

Ideal-Logic Camp Director/Admin Reference Guide

Ideal-Logic provides two portals to help you manage your camp administration: the “Registration Management Portal” and the “Youth Protection Portal.” You can confirm which portal you are using by viewing the bottom right side.

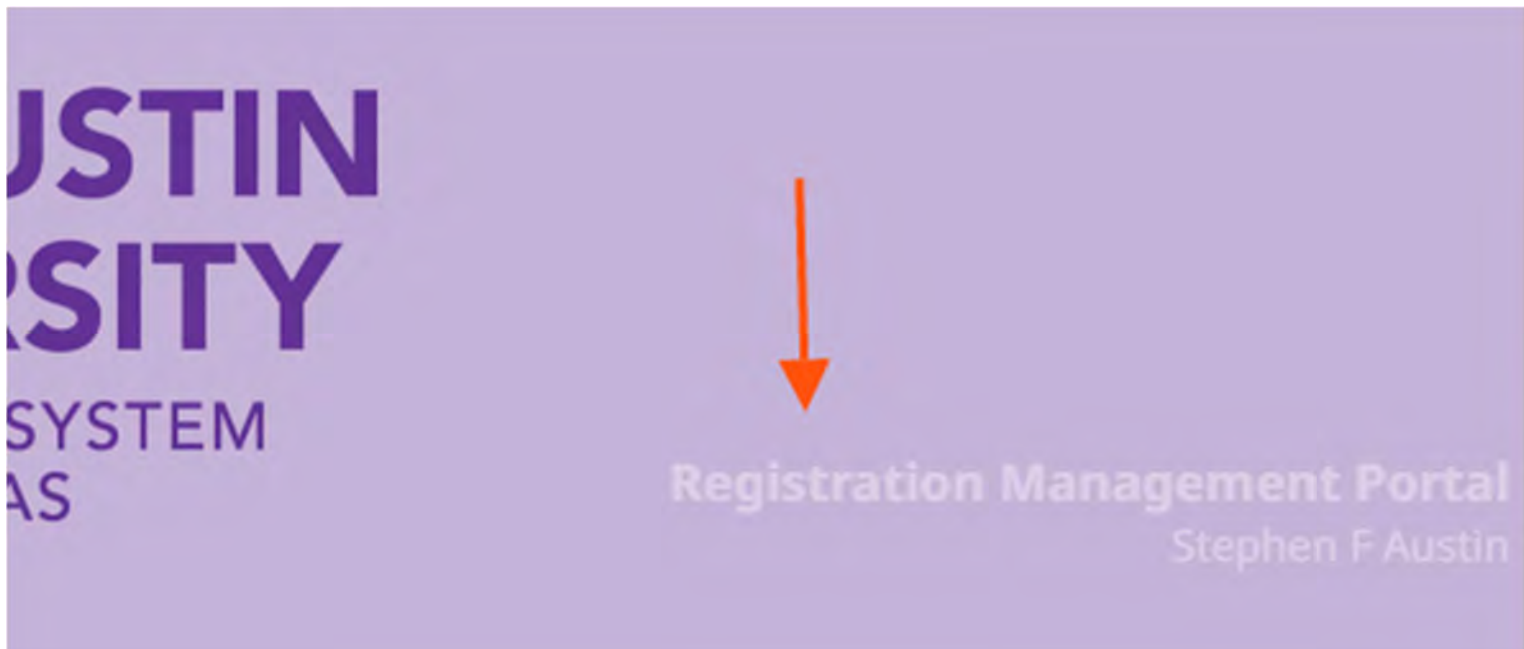
“Registration Management Portal” will be your home for **Management of participant registration, Prebuilt Reports, Attendance, and Participant Medication.** Navigate to <https://apps.ideal-logic.com/SFAReg>

“Youth Protection Portal” will be your home for **Designated Individuals, Training, and Background Checks.** Also, **Session** management including **Emergency Communication Plan, Certificate of Insurance and Incident Reports.** Navigate to <https://apps.ideal-logic.com/SFAYPP>

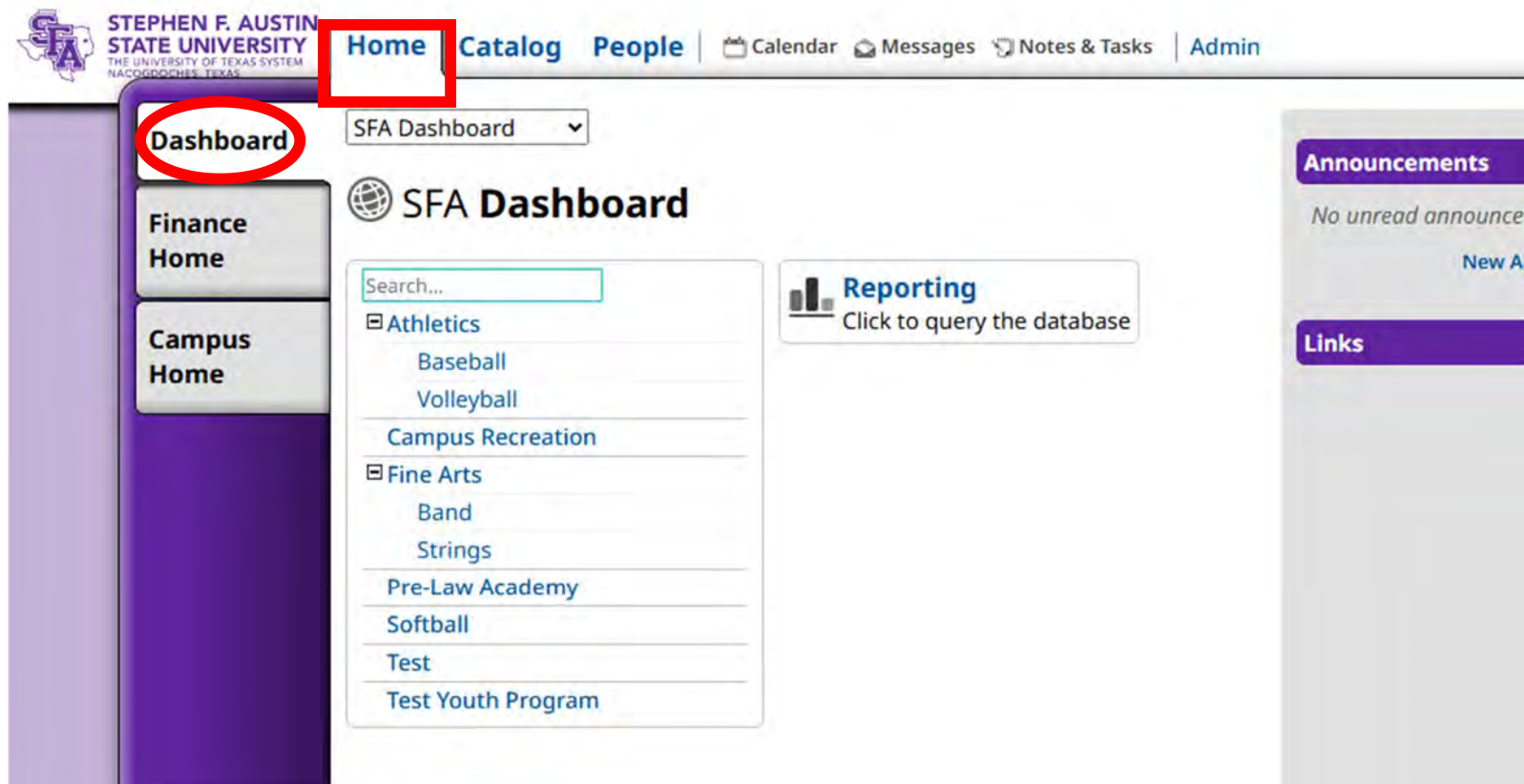
Registration Management

This section will go over the basics of navigating your **dashboard**.

