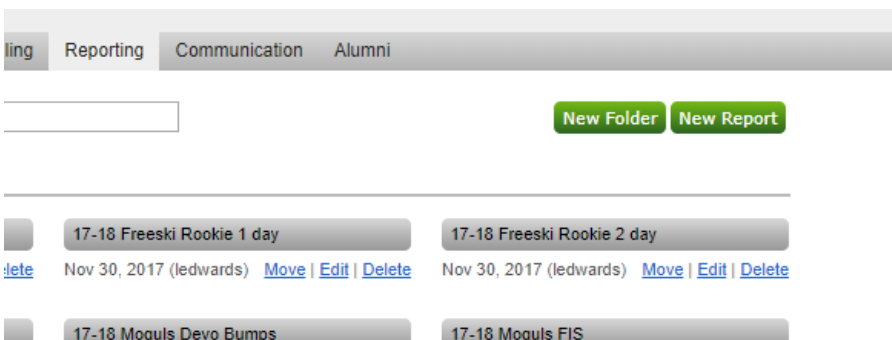
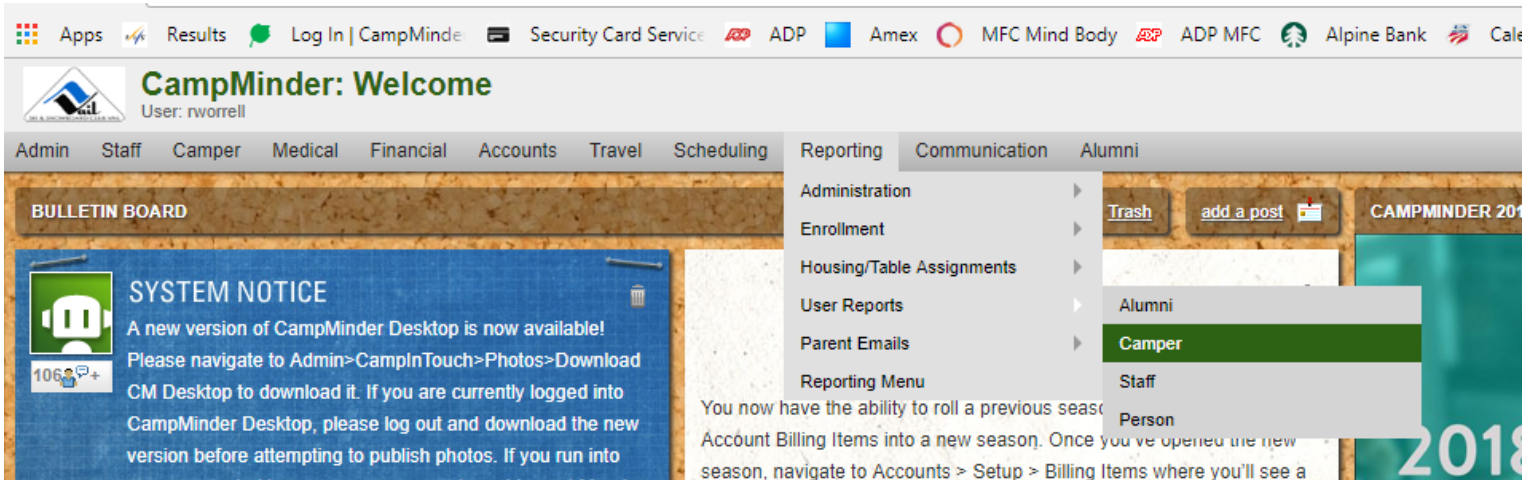


