

## APPENDIX 1 MISSIONS TRIP REGISTRATION QUICKSTART

### Mission Team Leaders – Next Steps

- Visit [www.idlewild.org/missionsapp](http://www.idlewild.org/missionsapp)
- Register for the trip you are **leading** (You will receive a confirmation e-mail).
- Click on ‘**JUST ME**’ tab....‘**DO NOT CLICK**’ on ‘**Add Another Person or Family and Friends**’
- Click on ‘**RESOLVE**’ by your name this takes you to filling your application.
- Fill-In Application Online.
  - There are areas that you can just put letters at random “Testimony...etc.”)
- “**Do Not Pay**”...Once you register I will change your status to **Team Leaders** and ‘**No payment Required**’
- You will receive an e-mail telling you that you have registered.

### Note:

- Your volunteers will follow the same process as you did.
- Immediate Access to volunteer’s forms. Applications and all Volunteers Documents (Apps, Passport...etc.) are available for you to print.
- All funding will be online (Credit cards and checks. Including a **GO FUND ME** Page). App will not advance if deposit is not made.
- You are the final approval for all volunteers. Filling and app and a deposit does **not** guarantee a place on the trip.
- Volunteers will have to **Upload** and send some items (Pass-Port – Driver’s License – Medical Release Forms). **Step:** take photo - save on hard-drive and upload to app.
- Communication: Group e-mail is part of application.
- Flight Information will be posted on the mission webpage
- Please take time to visit the training videos on the Focus Missions Website [www.focusministry.com](http://www.focusministry.com) - Click on ‘**LEARN MORE**’ under **FOCUS MISSIONS** – **Scroll down to Training Videos Available**
- **Feedback Welcomed** – We are ‘**Learning Together**’ on how to use this application