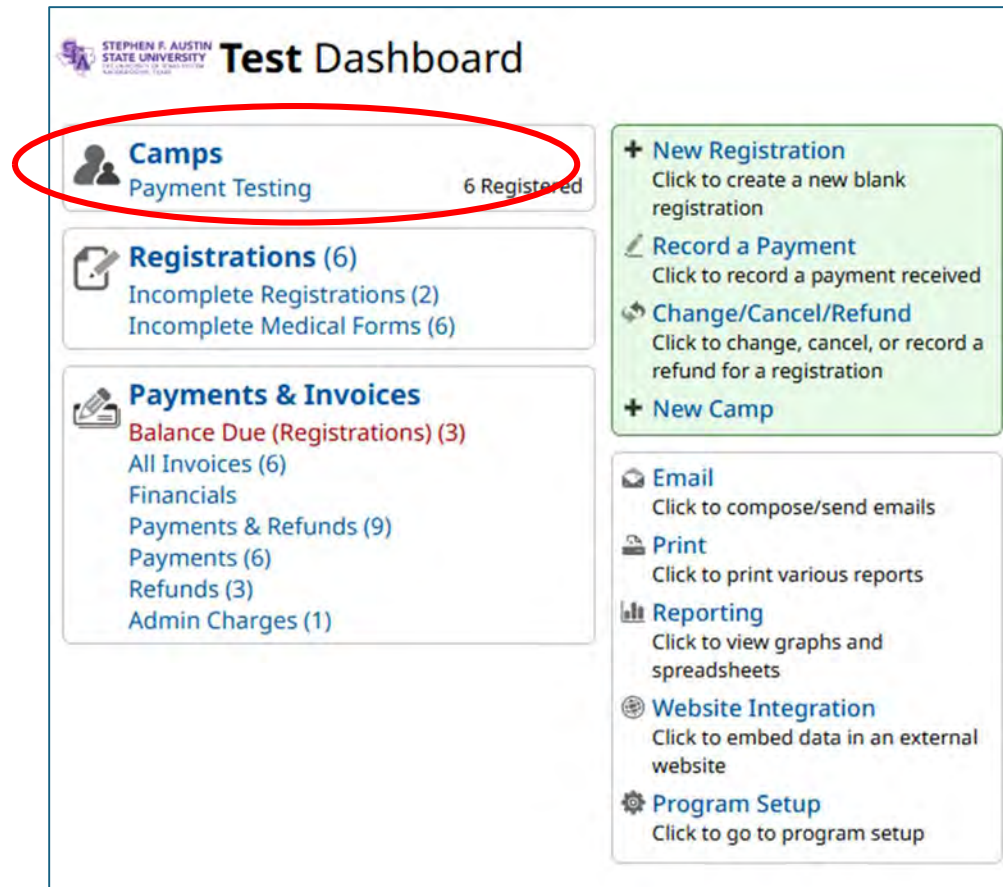
For this section, we you will need to make sure you are in the [“Registration Management Portal”](#)



Click on the **Home** tab to pull up your dashboard.



Your **Dashboard** will provide quick access to important information regarding your camp(s). The **Camps** section will provide you with the list of camps that you offer.



The **Registration** Section will provide you with a quick view of all completed and incomplete camp registrations.

STEPHEN F. AUSTIN STATE UNIVERSITY **Test Dashboard**

Camps
Payment Testing 6 Registered

Registrations (6)
Incomplete Registrations (2)
Incomplete Medical Forms (6)

Payments & Invoices
Balance Due (Registrations) (3)
All Invoices (6)
Financials
Payments & Refunds (9)
Payments (6)
Refunds (3)
Admin Charges (1)

+ New Registration
Click to create a new blank registration

Record a Payment
Click to record a payment received

Change/Cancel/Refund
Click to change, cancel, or record a refund for a registration

+ New Camp

Email
Click to compose/send emails

Print
Click to print various reports

Reporting
Click to view graphs and spreadsheets

Website Integration
Click to embed data in an external website

Program Setup
Click to go to program setup

Payment & Invoices section is your go-to section for anything financial.

STEPHEN F. AUSTIN STATE UNIVERSITY **Test Dashboard**

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Payment Testing 6 Registered

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Click to view graphs and spreadsheets

Website Integration
Click to embed data in an external website

Program Setup
Click to go to program setup

By clicking on a specific camp listed under your **Camps** section, you can drill down to a camp-specific dashboard.



The specific **Camp Dashboard** gives you a quick, at-a-glance overview of that camp's activity. It displays the total number of enrollments, the amount paid, and the remaining balance due. From this dashboard, you can also view your full list of enrollments and access a set of prebuilt reports that are ready to use.

Camp Dashboard

Enrollments
6

Paid
\$14.50

Due
\$3.00

- ! Balance Due (3)
- Registrations In Progress (2)
- Spreadsheet View (6)
- ▶ Guardian 1s (5)
- ▶ Guardian 2s (1)
- Admin Charges (1)
- Incomplete Medical Forms (6)

Registered	Participant	Paid	Due	Actions
Feb 12 4:19pm	Testing Testing 16 Years Old	\$1.50	\$0.00	Open
Feb 4 11:29am	Sfa Test 11 Years Old	\$3.00	\$0.00	Open

Prebuilt Reports Overview

This section will provide an overview of prebuilt reports regarding your camper registrations and creating custom reports.

Balance Due

The **Balance Due** report lets you take a closer look at any outstanding participant balances. From this report, you can print or email invoices and even send payment reminder emails directly to families.

- Click on the Balance Due link

Camp Dashboard

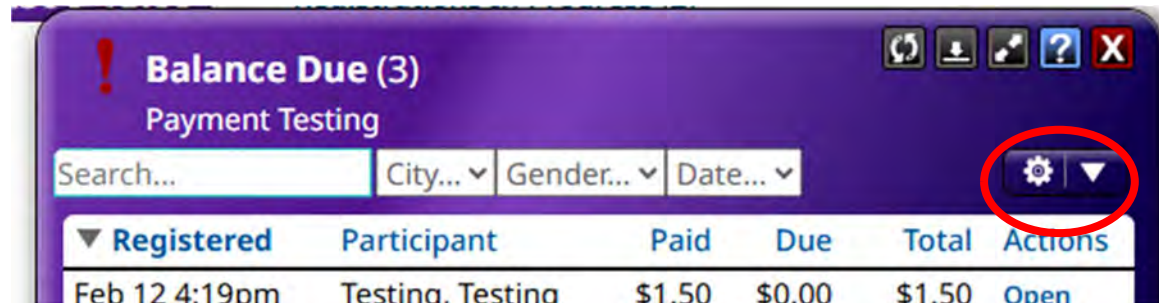
The screenshot shows the Camp Dashboard with several metrics and a list of reports. A red arrow points to the 'Balance Due (3)' link.