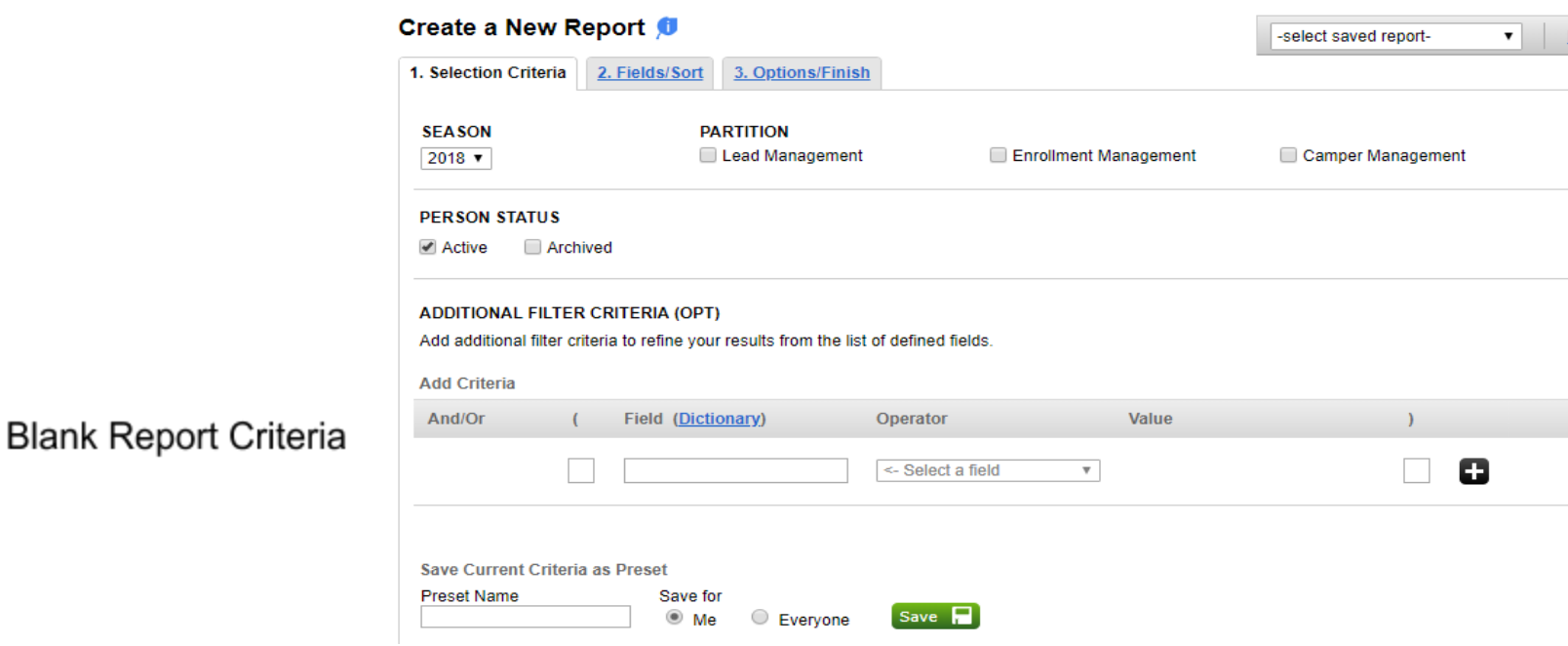
Campminder Coach Tutorial

1. Pulling Enrollment Reports:

Reporting → User Reports → Camper



Click "New Report"



Blank Report Criteria

a. Report for all enrolled in program:

1. Selection Criteria
2. Fields/Sort
3. Options/Finish

SEASON
2018

PARTITION
☐ Lead Management
☐ Enrollment Management
☒ Camper Management

SESSIONS (OPT)

Child Sessions
☐ Future Stars Gravity
☐ Future Stars PLUS Alpine Racing
☐ Future Stars PLUS Vail Cup
☐ Alpine YSL

☐ Alpine U10 Age Class
☐ Alpine U12 Part Time
☐ Alpine U12 Full Time
☐ Alpine U14 Part Time

☐ Alpine U14 Full Time
☒ Alpine U16 Full Time
☐ Alpine U19 FIS Devo Team
☐ Alpine U19 FIS Team

☐ Alpine U19: FIS Performance Team
☐ Alpine U19 NorAm Team
☐ Alpine Get in the Gates: Season Membership
☐ Alpine Get In The Gates: 5 Punch Pass

