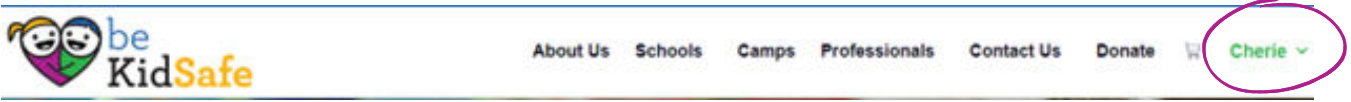


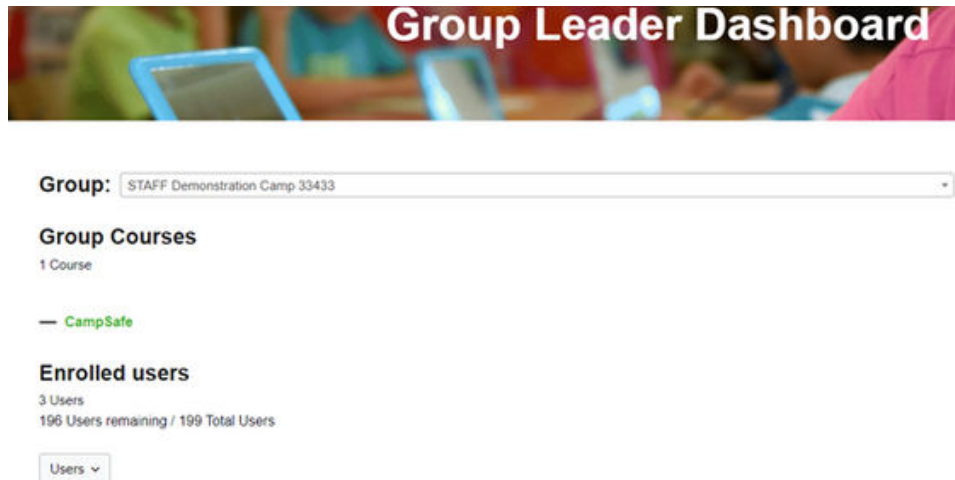
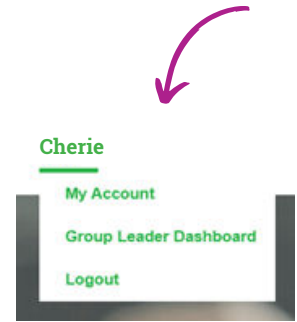
# How to Manage your CampSafe® Group on your Group Leader Dashboard

1. Login to your account at [www.beKidSafe.org](http://www.beKidSafe.org)
2. Upon successful login you will see your name in the upper right hand corner of the page with a drop down.



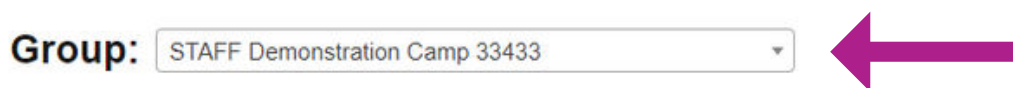
3. Hover your mouse at the arrow next to your name, you will see options: “My Account, Group Leader Dashboard, Logout.”

4. Click “Group Leader Dashboard.” From here you can see your users, add more users, email your users, add additional group leaders, and see reports for your users’ progress.

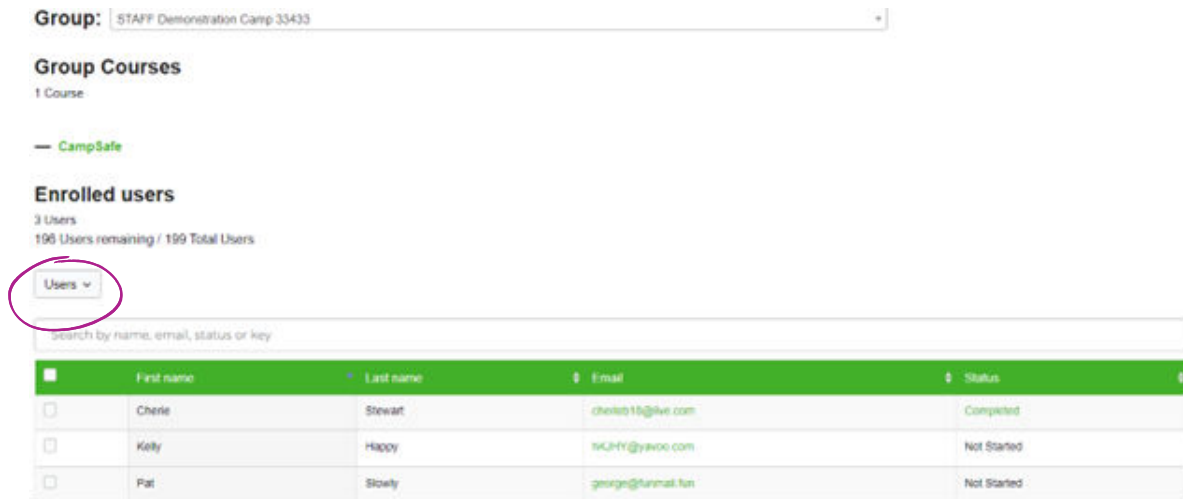


**NOTE:** You have two groups. One group for the Director CampSafe course (leadership only) and 1 group for the CampSafe Course (for all staff and volunteers). Pay close attention when adding users that you have selected the correct group.