Registrations	Paid	Due
6	\$14.50	\$3.00

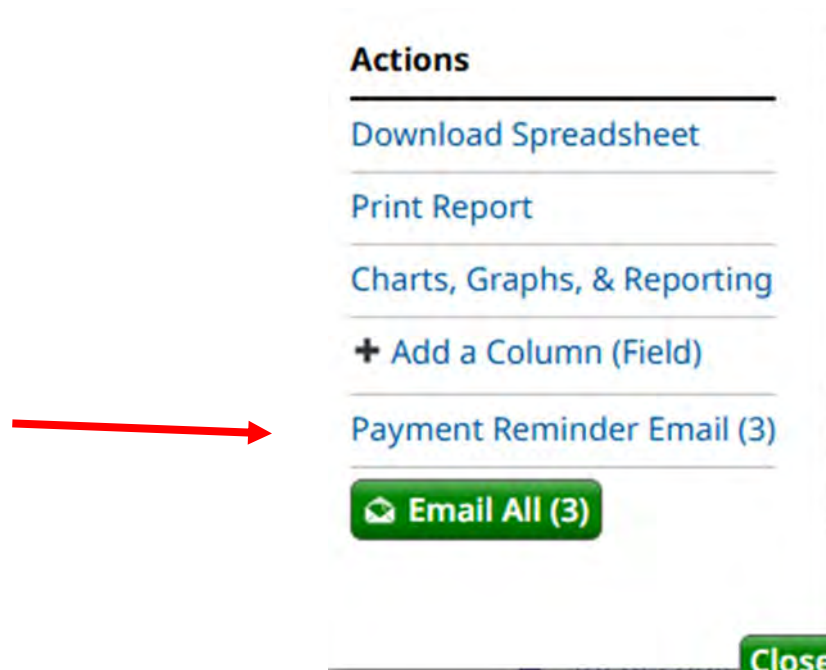
- ! Balance Due (3)
- Registrations In Progress (2)
- Spreadsheet View (6)
- ▶ Guardian 1s (5)
- ▶ Guardian 2s (1)
- Admin Charges (1)
- Incomplete Medical Forms (6)

Search... City... Gender... Date...

- Once the report appears, you can download it by clicking the **gear icon** on the right-hand side.



- From here, you can download the report, print the report, or send payment reminder emails.



- If you click on **Payment Reminder Email**, it will open a window where a prebuilt message will appear. We strongly advise you to not make changes beyond small edits. You can preview the email before sending and/or send a test email to yourself.

Payment Reminder Email

Step 1: Select Enrollments

Search...

City...

Gender...

Date...

3 Enrollments Selected

View/Exclude Enrollments

Step 2: Customize Email Message

From: ☐ "SFA Youth Programs" <youthprograms@sfasu.edu>

☒ "SFA Youth Programs via Ideal-Logic" <mail+8lpj.mk3g2@ideal-logic.com>

To: 3 Enrollments (3 Total Messages) [Details](#)

Subject: Payment Reminder - {&!registration_item}

Attach: Add Attachments

Ensure you are sending from the appropriate email address

This email will automatically pull any registrations with a balance. By clicking on the green enrollments, you can make exclusions.

☐ Skip 1 message to be sent to the same person twice

Step 3: Email Message Preview

Showing message 1 of 3

Refresh

Next >

Send Test Email to Self

From: "SFA Youth Programs via Ideal-Logic" <mail+8lpj.mk3g2@ideal-logic.com>

To: "Allison Huffman" <allison.huffman@sfasu.edu>

Subject: Payment Reminder - Payment Testing

Payment Reminder

STEPHEN F. AUSTIN STATE UNIVERSITY
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

Hello Allison,

You have the following balance due on your account:

\$5.00 Due

Click here to log in, make a payment, or review your account.

Test

(936) 468-2133

youthprograms@sfasu.edu

Payment Summary

Cancel

Send 3 Emails

Registration in Progress

The **Registration in Progress** report gives you campers that have started the registration process but not yet completed their forms. With this report, you can send a generic reminder email prompting them to complete and submit their registration.

- Click on Registrations in Progress link

Camp Dashboard

Registrations
6

Paid
\$14.50

Due
\$3.00

-  **Balance Due (3)**
-  **Registrations In Progress (2)** ←
-  **Spreadsheet View (6)**
-  **Guardian 1s (5)**
-  **Guardian 2s (1)**
-  **Admin Charges (1)**
-  **Incomplete Medical Forms (6)**

Arch... | City... ▾ | Gender... ▾ | Date... ▾



- After you click on **Registration in Progress**, you will see a detailed view of each participant's progress status, the date they last updated their form, their name and email address.

Registrations In Progress (2)

Search... City... Created...

Status	Last Updated	Participant	Email Address	Actions
In Progress 87%	Feb 4, 2026 11:52am	b Ludgate 14 Years Old	Empty	Continue Reg
In Progress 78%	Feb 4, 2026 11:50am	Tim Ocskasy	tim@ideal-logic.com	Continue Reg

Feb 4 11:29am b Ludgate 14 Years Old \$3.00 \$0.00 Open

Feb 4 11:26am Chris Traeger 13 Years Old \$3.00 \$3.00 Open

Feb 4 11:24am b Ludgate 14 Years Old \$5.00 \$0.00 Open

Feb 4 11:21am Andy Dwyer 16 Years Old \$1.00 \$0.00 Open

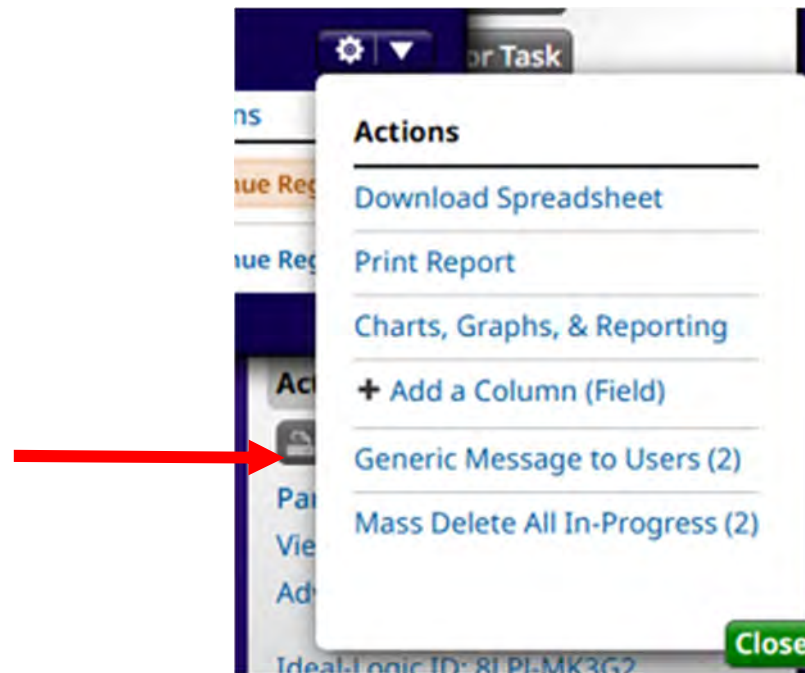
Actions

- Download Spreadsheet
- Print Report
- Charts, Graphs, & Reporting
- + Add a Column (Field)
- Generic Message to Users (2)
- Mass Delete All In-Progress (2)

Close

- Using the **gear icon**, you can download the report or send a mass generic email to all users who have registrations in progress.

