

LIFE TEEN CAMP PAPERWORK

ONLINE PAPERWORK

FOR NEW USERS: Life Teen’s paperwork platform recognizes users based on the email address provided at event registration. If you have never used the platform or are using the platform with a new email address please follow the steps below.

1. Check your inbox for a message from Life Teen with the subject line “Leader Account Created”. If you don’t see it in your main inbox please check your spam folder.

Leader Account Created Σ Inbox x

Life Teen Paperwork <no-reply@lifeteen.com>
to me ▾

Wed, Nov 28, 11:35 AM (1 day ago)

Life Teen Paperwork Account Created

An account has been created for you automatically. Please login at <https://paperwork.lifeteen.com/login>. You'll be asked to change your password upon login.

Login Information:

Email: c.ross11792@gmail.com

Password: zgpXYCzcOpsT53n1k

Instructions to share Paperwork access with members of your group will be available after logging in and completing any necessary additional information.

2. Follow the link in the email to the webpage and use your email address and the password provided, create a new password when it prompts you to do so.

Reset Password

Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>

[Change Password](#)

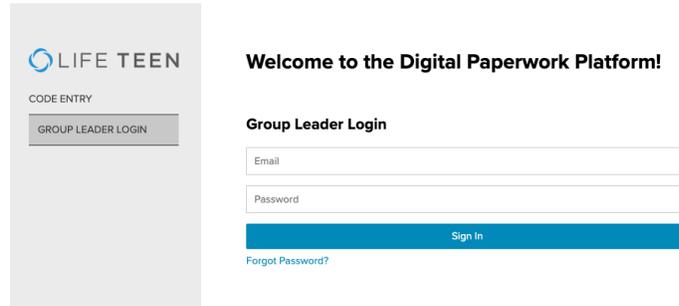
3. Once your new password has been set, follow the steps laid out below for existing users to complete the rest of online paperwork. If you can’t find the new leader account created email, you can also proceed to paperwork.lifeteen.com/login and select ‘forgot my password.’ Entering the same email address you used to register for camp will generate a new password reset email.

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ONLINE PAPERWORK

FOR EXISTING USERS: Life Teen's paperwork platform recognizes users based on the email address provided at event registration. If you are using the same email address as past events please follow the steps below.

1. Go to paperwork.lifeteen.com/login and you'll see the welcome screen as shown below. Login using your email address and password. If you've forgotten your password simply click "Forgot Password?" and follow the instructions to reset the password.



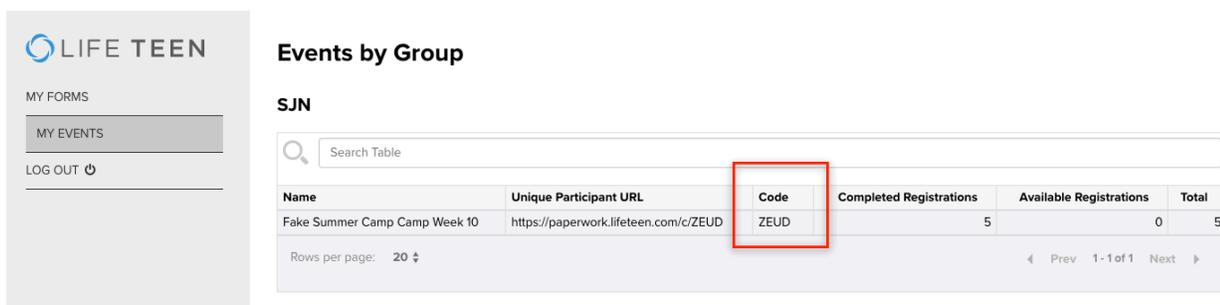
2. As a group leader you MUST fill out your paperwork for each event before anyone in your group will have access. **If you are not the adult planning on attending camp as the group leader please do not fill out any forms.** From the Group Leader Dashboard click "My Forms". You'll see a screen similar to the one below. For this particular example event you'll see three forms to fill out. Different camps and age groups will require a different number of forms- some only one form, some up to four forms. Please complete all forms in one sitting. Once all forms required for a camp are complete there will be a green checkmark at the end of the workflow in place of the grey cancel sign.

Christie Ross's forms for Hidden Lake Summer Missionaries (0/3 completed)

Group: Hidden Lake 1, Group Leader: Christie Ross

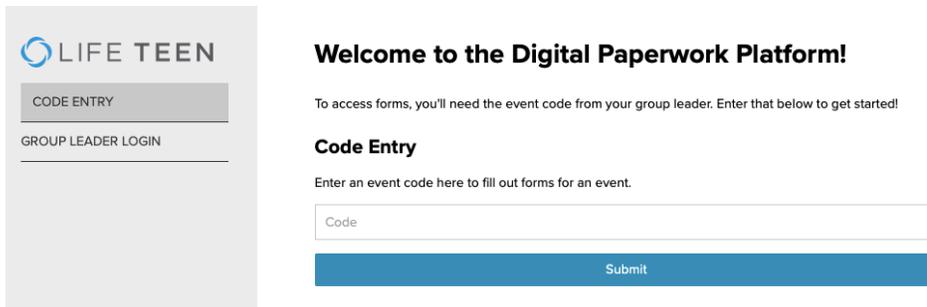


3. Once you have completely filled out GL paperwork for a specific event you will be given access to a unique four-digit code that grants entry to participants/participant parents to fill out paperwork. This code is event specific. If you are leading more than one Life Teen camp or conference this summer, you must fill out each event's liability forms before gaining access to that particular event's code. To find each code click "My Events".



Name	Unique Participant URL	Code	Completed Registrations	Available Registrations	Total
Fake Summer Camp Camp Week 10	https://paperwork.lifeteen.com/c/ZEUD	ZEUD	5	0	5

4. The next step is to share this four-digit code with parents of participants and core members/chaperones who need to fill out paperwork. You will need to give them the weblink: paperwork.lifeteen.com and the four-digit code. When they land on the webpage make sure they are on the "Code Entry" page. They WILL NOT log in with an email address and password. They simply put the 4-digit code into the box below 'Code Entry' and complete the forms required.



5. As the GL you can manage participant paperwork by clicking the name of the event in the "My Events" tab. It will bring up the names of all the participants with completed forms, seen below. To delete a participant from the event and open up another spot in paperwork you can click the trash icon at the far left of the participant's row. To download all of the complete pdfs you can click the blue square and an email will be sent with pdf link.

