

CampSafe® Group Leader Dashboard Instructions

1. Login to your account at www.beKidSafe.org
2. Upon successful login you will see your name in the upper right hand corner.

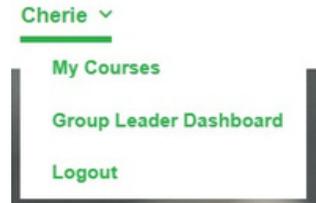


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3. Hover over your name and you will see the drop-down options. Click on Group Leader Dashboard.

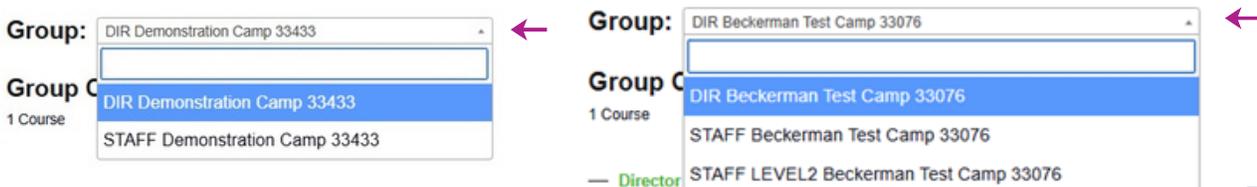
4. On the Group Leader Dashboard you will be able to see your users, add more users, email your users, add additional group leaders, and see reports for your users' progress.



5. **NOTE:** You have two or three designated groups.
 - o DIR Group: Director CampSafe Certification group. (ex. DIR Camp Wampanoca) This group is for your leadership team only.
 - o STAFF Group: CampSafe Course (for all new and returning staff and volunteers). The CampSafe course is taken annually.
 - o STAFF LEVEL 2 Group: This group is for staff that have completed the CampSafe training for at least 3 years.

Pay close attention when adding users that you have selected the correct group.

6. You can select between the groups from the drop-down box next to "Group."



7. 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.

Group: DIR Demonstration Camp 33433

Group Courses
1 Course

— Director CampSafe Certification

Enrolled users
3 Users
196 Users remaining / 199 Total Users

Users ▾ Reports ▾

Search by name, email, status or key

	First name	Last name	Email	Status
<input type="checkbox"/>	Anne	Holland-Brown	anne@centerforchildcounseling.org	Completed
<input type="checkbox"/>	Cherie	Stewart	cherieb18@live.com	Completed
<input type="checkbox"/>	Marshall	Thomas	edion16@gmail.com	Not Started

8. 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.

Enrolled users
3 Users
46 Users remaining / 49 Total

Users ▾

- Add one
- Add multiple
- Upload users
- Email users
- 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.

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)** a.) You can remove a user by searching for the user in the search box. Then click the box next to the user’s name that you want to remove. A button will appear at the top of the list. Click on Remove User.

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).

The screenshot shows an email configuration window. At the top, it says 'From name: BeKidSafe' and 'From email: bekidsafe@centerforchildcounseling.org'. Below that is 'Reply-to email:' with a dropdown menu showing 'Cherie Stewart [cherieb18@live.com]'. The 'Group courses' section has a dropdown menu with 'Any course' selected and a note: 'Choose "Any course" to send emails to students that have any group course that matches the selected status. [Learn more](#)'. The 'Course status' section has four checkboxes: 'Not Enrolled', 'Not Started', 'In Progress', and 'Completed'. There is an 'Email subject:' field and an 'Email message:' field with a rich text editor toolbar.

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.

9. 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.

Group leaders
1 leaders

Search by name, email, status or key

<input type="checkbox"/>	First name	Last name	Email
<input type="checkbox"/>	Cherie	Stewart	cherieb18@live.com

For further assistance please contact bekidsafe@centerforchildcounseling.org



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