- When you choose to send the **Generic Message to Users** (email), it will open a window where a prebuilt message will appear. We strongly advise you to not make changes beyond small edits. You can preview the email before sending and/or send a test email to yourself.



- Registration Item Generic Message to Students with In Progress Registrations

Step 1: Select Registrations

Search...

City...

Created...

2 Registrations Selected

[View/Exclude Registrations](#)

Step 2: Customize Email Message

From:

☐ "SFA Youth Programs" <youthprograms@sfasu.edu>

☒ "SFA Youth Programs via Ideal-Logic" <mail+8lpj.mk3g2@ideal-logic.com>

To:

2 Registrations (2 Total Messages) [Details](#)

Subject:

{&program} In Progress Registration

Attach:

[Add Attachments](#)

Hello {&student:&first_name},

You have a {&type_registration_name|lc} in progress for {&short_identification}. Please log in and complete and submit your {&type_registration_name|lc} as soon as possible.

If you are no longer interested or began a {&type_registration_name|lc} by accident let me know and I can cancel the {&type_registration_name|lc} in progress. Sometimes multiple {&type_registration_plural_name|lc} are started so you may already have a submitted {&type_registration_name|lc}. If this is the case, let me know and I will delete the duplicate.

Step 3: Email Message Preview

Showing message 1 of 2

[Refresh](#)

[Next >](#)

[Send Test Email to Self](#)

From: "SFA Youth Programs via Ideal-Logic" <mail+8lpj.mk3g2@ideal-logic.com>

To: "Allison Huffman" <allison.huffman@sfasu.edu>

Subject: Test In Progress Registration

Hello b,

You have a registration in progress for Payment Testing. Please log in and complete and submit your registration as soon as possible.

If you are no longer interested or began a registration by accident let me know and I can cancel the registration in progress. Sometimes multiple registrations are started so you may already have a submitted registration. If this is the case, let me know and I will delete the duplicate.

[Click to Edit Your Registration](#)

Sent from SFA Registration, a service of Ideal-Logic.

Reply to this message to store a copy of your response with Payment Testing. Send or CC any message to mail+8lpj.mk3g2@ideal-logic.com.

Cancel

Send 2 Emails

Guardian 1s/Guardian 2s

The **Guardians 1s** and **Guardians 2s** report provides basic information about the guardians listed for each camp participant. This includes any details you've collected during registration, such as the guardian's name, email address, and phone number.

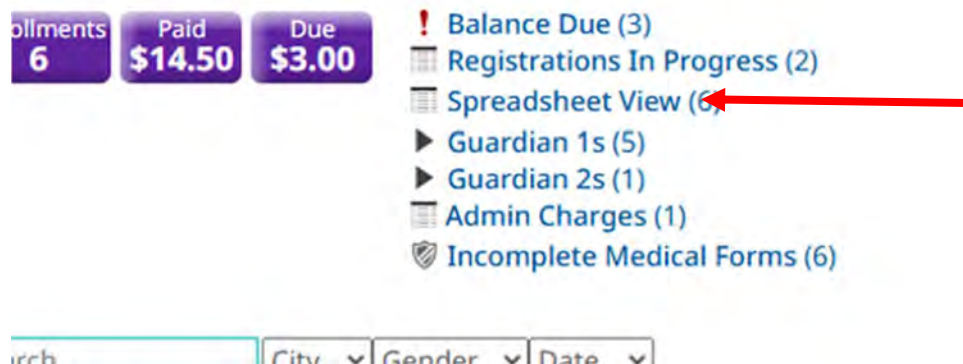
The screenshot displays the 'Camp Dashboard' with several key metrics and a list of guardians. The metrics include 'Registrations' (6), 'Paid' (\$14.50), and 'Due' (\$3.00). A list of items includes 'Balance Due (3)', 'Registrations In Progress (2)', 'Spreadsheet View (6)', 'Guardian 1s (5)', 'Guardian 2s (1)', 'Admin Charges (1)', and 'Incomplete Medical Forms (6)'. The 'Guardian 2s (1)' item is highlighted with a red box. Below the list, there are filters for 'Arch...', 'City...', 'Gender...', and 'Date...'. At the bottom, a table titled 'Guardian 1s (1)' is shown with columns for 'Date', 'Participant', 'Guardian 1', 'Email Addresses', 'Phone Number', and 'Actions'.

Date	Participant	Guardian 1	Email Addresses	Phone Number	Actions
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Spreadsheet View

The **Spreadsheet View** gives you a detailed look at your registrations. It includes all basic camp participant information as well as any custom questions you ask on the registration form.

Camp Dashboard



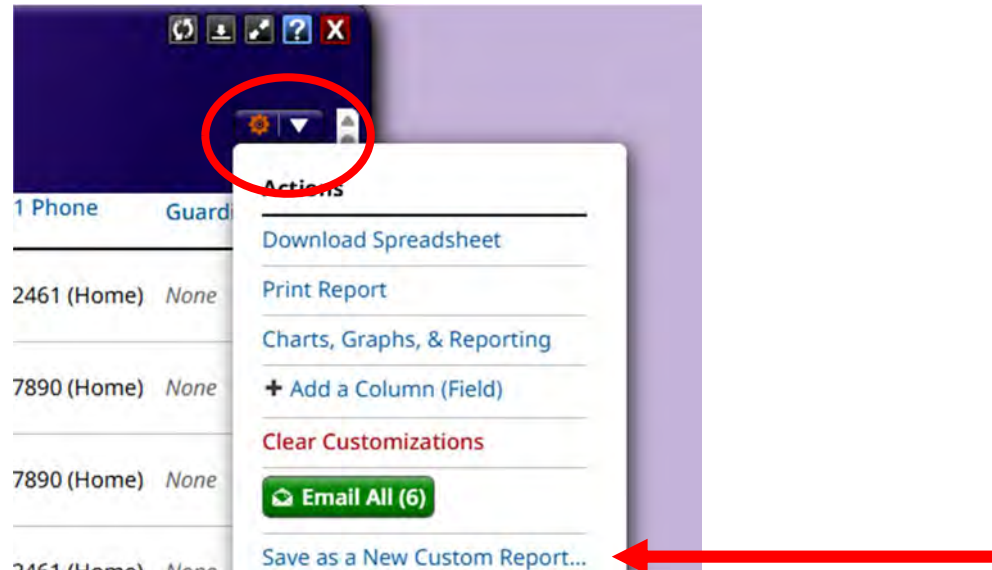
The dashboard features three summary cards: Registrations (6), Paid (\$14.50), and Due (\$3.00). To the right, a list of links includes Balance Due (3), Registrations In Progress (2), Spreadsheet View (6) (highlighted with a red arrow), Guardian 1s (5), Guardian 2s (1), Admin Charges (1), and Incomplete Medical Forms (6). At the bottom, there are filter dropdowns for Search, City, Gender, and Date.

- You can tailor this view by removing columns you don't need—simply click the **X** on any column header. You can also filter the data by specific fields, such as a membership ID or any other custom question.



The Spreadsheet View header for 'Little Jack Rec Camp (Kick Off - Ages 6-12)' shows a list of columns: Guardian 1 Email Address, Guardian 1 Phone Numbers, Roommate Request, Registration Campus Rec Membership, Registration Membership ID, Registration SFA Affiliation, Registration Hear about LJRC, and Action. Each column header has a small 'X' icon to its right for removal.