☐ Alpine Get In The Gates: 1 Punch
☐ Alpine Guest Training
☐ Freeski Rookie Team 1 Day
☐ Freeski Rookie Team 2 Day

☐ Freeski Rookie Team 3 Day
☐ Freeski Regional Team-Big Mountain
☐ Freeski National Team-Big Mountain
☐ Freeski Regional Team-Park&Pipe

☐ Freeski National Team-Park&Pipe
☐ Freeski Big Mtn Full Time Middle School
☐ Freeski Big Mtn Full Time High School
☐ Freeski Park & Pipe Full Time Middle School

☐ Freeski Park & Pipe Full Time High School
☐ Freeski Guest Training
☐ Freeski Pro Team
☐ Mogul Bumps & Jumps

☐ Mogul Development Bump & Jump Team
☐ Pre-Academy Mogul Team
☐ Part Time Mogul Team
☐ Mogul Middle School

☐ Mogul Academy and PG
☐ FIS Mogul Team
☐ Freestyle Guest Training
☐ Nordic Future Stars 1 Day

☐ Nordic Future Stars 2 Day
☐ Nordic Future Stars Race Program
☐ Nordic High School Club
☐ Nordic Junior Prep Team

☐ Nordic Prep Team
☐ Nordic Development Team
☐ Nordic Competition Team
☐ Nordic Guest Training

☐ Snowboard Mini Shreds: 1 Day
☐ Snowboard Mini Shreds: 2 Day
☐ Snowboard Mini Shreds: 3 Day
☐ Snowboard Youth Weekend Team: 2 Day

☐ Snowboard Youth Weekend Team: 3 Day
☐ Snowboard Full Time Team - Middle School
☐ Snowboard Full Time Team - High School
☐ Snowboard Guest Training

☐ Cycling: Full-Time Race Team
☐ Cycling: Part-Time Race Team
☐ Cycling: Drop-In
☐ Cycling: High School Team

☐ Alpine Mt. Hood Camp
☐ Alpine "Area 51" May Camp - Full Session
☐ Alpine "Area 51" May Camp Session 1: May 1-4
☐ Alpine "Area 51" May Camp - per day

☐ Alpine "Area 51" May Camp Session 2: May 8-11
☐ Alpine Loveland Camp Full Session
☐ Alpine Loveland Camp Session 1: May 29-31
☐ Alpine Loveland Camp Session 2: June 4 - 7

☐ Alpine Loveland Camp - Per Day
☐ Freeski "Area 51" May Camp Full Session
☐ Freeski "Area 51" May Camp Session 1: May 1-4
☐ Freeski "Area 51" May Camp - per day

☐ Freeski "Area 51" May Camp Session 2: May 8-11
☐ Arapahoe Basin Mogul Camp Session 1
☐ Arapahoe Basin Mogul Camp Session 2
☐ Snowboard "Area 51" May Camp Full Session

☐ Snowboard "Area 51" May Camp Session 1: May 1-4
☐ Snowboard "Area 51" May Camp Session 2: May 8-11
☐ Snowboard "Area 51" May Camp Session 2: May 8-11
☐ Golden Peak SL/GS Spring Camp

☐ Alpine Mt Hood Summer Camp: Both Sessions
☐ Alpine Mt Hood Summer Camp: Session 1
☐ Alpine Mt Hood Summer Camp: Session 2
☐ Alpine Mt Hood Summer Camp: U14

☐ YSL Holiday Camp

SESSSION STATUS
☐ None
☒ Enrolled
☐ Applied
☐ Wait List

☐ Left Early
☐ Cancelled
☐ Dismissed
☐ Inquiry

☐ Withdrawn
☐ Incomplete

PERSON STATUS
☒ Active
☐ Archived

ADDITIONAL FILTER CRITERIA (OPT)
Add additional filter criteria to refine your results from the list of defined fields.

