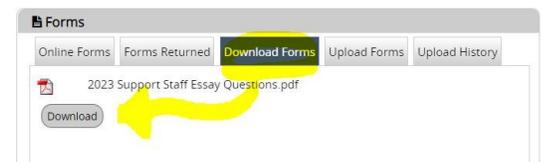
- a. Click the green button, then click Save/Next.
- b. Click the box for 2023 Seasonal Staff, then click Save/Next.
- c. Choose your application - either Cabin Leader & Junior Cabin Leader or Support Position, then click Save/Next.
- d. Underneath where it says "List of forms required to be completed before application," click the "Open" button next to the position you chose.

A screenshot of the 'Select a Staff Application Period' form. It asks the user to select one or more application periods. There are two radio button options: '2022 Year Round Staff (01/01/2022-12/31/2022)' and '2023 Seasonal Staff (07/22/2022-07/09/2023)'. The second option is highlighted in yellow.A screenshot of a table titled 'List of forms required to be completed before Application.' The table has two columns: 'Form' and 'Status'. The first row shows '2023 Summer Support Staff' and 'Form not complete. Form must be completed before starting employment at camp.' An 'Open' button is highlighted in yellow next to the status.

3. **ESSAY QUESTIONS** // **The first question in the application form asks if you have completed your essay questions. If you have not, pause and click "Save, Go To Dashboard."**

**If you click to continue through the application, do not forget to go back to complete the essays.**

- a. At the bottom of the right-hand column of the Dashboard, you will find a **Forms** section.
- b. Choose the **Download Forms** tab.
- c. Here you will find the 2023 Essay Questions for the position you are applying for – *a VERY important part of your application process. Take your time when responding to these questions.*
- d. **You will need to create your own document that you will then upload into your Dashboard.**

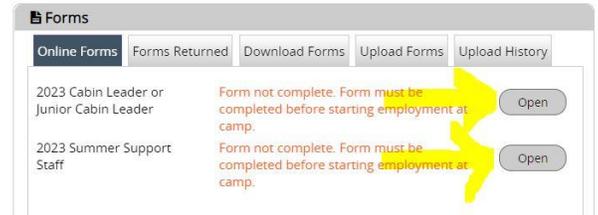


- a. Once you have saved your document with the responses to the essay questions, click on the **Upload Forms** tab. Choose the **2023 Essay Questions** from the dropdown menu, choose your document file, then click on the blue **Upload** button. Shortly after clicking on the Upload button, you should receive a pop-up message saying, "Form upload was successful."



#### 4. THE APPLICATION //

- a. **If you exited your application previously to go back to write your essays, go to the Forms tab, and click “Open” next to the unfinished application form.**
- b. **At any point during this process, you can click on Save and Finish Later. It will save anything you’ve data-entered and you can always return to the application form the same way you just accessed it. Dashboard → Online Forms → Open**



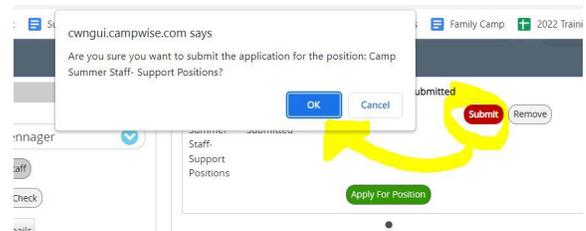
**\*\*Until all required data fields are completed in your application form, it will say “Form not complete...” Once all is completed, that message will turn to a message saying Form Completed.**

5. **REFERENCES //** Return to your **Dashboard**. At the *bottom of the left hand column*, identify your three references - **One Pastoral/Ministry reference, a Family Member reference, and a Professional reference.**



**Think you’re done? Double check to make sure you have the following:**

1. **Uploaded your essays**
2. **Completed the entire application**
3. **Input 3 References on Dashboard**
4. **When everything above is done, go to the Positions section of the Dashboard (top right) and click on the red Submit button. Click OK. →**



**CONGRATS!! You have successfully made it through and we'll be in touch soon!**

If for some reason you haven’t heard from us, please reach out to [Gabby@RiversideLBC.org](mailto:Gabby@RiversideLBC.org). If you forget to hit ‘Submit’ we won’t know you’re done and ready for an interview – we found this happened often in 2021/2022.