- To create a custom report view with the information you want, start in **Spreadsheet View**. Remove any columns you don't need or apply filters to narrow down the data. Once you make changes, the **gear icon will turn orange**, indicating that the report has been modified. Click the **orange gear**, then select **Save as a New Custom Report** to store your personalized view for future use.



When the **Save a New Custom Report** window appears, you'll have several options to set up your report:

- **Icon (optional):** Choose an icon to help visually identify your report.
- **Name:** Enter the name you want to give your custom report.
- **Description (optional):** Add a brief description to clarify the purpose of the report.

Attendance

This section pertains to recording attendance for historical record keeping.

Navigate to your **attendance** tab located on the lefthand side when you are in a specific camp dashboard.

The screenshot shows the 'Payment Testing' application interface. On the left, a sidebar contains the following menu items: 'Dashboard (2)', 'Attendance' (highlighted with a red box and a red arrow pointing to it), 'Financials', and 'Messages (2)'. The main content area is titled 'Camp Dashboard' and displays summary statistics: 'Enrollments 2', 'Paid \$1.50', and 'Due \$6.00'. Below these are links for 'Balance Due (2)', 'Spreadsheet View (2)', 'Self-Managed Care (2)', 'Guardian 1s (2)', and 'Incomplete Medical Forms (2)'. A search bar is present with filters for 'City...', 'Home City...', and 'Home State...'. A table lists registered participants:

Registered	Participant	Paid	Due	Actions
Feb 12 4:19pm	Testing Testing 16 Years Old	\$1.50	\$0.00	Open
Feb 4 11:26am	Chris Traeger 13 Years Old	\$0.00	\$6.00	Open
		\$1.50	\$6.00	

At the bottom of the main area are 'Save and Close' and 'Next >' buttons. The right sidebar shows 'Test Camp' details, 'Payment Testing' status for 'Spring 2026' (Open/Hidden), 2 registered participants, and buttons for '+ New Registration', '+ New Note or Task', and '+ Record a Payment'. It also includes sections for 'Status' (Active - Open), 'Actions' (Print, Email, Reporting), and 'Staff/Volunteers' (Sfa Test).

1. To begin an attendance record, select **Record Attendance**

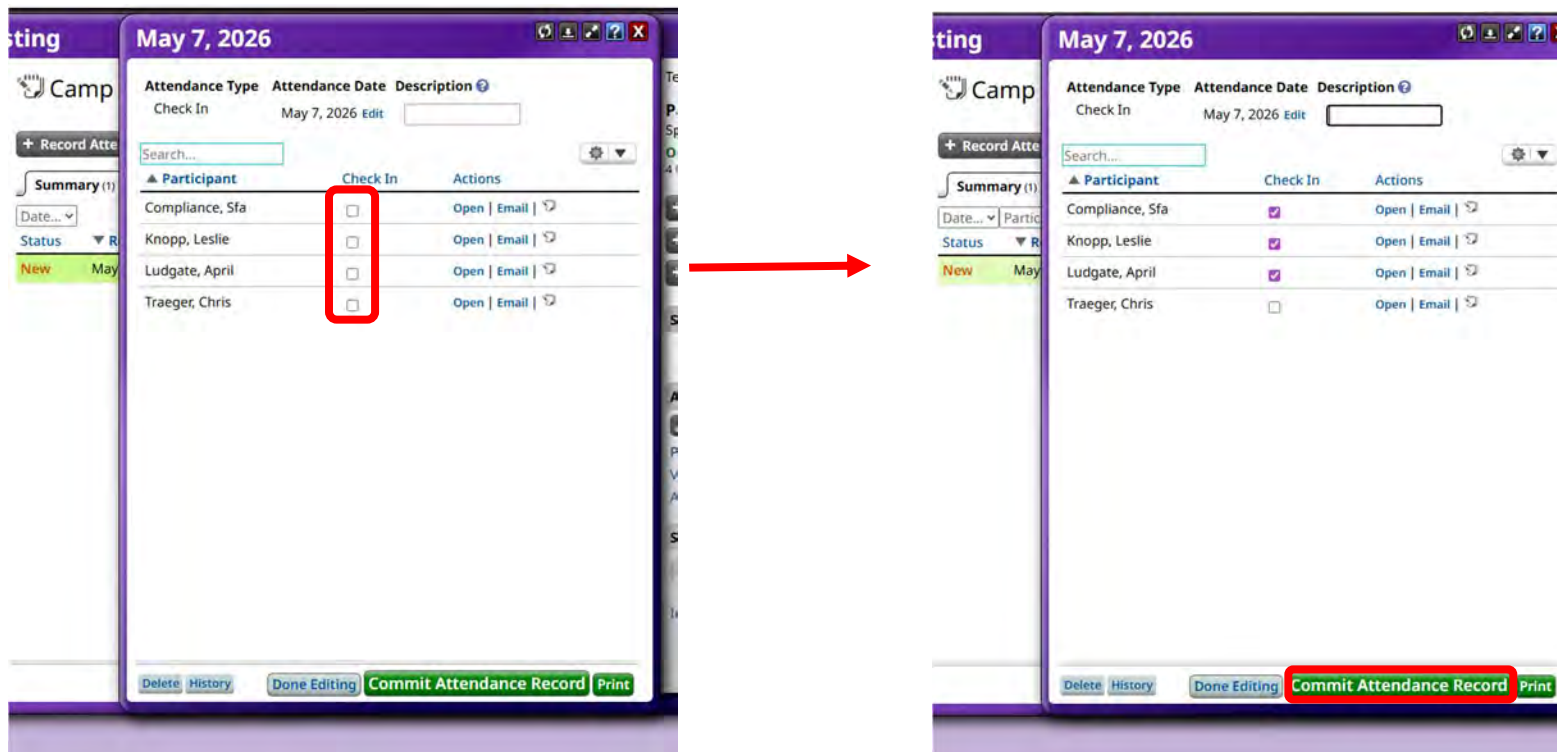
The screenshot shows the 'Camp Attendance' interface within a 'Payment Testing' environment. On the left is a purple sidebar with navigation links: 'Dashboard (4)', 'Attendance', 'Financials', and 'Messages (4)'. The main content area has a header 'Camp Attendance' with a '+ Record Attendance' button highlighted in a red box. To the right of this button are links for 'Absent Report' and 'Attendance Staff'. Below the button are two tabs: 'Summary (1)' and 'By Enrollment (4)'. A date selector shows 'Date...' and 'Participants...'. A table displays attendance data with columns: 'Status', 'Record', 'Type', 'Absent', 'Attended', and 'Actions'. The first row shows 'Recorded' status for 'May 7, 2026' with a 'Check In' type, 1 absent, and 3/4 attended. A progress bar shows 3/4. 'Print' and 'Edit' links are in the 'Actions' column.

Status	Record	Type	Absent	Attended	Actions
Recorded	May 7, 2026	Check In	1	3/4	Print Edit

2. Select the first day of your camp if you are an overnight camp, if you are a day camp just select the day you are recording attendance for. *The system will automatically update the type of Attendance for day camps: **Check In** and **Check Out**. Instructions on edits can be found below. Click **Confirm and Open**.*

This screenshot shows the same 'Camp Attendance' interface as the first image, but with a date selection modal open. The modal is titled 'Date of Attendance Record' and contains a text input field with the placeholder 'mm/dd/yyyy', which is highlighted with a red box. Below the input field are two buttons: 'Cancel' and 'Confirm and Open', with the latter also highlighted in a red box. The background interface is partially obscured by the modal.

