

# CAMPNEWPORT.COM

## RSS Instructor App Instructions

### Update Current Information

1. Visit <https://apps.newportbeachca.gov/RSSAppCamps/Account/Login>  
**Login email** use your Instructor email address  
**Password:** password1
2. The banner page will include important information, such as due dates, no camp dates, and the summer special discount.

The banner features the City of Newport Beach Recreation & Senior Services logo and the text 'CAMPNEWPORT.COM 2020'. It includes a section for 'IMPORTANT DATES' with the following information:

- Session Dates | 6/15-8/21 (\*NMUSD still in session 6/15-19)
- Camp Newport Proposals Due | 10/7/19
- Camp Newport Registration Opens | 3/5/20
- Camp Newport Expo (Su) | 3/1/20
- Early Bird Special Deadline (M) | 5/4 (11:59pm)

*NMUSD back in session on 8/24*

There is also a 'NO CAMP DATES' section with the following information:

- Week 3: 7/3 (F)
- July 4th observed

At the bottom, it states: 'EARLY BIRD A 10% DISCOUNT WILL AUTOMATICALLY BE APPLIED TO YOUR CAMP PRICE (EFFECTIVE 3/5-5/4). PRICES: \*\*IF YOU WOULD LIKE MORE THAN 10% REFLECTED, PLEASE LIST DESIRED PRICE IN YOUR CAMP NOTES.'

3. The Dashboard will already have a list of the camps that ran last summer (2019).
4. Click on a **Camp Title** to edit the camp.
5. **Review key information**, such as camp titles, descriptions, age ranges, minimum and maximums. If the information listed is correct, click on the session ID number.
6. Each Session will include:
  - a. **Session Subtitle** (if no subtitle is currently In use, subtitles can be used to better distinguish camps, such as Morning Camps, Afternoon camp, etc. **Subtitles are not required.**)
  - b. **Location**
  - c. **Start Date & End Date** (this is the time frame in which all camps must fall within. This field is not editable and is only used as a reference)
  - d. **Status** - All camps entered will be listed as Active, if you do not wish to run a session that is already entered, select "Deleted" within the status.
  - e. **Activity Weeks** – Select the week, or weeks, you would like the camp to run. If you would like the camp to run for all 10 weeks of summer, scroll down the list and select "All 10 Weeks 6/15-8/21"
    - i. *\*NMUSD is not out until 6/19. The first week of camps will not include NMUSD students.*
  - f. **Start Time**
  - g. **End Time**
  - h. **Fee Per Day** (this field does not require an entry)
  - i. **Fee for Activity** – this fee will be the camp cost for the week, excluding the \$5 admin fee. This will auto calculate below. The camp fee should be the regular cost of the camp.
    - i. **Early Bird Special:** The summer discount will be applied separately as a 10% deduction. If you wish the discount to be higher than the 10% minimum, please make a note under the class bullets.
  - j. **Days of the Week**
  - k. **No Activity Dates**

I. **Bullets** – should include material fees, attire, items to bring, etc.

7. Please make sure to **select the week or weeks the camp will be offered** and to review all entered information.

8. Hit **Save** (*save is the equivalent of “submit.” If you can see it in your dashboard, we can too*)

9. Select **Back to Class**, and select **OK** to the pop-up prompt.

10. Review the next session

## Create Additional Sessions

1. To add additional sessions select **Create a Session** and update each field with the information on the camp.

## Delete a Session

1. Click on the session ID number and change the **Status** to **Deleted**.

## Create Additional Camps

1. To create an additional Camp, when at the Dashboard, select **“Create Camp”**

a. Enter all the required information on the page and hit **Save**.

b. Select **Create Session** and enter all required information in the fields and hit **Save**.

c. For more information on the individual fields, review number 6 of the “Update Current Information instructions” above.

## To Delete a Camp

1. Click on the **camp title** from the **Dashboard** to open the camp details.

2. Change the **Status** to **Deleted**.

3. Hit **Save**.

## Reviewing and Exports

1. After reviewing all camp information, you may save a copy of what you submitted in either excel or word.

a. From the dashboard select Export to Excel or Export to Word

b. Save a copy of the camp information to your computer or flash drive.

For additional assistance or questions, please email [newportinstructor@newportbeachca.gov](mailto:newportinstructor@newportbeachca.gov) or call 949-644-3151.