

INDIVIDUAL PROFILE INSTRUCTIONS

Below you will find the instructions for creating Individual Profiles for your trip on Adventures in Missions.

FIRST, GO TO

<http://www.adventures.org/valkyrie/MyStuff/login.asp?CID=26457&TID=6381&ATID=5&TC=17Y0702NV&SATID=2&GroupTripSelect=false>, and enter your email address.

Registrations are vital to Adventures in Missions and your Project Leader (PL). They are used to collect:

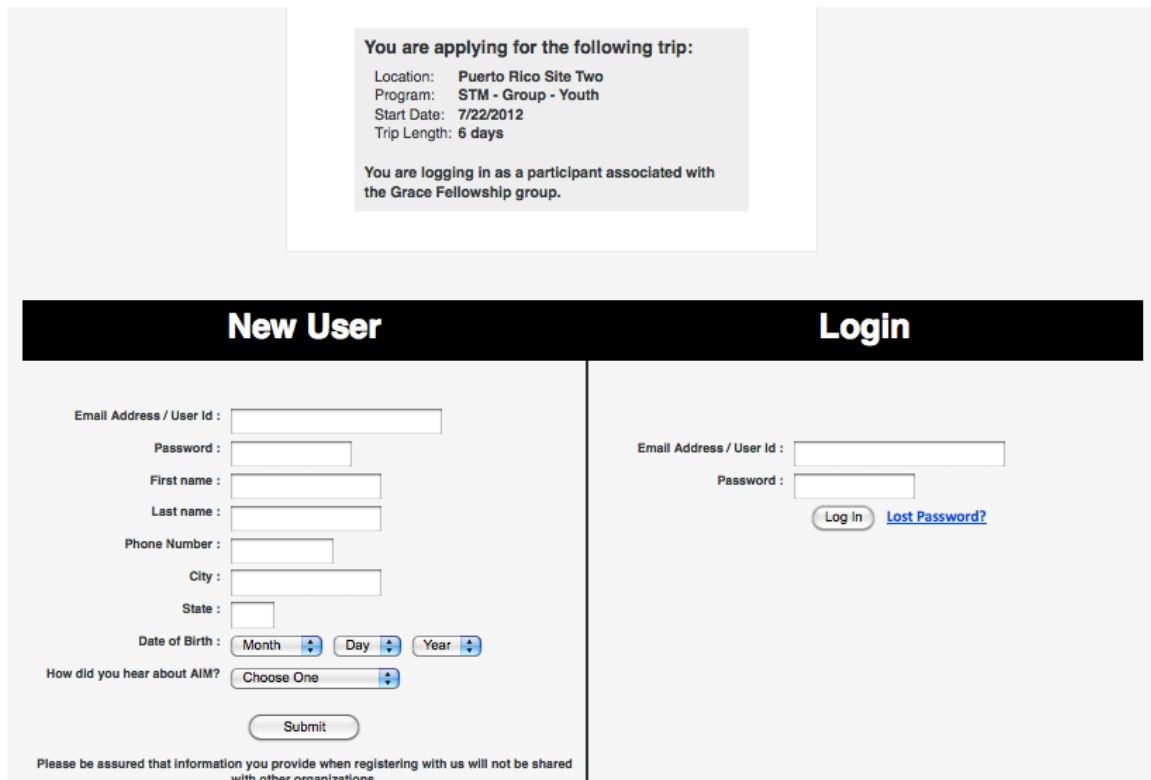
- 1.) Contact information
- 2.) Medical releases
- 3.) Accurate t-shirt sizes
- 4.) Information for PL to reserve appropriate lodging
- 5.) Group info, such as male/female ratio and age ranges, for pre-trip planning

In order for participants to receive t-shirts and journals in time for your trip, Individual Profiles should be completed no later than 45 days prior to your trip. If profiles are not completed 30 days in advance of your trip, Adventures cannot guarantee that your t-shirt and journal order will arrive prior to your group's departure.

To complete Individual Profiles:

- Use the link provided by your group leader to begin your profile. **NOTE:** You must go through this link to sign up. Once you are on the signup page, DO NOT click your back, refresh or delete button or you will come into the system incorrectly.

Verify that the information regarding your trip listed on this webpage is correct. Confirm that the correct group name is listed. (Ex. Grace Fellowship).



You are applying for the following trip:
Location: Puerto Rico Site Two
Program: STM - Group - Youth
Start Date: 7/22/2012
Trip Length: 6 days

You are logging in as a participant associated with the Grace Fellowship group.