3. You will see all the participants who are registered for your session. Click the check boxes to mark their attendance. Click **Commit Attendance Record** once you are done recording attendance.



Editing an Attendance Record

To edit an attendance record, for example: adding a late arrival, click **Edit** under the Actions column

The screenshot shows the 'Camp Attendance' interface within a 'Payment Testing' environment. The left sidebar contains navigation links: Dashboard (4), Attendance, Financials, and Messages (4). The main content area has a 'Camp Attendance' header with a '+ Record Attendance' button and links for 'Absent Report' and 'Attendance Staff'. Below this are tabs for 'Summary (2)' and 'By Enrollment (4)'. A table displays attendance records with columns for Status, Record, Type, Absent, Attended, and Actions. The first record is 'Recorded' for May 7, 2026, 'Check Out', with 0 Absent and 3/3 Attended. The second record is 'Recorded' for May 7, 2026, 'Check In', with 1 Absent and 3/4 Attended. The 'Edit' link in the Actions column for the second record is highlighted with a red box and a red arrow. At the bottom, there are buttons for '< Previous', 'Save and Close', and 'Next >'.

Status	Record	Type	Absent	Attended	Actions
Recorded	May 7, 2026	Check Out	0	3/3	Print Edit
Recorded	May 7, 2026	Check In	1	3/4	Print Edit
			Avg 0.50	Avg 3.00	

This will open the attendance record again so that the participant can be recorded as checked in. You can also add a note to the participant's attendance record by clicking the notepad under the Actions column.

May 7, 2026

Attendance Type

Attendance Date

Description

Check In

May 7, 2026

Edit

Search...

Participant	Check In	Actions
Compliance, Sfa	☒	Open Email
Knopp, Leslie	☒	Open Email
Ludgate, April	☒	Open Email
Traeger, Chris	☐	Open Email

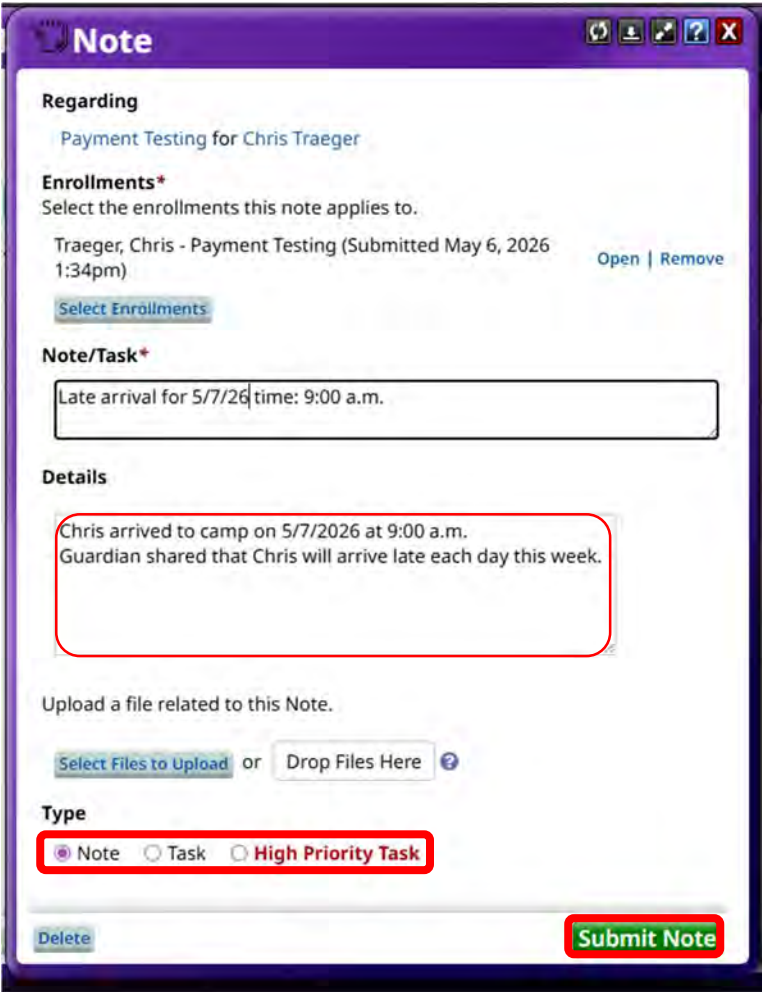
Delete

History

Done Editing

Print

When creating a note, additional details can be added. If no further action is needed click **Submit Note**. If the note needs to be sent to a camp admin, you can change the Type to Task.



The screenshot shows a web form titled "Note" with a purple header. The form contains several sections: "Regarding" with the text "Payment Testing for Chris Traeger"; "Enrollments*" with a list item "Traeger, Chris - Payment Testing (Submitted May 6, 2026 1:34pm)" and links "Open" and "Remove"; "Note/Task*" with a text input field containing "Late arrival for 5/7/26 time: 9:00 a.m."; "Details" with a text area containing "Chris arrived to camp on 5/7/2026 at 9:00 a.m. Guardian shared that Chris will arrive late each day this week."; "Upload a file related to this Note." with buttons "Select Files to Upload" and "Drop Files Here"; "Type" with radio buttons for "Note", "Task", and "High Priority Task"; and a footer with "Delete" and "Submit Note" buttons. A red rectangle highlights the "Details" text area. A red rectangle highlights the "Type" radio buttons, with a red arrow pointing to the "Note" option. A red rectangle highlights the "Submit Note" button.

Note

Regarding
Payment Testing for Chris Traeger

Enrollments*
Select the enrollments this note applies to.

Traeger, Chris - Payment Testing (Submitted May 6, 2026 1:34pm) [Open](#) | [Remove](#)

[Select Enrollments](#)

Note/Task*

Late arrival for 5/7/26 time: 9:00 a.m.

Details

Chris arrived to camp on 5/7/2026 at 9:00 a.m.
Guardian shared that Chris will arrive late each day this week.

Upload a file related to this Note.

[Select Files to Upload](#) or [Drop Files Here](#) ?

Type

☒ Note ☐ Task ☐ High Priority Task

[Delete](#) [Submit Note](#)

When switching from Note to Task, it then can be assigned to a person. Additional options are available. Once completed, click **Submit Task**.

The screenshot shows a window titled "Note" with a purple header. The main content area contains a text box with the text "Late arrival for 5/7/26 time: 9:00 a.m.". Below this is a "Details" section with a text box containing "Chris arrived to camp on 5/7/2026 at 9:00 a.m. Guardian shared that Chris will arrive late each day this week.". Below the details is a file upload section with the text "Upload a file related to this Task." and buttons "Select Files to Upload" and "Drop Files Here". Below the file upload is a "Type" section with radio buttons for "Note", "Task", and "High Priority Task". Below the type section is a "Task Settings" section, which is highlighted with a red box. The "Task Settings" section contains an "Assign To" field with a dropdown menu showing "Allison Huffman" and a "Remove" button. Below this is a "Due Date" field with a date picker showing "05/07/2026". Below the due date is a "Send Notification" button. Below the notification button is a "Send a reminder" checkbox, which is checked, and a dropdown menu showing "3 Days" before the due date. At the bottom of the window is a "Delete" button and a "Submit Task" button, which is highlighted with a red box.

