**STAFF APPLICATION INSTRUCTIONS on CAMPWISE:**

1. [Go to this link](https://cwngui.campwise.com/Apps/OnlineStaff/Pages/Login.html) to begin the application process and to access your Staff Online Dashboard.

2. **If you worked for us in Summer 2023 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.

1. Once logged in, it will take you to your Dashboard. In the right-hand column, you will find a green button that says "Apply for Position", click on the button, then click the box for 2024 Seasonal Staff. Then click Save/Next at the bottom right.

2. **If you have been a camper at Riverside**, you probably already have a profile and we'd LOVE to keep your existing profile. Please email or call our office and we'll give you your own USERNAME and PASSWORD (so that Mom can still keep hers! ).

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3. **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. You will click the box for 2024 Seasonal Staff. Then click Save/Next at the bottom right.

4. Choose your application - either First Time Summer Applicant or Returning Summer Applicant. Click Save/Next. On the next page you will click “Open”.

5. Advance to the first page of your 2024 Summer Staff form by clicking on the Open button. At any point during this process, you can click on Save/Go To Dashboard. It will save anything you’ve data-entered and you can always return to the application form by clicking on the Open button on the bottom right-hand column of the Dashboard under the Online Forms tab.

6. At the end you will identify your three references - one Pastoral/Ministry reference, a Family Member reference, and an Employer/Friend/Other reference. Click Save/Next when all data fields are completed.

7. The most important part is hitting SUBMIT at the very end – this is how we know that you’ve completed your application.

8. Please note, until all required data fields are completed in your application form, it will show a red message saying, "Form not complete . . . ". Once all is completed, that message will turn green and you can go up to the Positions section of the Dashboard and click on the red Submit button. 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 know this because this has happened the past two summer hiring seasons.