Add Criteria

Click "camper management"

Choose your session

Click "enrolled"

i. Common Report Modifiers - Additional filter criteria

ADDITIONAL FILTER CRITERIA (OPT)

Add additional filter criteria to refine your results from the list of defined fields.

Add Criteria

And/Or	(Field (Dictionary)	Operator	Value)
<input type="checkbox"/>		Gender	equals ▼	Female ▼	<input type="checkbox"/> +

To find a range of birth years: useful for summer camps when people are moving up the following year. Make sure you choose their previous session and their current session. For example, if someone is moving up from U14 to U16, pick both sessions to include in your report, and then you can modify for birth year to get who you need.

ADDITIONAL FILTER CRITERIA (OPT)

Add additional filter criteria to refine your results from the list of defined fields.

Add Criteria

And/Or	(Field (Dictionary)	Operator	Value)
<input type="checkbox"/>		Birth Year	is between ▼	2003 and 2004	<input type="checkbox"/> +

ADDITIONAL FILTER CRITERIA (OPT)

Add additional filter criteria to refine your results from the list of defined fields.

Add Criteria

And/Or	(Field (Dictionary)	Operator	Value)
<input type="checkbox"/>		Birth Year	equals ▼	2004	<input type="checkbox"/> +

b. Click “Fields/Sort” Tab

Create a New Report

1. Selection Criteria **2. Fields/Sort** 3. Options/Finish

SEASON
2018 ▼

PARTITION
☐ Lead Management

SESSIONS (OPT)

Blank screen:

Create a New Report

-select saved report- ▼ [Manage Saved Reports](#)

1. Selection Criteria **2. Fields/Sort** 3. Options/Finish

Please select the fields you wish to appear on your report (left-to-right).

Camper ▼

PersonID
Last Name
First Name
First Name(NickName)
Full Name
Nickname
Middle Name
Gender
Pay-in-full type
Birth Date
Birth Day
Birth Month
Birth Year

If you would like to sort the report in a different order, please select it below.

- i. Add the fields you'd like to see in the report. The column on the right says how the report will be sorted. In the example below, the report will be sorted by birth year, and then last name.
- ii. The middle column is the order the columns will be in the report.

Create a New Report


-select saved report-

[Manage Saved Reports](#)

1. Selection Criteria

2. Fields/Sort

3. Options/Finish

Please select the fields you wish to appear on your report (left-to-right). 

If you would like to sort the report in a different order, please select it below.

Camper

PersonID
First Name(NickName)
Full Name
Nickname
Middle Name
Gender
Pay-in-full type
Birth Date
Birth Day
Birth Month
T-Shirt Size
Cell Phone
Login/Email

Last Name
First Name
Age
Birth Year

Birth Year
Last Name
First Name
Age

- iii. Click the “Options/Finish” tab.
- iv. Name your report if you wish to save it.
- v. Click “Generate Report”

Create a New Report

-select saved report-

[Manage Saved Reports](#)

1. Selection Criteria

2. Fields/Sort

3. Options/Finish

Report title

2018 -2019 Alpine U18

Show line numbers

☒ Yes ☐ No

Skip line when

(None) changes

Don't display when





(None) is repeated.

☐ Break page

Generate Report

Final Report:

2018 -2019 Alpine U16

Print  Export CSV  Save report as 2018 -2019 Alpine U16 for ☒ me ☐ everyone in General  Save 