The task will then show as an action Required for the person it was assigned.

The screenshot displays the Stephen F. Austin State University Camp Admin interface. The top navigation bar includes links for Home, Catalog, Calendar, Messages, and Notes & Tasks. A sidebar on the left contains links for Dashboard, Staff Home, and Campus Home. The main content area is titled "Test Dashboard" and features several sections: "Camps" (Payment Testing, 4 Registered), "Registrations (4)" (Incomplete Medical Forms (2)), "Payments & Invoices" (Balance Due (Registrations) (5), All Invoices (5), Financials, Payments & Refunds (4), Payments (1), Refunds (3)), "New Registration" (Click to create a new blank registration), "Record a Payment" (Click to record a payment received), "Change/Cancel/Refund" (Click to change, cancel, or record a refund for a registration), "New Camp", "Email" (Click to compose/send emails), "Print" (Click to print various reports), and "Reporting" (Click to view graphs and spreadsheets). A red box highlights a notification at the top: "1 Action Required For Sfa Test" with a "Hide" button. Below this, a task is listed: "Task Assigned to Me" with details "Task: Late arrival for 5/7/26 time: 9:00 a.m. [Due May 7]" and a "Continue (1)" button. Another red box highlights the "Notes & Tasks (1)" section, which includes a filter for "Active (1)" and a table of tasks. The table has columns for "Submitted Note" and "Regarding". The task listed is "Sfa Test at 2:38pm" with details "Task: Late arrival for 5/7/26 time: 9:00 a.m. [Due May 7] [More...]" and is "Regarding" "Payment Testing for Chris Traeger".

STEPHEN F. AUSTIN
STATE UNIVERSITY
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

Home Catalog Calendar Messages Notes & Tasks

Dashboard
Staff Home
Campus Home

1 Action Required For Sfa Test Hide

Task Assigned to Me
Task: Late arrival for 5/7/26 time: 9:00 a.m. [Due May 7] Continue (1)

STEPHEN F. AUSTIN
STATE UNIVERSITY
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

Test Dashboard

Camps
Payment Testing 4 Registered

Registrations (4)
Incomplete Medical Forms (2)

Payments & Invoices
Balance Due (Registrations) (5)
All Invoices (5)
Financials
Payments & Refunds (4)
Payments (1)
Refunds (3)

New Registration
Click to create a new blank registration

Record a Payment
Click to record a payment received

Change/Cancel/Refund
Click to change, cancel, or record a refund for a registration

New Camp

Email
Click to compose/send emails

Print
Click to print various reports

Reporting
Click to view graphs and spreadsheets

Announcements
No unread announcements

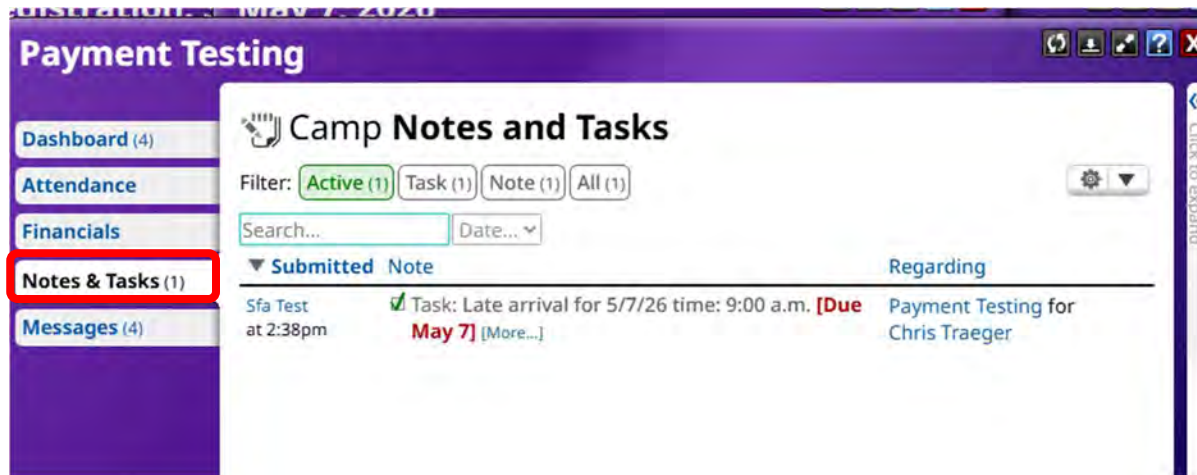
Notes & Tasks (1)

Filter: Active (1) Task (1) Note (1) All (1)

Search... Date...

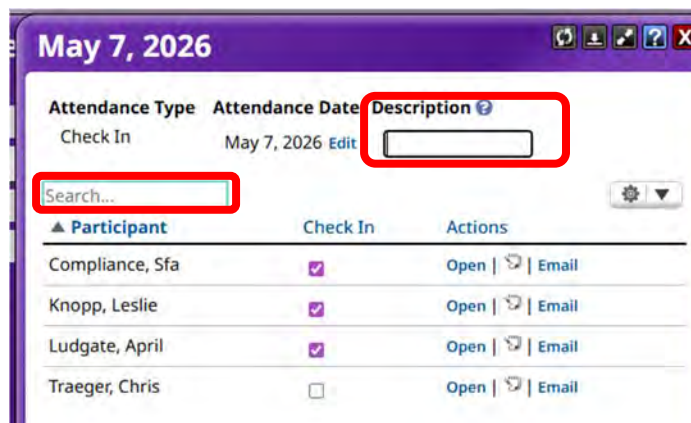
Submitted Note	Regarding
Sfa Test at 2:38pm Task: Late arrival for 5/7/26 time: 9:00 a.m. [Due May 7] [More...]	Payment Testing for Chris Traeger

It will also be viewable under the Notes & Task tab for the specific camp.



Additional options for attendance

- When recording attendance, you can utilize the search function to easily locate a participant. Use the Description box to provide specific information if desired.



- On the participant line, clicking **Open** under actions will pull up the participants registration to provide you quick access to information.

May 7, 2026

Attendance Type	Attendance Date	Description
Check In	May 7, 2026 Edit	
Search...		
Participant	Check In	Actions
Compliance, Sfa	☒	Open Email
Knopp, Leslie	☒	Open Email
Ludgate, April	☒	Open Email
Traeger, Chris	☐	Open Email

Registration: Sfa Compliance

Registration | [▼](#)

STEPHEN F. AUSTIN STATE UNIVERSITY
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

Test Registration
Registration/Invoice No. WDHZ-9DZ2X
Submitted May 6, 2026 3:05pm by Allison Huffman

Registration

Spring 2026 Test: **Payment Testing** (Details...) **Registered**
May 6, 2026 3:05pm
Balance Due

Participant

Sfa Compliance
sfacompliance@sfasu.edu
Date of Birth: Jan 1, 2010
Add test price?: Yes

Additional Pick-Ups
Ron Swanson (Father)
123-456-7890

Guardian 1

Allison Huffman
allison.huffman@sfasu.edu

Sfa's Medical History

Registration Status

Submitted
[What's Missing?](#)