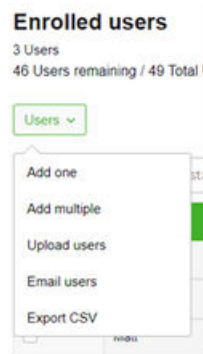
You can select between the two groups from the drop-down box next to “Group.”



5. The top view shows enrolled users. Here you can add users, email users, and see the list of all users you have given access to as well as remove users and send password resets.



6. The “Users” drop down box is where you add users. You have options to add one, add multiple, upload users, email users or export CSV.



a. **Add One** - Click on “Add One” and you will get a pop up. Enter first name, last name, email address, and click “Add user.”  
NOTE: Leave password blank and the system will assign a password and send the user an invite email automatically.

The screenshot shows the 'Add and invite user' form with the following fields and instructions:

**Add and invite user**

**First name\***

**Last name\***

**Email\***

**Password**

Set an optional password for new users. If no password is entered, a random password will be generated. If the user already exists, the user's password will not be changed and this value will be ignored.

**Add user**

b. **Add Multiple** - This option allows you to enter between 1 and 25 users at once. Enter first name, last name, email address, then scroll down and click “Add and invite users” button.  
 NOTE: Leave password blank and the system will assign a password and send the user an invite email automatically.

c. **Upload Users** - This option allows you to upload your staff list in a CSV file. Click on “Download a sample .csv file.” Use the sample template to upload your list.  
 NOTE: Leave password blank and the system will assign a password and send the user an invite email automatically.

d. **Remove User(s) or send password reset**- You can remove a user or reset their password by searching for the user in the search box. Then click the box next to the user’s name that you want to remove or to reset a password for. See images below.

The buttons for “Remove user(s) and “Send password reset” will appear. You are able to remove or send password resets to multiple users at one time.

**Enrolled users**  
3 Users  
196 Users completed Total Users

Remove user(s) Send password reset Users ▾

Search by name, email, status or key

	First name	Last name	Email	Status
<input type="checkbox"/>	Cherie	Stewart	cherieb18@live.com	Completed
<input checked="" type="checkbox"/>	Kelly	Happy	nKJHY@yahoo.com	Not Started
<input type="checkbox"/>	Pat	Slowly	george@funmail.fun	Not Started

Show 50 entries Previous 1 Next

e. **Email users** - This option allows you to email your users. You can email based upon course status (not enrolled, not started, in progress, completed).

**From name:** BeKidSafe

**From email:** bekidsafe@centerforchildcounseling.org

**Reply-to email:**  
Cherie Stewart [cherieb18@live.com]

**Group courses**  
x Any course

Choose "Any course" to send emails to students that have any group course that matches the selected status. [Learn more](#)

**Course status**  
x Not Enrolled x Not Started x In Progress x Completed

**Email subject:**

**Email message:**

Visual Text

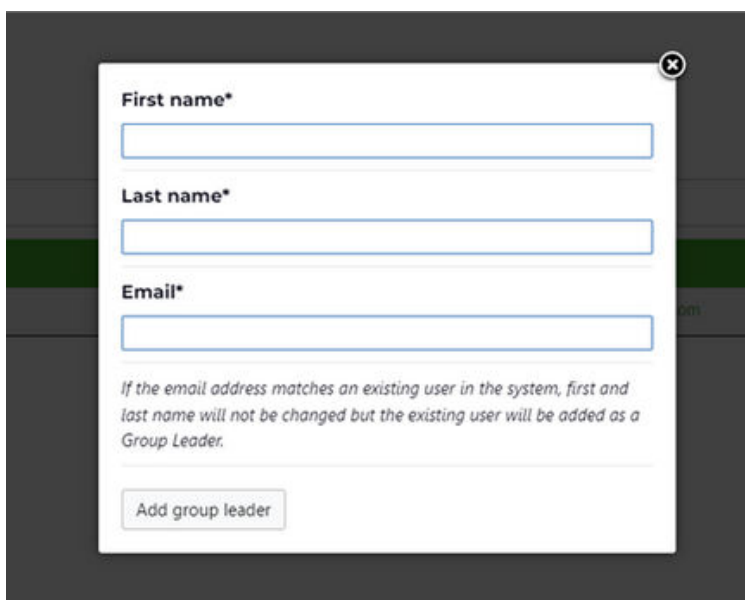
Paragraph B I [List icons] [Link icon] [Color icon]

f. **Export CSV** - This option allows you to export the enrolled user list. A pop up box to save the file will appear. File will include first name, last name, email address, and status.

7. **Group Leaders Section** - Group Leaders are granted permission to add users, remove users, email, and monitor user progress. We suggest having between 1 and 3 Group Leaders depending on the size of your group. Add the Group Leader to the specific group you want them to manage, usually the staff group.



a. **Add Group Leader** - Clicking “Add Group Leader” button will open a pop up. Enter first name, last name, email address, then click “add group leader.”



For further assistance please contact [bekidsafe@centerforchildcounseling.org](mailto:bekidsafe@centerforchildcounseling.org)



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