New User

Email Address / User Id :

Password :

First name :

Last name :

Phone Number :

City :

State :

Date of Birth : Month Day Year

How did you hear about AIM? Choose One

Please be assured that information you provide when registering with us will not be shared with other organizations.

Login

Email Address / User Id :

Password :

[Lost Password?](#)

- 1) **New Participants:** Complete the information under "New User" and click "Submit" to create your account. DO NOT hit the back/delete button or refresh your browser screen while creating your profile. ****Please note you cannot use the same email address for multiple accounts.** If you are

registering a child who does not have a valid email, you may use "theirname@theirname.com" as their user ID.

Returning Participants: If you have previously participated on a trip with Adventures in Missions, please login with your email address and password. If you have lost this information, please contact your group leader to request it.

- 2) Complete all requested information and select "Submit". **All blank spaces must contain data in order for you to submit your Individual Profile.** Please enter N/A if information is not applicable or unavailable.

The screenshot shows a web form for creating an individual profile. It is divided into several sections:

- Personal Information:** Includes fields for First Name (Testing), Last Name (NewApplication), Address, City (Gainesville), State (GA), Zip, Gender (Female/Male), and T-Shirt Size.
- Emergency Contact:** Includes fields for Contact Name, Relationship, Home Phone, Evening Phone, Cell Phone, Company Name, Phone Number, and Policy Number.
- Health, Shots, Allergies, Disabilities:** A text area for listing allergies and a question: "Have you had a tetanus shot in the last 10 years?" with Yes, No, and Don't know options.
- Liability/Medical Release:** A red warning: "This section is required. Your application will not be accepted until it is complete."
- Agreement and Release:** A scrollable text area containing a release statement. Below it is a checkbox: "Please check here to accept the conditions outlined in this release and that I agree to abide by the policies, guidelines and leadership of the program."
- Signature:** A text box for the parent/guardian's name, with a red warning: "Parent or Guardian electronic signature is required!" and a note: "Because you are 18 years of age or younger, your parent or guardian must review the above agreements and type their name in the box at left indicating their agreement and consent to these terms."

- 3) Once you have correctly submitted your Individual Profile, your profile home screen will appear as below.

Current Trip: STM - Individual - 12F0722WP

Logout

My Profile | My STM - Individual Registration (Complete)

My Trips (Start Page) | Edit Profile

Your Photo

Sample Account
a
Gainesvegas, GA 3

Email: testing@testing.net
Phone: 9834249283
[Edit my profile](#)

STM - Individual Trip to Western PA - 7/22/2012-7/27/2012
Application Deadline: 6/22/2012

APPLY
Registration Complete
Submitted 4/3/2012

CONVERSATION
N/A

MOBILIZE
Confirmed

4) You have successfully completed your personal profile!

If you need to access your profile to update any information, please visit www.adventures.org and click on "My Profile" in the top right hand corner of the web page. Log in using the email address and password previously created.

****If you have any question, please contact your group leader.**

Troubleshooting:

I clicked the link from the email and it does not work.	Check your internet browser. Our application process is only supported by Google Chrome and Firefox internet browsers.
I have several children attending a trip and they do not have separate email addresses.	If your child does not have an email account, you can create a "fake" email address using their name as an email address (ie. thiername@theirname.com). For your trip, we will not use this email address for communication of trip specifics. All trip information will be distributed by your Group Leader.
I received an error message stating the "Trip is Full".	Please have your Group Leader contact Adventures in Missions.
I received a message stating I have already joined the trip.	Please have your Group Leader contact Adventures in Missions.
When I clicked the link, I do not see the correct trip information and/or the group name for my trip.	Please have your Group Leader contact Adventures in Missions.

<p>I am not able to submit my application because I received a message that says I need to complete information on the Registration page.</p>	<p>No fields can be left blank on the Registration page. Please enter "N/A" if you are unable to provide the requested information.</p>
<p>I need to access my Profile to update the information I originally completed.</p>	<p>Visit www.adventures.org and click on "My Profile" in the top right hand corner of the web page. Log in using your email address and password.</p>
<p>I forgot my user name and/or password for my profile.</p>	<p>If you forgot your user name, please have your Group Leader contact Adventures in Missions.</p> <p>If you forgot your password, please click the "Forgot Password" link on your Profile log-in page.</p>
<p>My screen is asking me to log in to my group or individual account. When I select the individual option, it refreshes to the same screen.</p>	<p>Close your internet browser. This will clear any information saved in your browser. Re-open your internet browser and begin the process again. If you continue to receive an error, please have your Group Leader contact Adventures in Missions.</p>