

## Important Notes

- **Make sure that each leader gets sent this orientation from a Young Life Access Administrator (most likely all staff) in your area.**

-Otherwise, there is a risk that if a leader accesses these orientations by any other means (by simply finding it on their own rather than you sending it via Young Life Access) it will not record it in your area's responses. *Please make sure to communicate and demonstrate this to your team.*

- Be sure to distinguish between your two groups of leaders (first-time and experienced) and send them the correct course.
- Every individual must enter their own responses on YL Access even if you choose to walk through this orientation as a team. However, while you may watch the videos all together and discuss the questions together, each leader must still answer the questions on an internet-connected device from the link you sent them for you to have an official record of their orientation. Stream it all to a big screen, but make sure everyone brings a smart phone, tablet, or laptop to fill in their answers.
- Leaders can open the course from their INBOX in the Apple iPhone App once you have sent the link to them and complete it there.
- Remember, this Leader Orientation is NOT meant to replace your area pre-camp meetings with your leaders, but rather enhance those face-to-face meetings by allowing you to get to direct application of the material sooner and allowing more time to pray for your kids together.

## Inviting Your Leaders and Tracking Their Responses

- Go to [younglifeaccess.com](http://younglifeaccess.com).
- Click on the three bars on the top right hand side of the page and select "log in"
- Log into your area's Young Life Access account.
- Click on to the "Contacts" page and make two distribution lists (returning summer camp leaders 2023 and new leaders summer 2023) by clicking the "+" on internal distribution lists
- Add any new leaders' email addresses by clicking invite contacts.
- Select leaders and add them to the correct distribution lists for each training
- Open the appropriate Leader Orientation course and click the send arrow and then select your correct list of leaders. Choose a due date and click "send now".

- At your next leader meeting, show your leaders how to accept their invitation to join Right Now Media/Young Life Access and demonstrate how to access the orientation you sent them.
- Warn them not to do the course unless it is from the link you sent them or from their Right Now Media "INBOX."
- Go to your "INBOX" and then "MY INTERACTIVE CONTENT." Choose the appropriate course that you sent and you will be able to view and track your leader's responses under "sent", "in progress", and "submitted". The individual who invites others to this orientation will be the only individual who can see the participant's progress and responses.
- To communicate which leaders from your area have completed this orientation to camp, indicate on your arrival form via YL Connect.
- Any leaders who do not complete the YL Access orientation may be asked to attend an orientation at camp led by head leaders.

## **Timeline for Camp Leader Orientation**

### **Early Spring**

- Introduce this Leader Orientation and Young Life Access to your leaders at your next leadership meeting.
- Follow the action steps above and invite your leaders to Young Life Access and send them the appropriate course.
- Have them bring an internet-connected device to the meeting to accept their invitations to join all together.

### **Late Spring**

- Follow up with any leaders who have not accepted their invitation or completed the course. Send an extra email, text, or tweet.
- Go to your My Interactive Content page in Young Life Access Inbox and resend any invitations to the course, if necessary by clicking "sent" and "resend" to any volunteers that have not yet completed it.

### **Late Spring/Early Summer**

- Continue to track responses by clicking "Submitted" under each training in "My Interactive Content" of your Inbox.

- Send out encouraging emails, tweets and texts to make sure everyone is on track.

## **Arrival Form - Documenting Leaders Completion**

- Go to Inbox > My Interactive Content > Submitted
- When completing the Arrival form on YL Connect check the Leader Orientation Complete box for any leader that has completed their training.
- The camp office will pass this on to head leaders for any follow-up orientation as needed.

## **Day 1**

- The camp office will communicate to head leaders, which area leaders who have not completed the orientation.
- Head leaders will lead an orientation session during your camp week.
- Have an incredible week of camp!