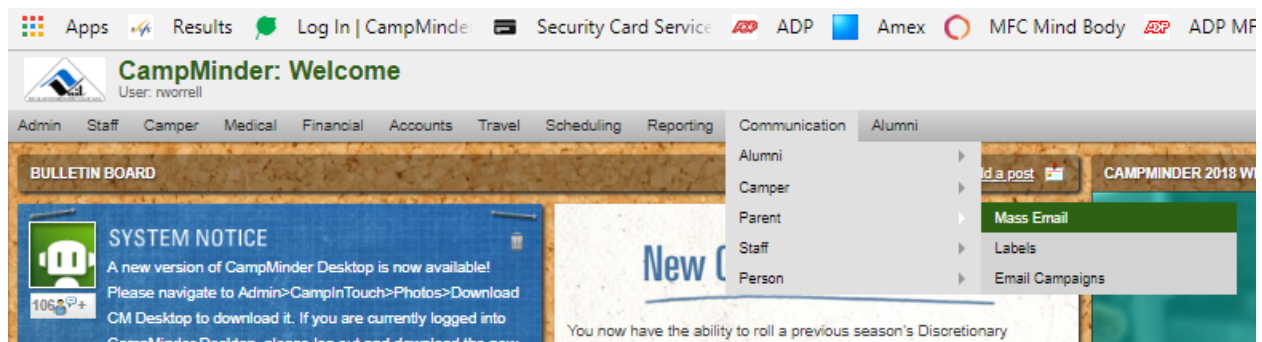
49 Result

Generated on: 06/19/2018 3:48 PM by Rob Worrell

#	Last Name	First Name	Age	Birth Year
1	Anderson	Alexandra	15.11	2002
2	Barr	Sven	16.02	2002
3	Bervy	Katie	15.10	2002
4	Birtwhistle	Emma	16.04	2002
5	Bolton	Samuel	16.02	2002
6	Cassidy	Carissa	15.09	2002
7	Conley	Rachel	16.02	2002
8	Ebner	Isabelle	16.04	2002
9	Ebner	Nick	16.04	2002
10	Epifanio	Dominick	15.09	2002
11	Frischholz	Berit	15.10	2002
12	Hall	Wyatt	16.01	2002
13	Harsch	Hailey	15.07	2002
14	Holm	Fletcher	15.08	2002
15	Holm	Gabriella	15.08	2002
16	Jemison	Ava	15.11	2002
17	Kelsey	Trey	15.09	2002
18	Latham	Samantha	16.00	2002

2. Emailing Parents:

Communication → Parent → Mass Email



- a. Follow the same steps as you do to pull enrollment reports ([Pulling Enrollment Reports](#))

The only field that is different is below: Make sure all parents are checked.

FAMILY SELECTION

Family 1

☒ Parent 1 ☒ Parent 2

Family 2

☒ Parent 1 ☒ Parent 2

b. Compose Email

Create a New Email

[illegible]

- i. Edit recipients

Create a New Email

1. Select Recipient Group

2. Compose and Send

Campaign Name

Rob Worrell (06/19/2018 4:26 PM)

To

[86 Recipients](#)

From (Full Name)

Rob Worrell

Add'l Recipients (?)

Click the recipient hyperlink. This number isn't the number of athletes. It's the total number of parent email addresses

Browse list and uncheck anyone if necessary

Camper(s)	F1: Parent 1	F1: Parent 2	F2: Parent 1	F2: Parent 2
Anderson Alexandra	<input checked="" type="checkbox"/> McFadden, Tracey	<input type="checkbox"/> Anderson, Scott		
Archer Brendan	<input checked="" type="checkbox"/> Archer, Heidi	<input checked="" type="checkbox"/> Weber, Bernard		
Barr Sven	<input checked="" type="checkbox"/> Barr, Stephanie	<input checked="" type="checkbox"/> Barr, Scott		
Bervy Katie	<input checked="" type="checkbox"/> Bervy, Amie	<input checked="" type="checkbox"/> Bervy, Max		
Bettenhausen				

All None Close

Spell Check

- ii. Compose email body and send.
- iii. ****TIME SAVING HACK**** Create email template forms for information you send out regularly.
 - 1. Create email and save for future use

Create a New Email

1. Select Recipient Group

2. Compose and Send

Campaign Name

Brett Borgard (06/21/2018 6:00 PM)

To

[56 Recipients](#)

Stationery

Default

From (Full Name)

Brett Borgard

Return Email Address





bborgard@skiclubvail.org





Add'l Recipients (?)



Subject (?)






U12 Weekly Update 4-2-2018

Email Body






















Font





Size










Format





Hello {RecipientGreeting},

I am canceling the training for PT today since we are experiencing wet snow and rain and the snow did not firm up last night and it is getting warmer every hour. The other teams have canceled training for the day.

Be prepared for wet weather and slippery road conditions for the Loveland Derby this weekend.

Schedule for this Weekend at Loveland (NO Vail Training)

Sat- Loveland Derby, Arrive 7:30am, Meet 7:45, Load 8am

Sun- Loveland Derby, Arrive 7:30am, Meet 7:45, Load 8am

body

Full email body:

U12 Update 4-6-18



Inbox x



Brett Borgard <bborgard@skiclubvail.org>

to me ▾

Hello U12 Parents,

I am canceling the training for PT today since we are experiencing wet snow and rain and the snow did not firm up last night and it is getting warmer every hour.

Be prepared for wet weather and slippery road conditions for the Loveland Derby this weekend.

Schedule for this Weekend at Loveland (NO Vail Training)

Sat- Loveland Derby, Arrive 7:30am, Meet 7:45, Load 8am

Sun- Loveland Derby, Arrive 7:30am, Meet 7:45, Load 8am

ONLINE WAIVER for Loveland <https://waiver.fr/p-RYVDN>

Schedule for Next Week

Mon-April 9th- OFF

Tue April 10th- GS Demo Day 8:30-11:15am (GS skis)

Wed April 11th- SL Demo Day 8:30-11:15am (SL Skis)

Thu April 12th- GS Skis Arrive 8am, Meeting 8:15am, Load 8:30

Fri April 13th- FT GS Skis Arrive 8am, Meeting 8:15am, Load 8:30

PT GS Skis Arrive 12:45, Meet 1pm, Warm Up 1:15pm 1:30-3:30pm

Friday is the last day of U12 training (We will have a little celebration for U12 athletes/coaches at 11am at the Clubhouse and 3:30pm for PT)

Next Week

Demo Day at Golden Peak -If you are looking for new skis or to try ski lengths (5-10cm longer) you are welcome to attend and try the skis

Tue GS 8:30-11:15am

Wed SL 8:30-11:15am

The April 17-21st Gold Peak Spring Camp is LIVE on the website at <https://skiclubvail.org/camps/alpine-golden-peak-spring-camp/> and is available to full time o

This camp will have a fundamental focus with 5 days of fundamental skill work on SL and GS skis on Gold Peak April 17-21st mornings from 6:30-10:30am and understand if some opt out of one or two days due to conflicting Spring sports. The reason we encourage participation in all 5 days is that this is considered par

Important Links (Links Updated)

U12 Full Time and Part Time Calendars- (New) <https://skiclubvail.org/calendars/alpine-calendar/>

U12 Facebook-<https://www.facebook.com/pages/Ski-Snowboard-Club-Vails-U12-Alpine-Team/266146976821462>

U12 Sprongo-<https://sprongo.com/team/53296>

RockyMountain USSA Site-(New) <https://usskiandsnowboard.org/sport-programs/regions-divisions/rocky-central-alpine-region/rocky-alpine-division-calendar>

Brett Borgard

Head Alpine U12 Mens/Women's Coach

Ski and Snowboard Club Vail

[598 Vail Valley Drive](#)

Vail Colorado 81657

314-406-3659

- iv. Once email is created, click the floppy disk icon.

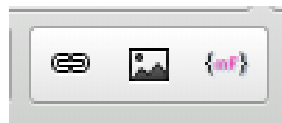


Click the page icon to access
your saved email template.

- v. Merge Fields- Useful if you need to include any customized information in your email blast. The Merge Field below will

populate the email recipients' first names. There is a merge field for just about any camper information that you need. Look through the list and explore!

Hello {RecipientGreeting},



Access the merge
field list with this
icon

vi. Effective Email Communication Tips

1. DON'T GET TOO WORDY. Parents won't read it. Keep it as simple as possible.
2. Use bullet points to organize key points
3. **Bold** or highlight REALLY important things
4. Use the same template for each email to train parents on where to look for the information.