Price

Payment Testing	\$1.50
Test for change of price	\$10.00
Total	\$11.50
Visa	-\$1.50
2/13 Refund Paid (test)	\$1.50
Remaining Balance	\$11.50

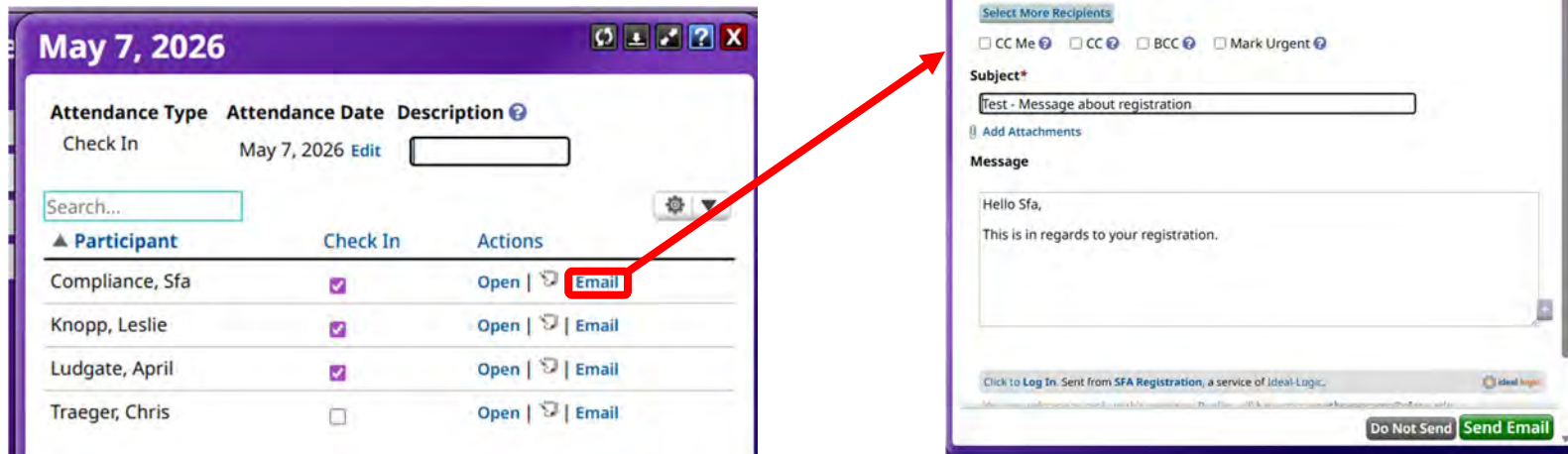
Registration Actions

[Fill-Out Medical Form](#)
[Print Registration](#)
[Print Schedule](#)
[Print Confirmation](#)
[View/Print Invoice](#)
[Resend Email Confirmation](#)
[Print Medical Form](#)

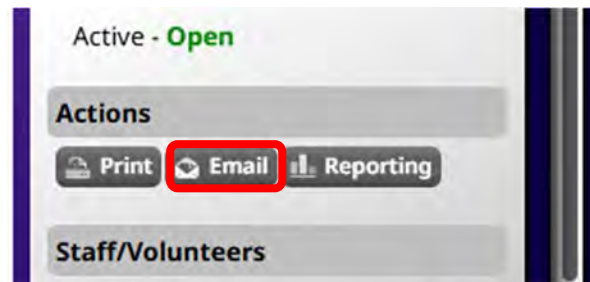
Admin Actions

[Edit Registration](#)
[New Note or Task](#)
[Record a Payment](#)

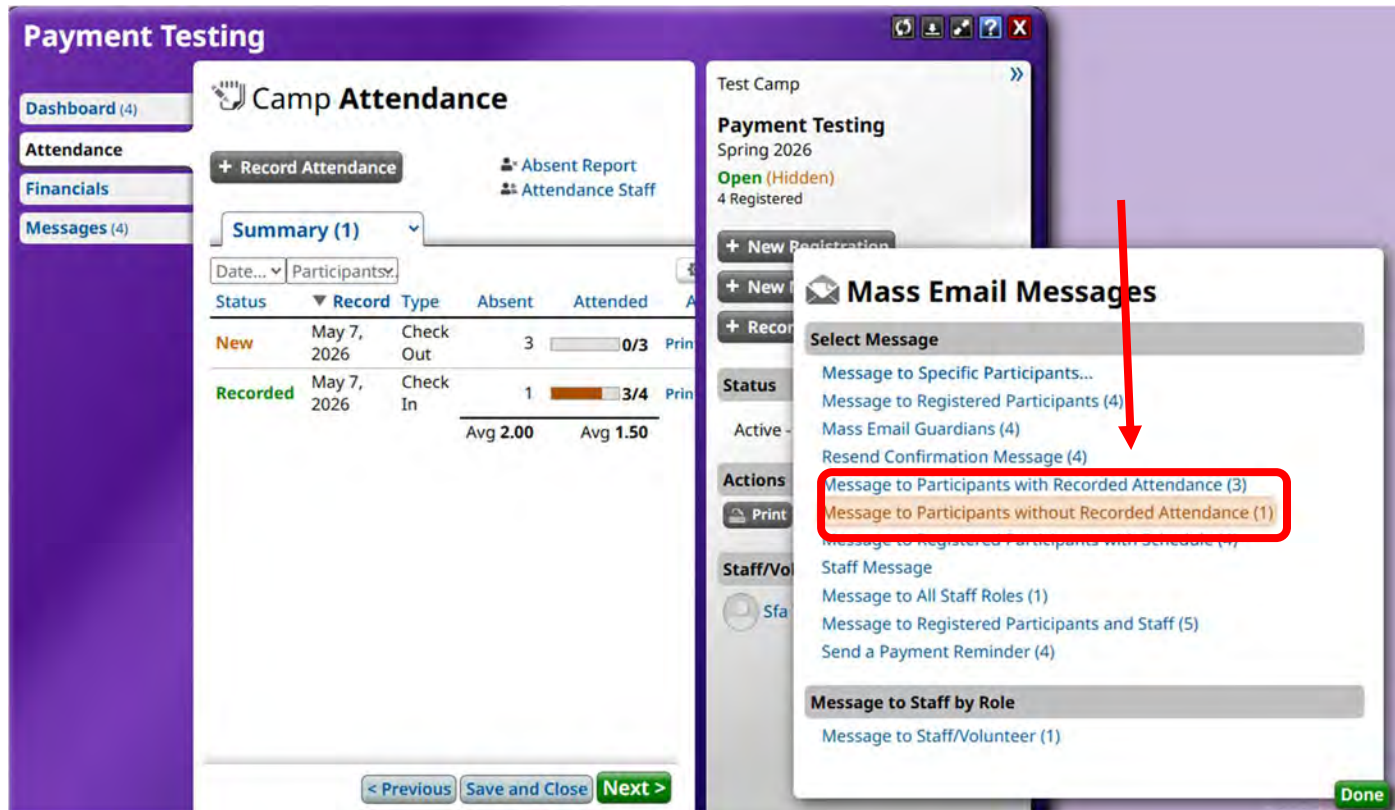
- On the participant line, clicking **Email** under actions will pull up an Email Message window to quickly send an email.



Another option available to send a message regarding attendance can be found on the right-hand panel, under **Actions** and clicking on **Email**



The Mass Email Messages has two options available, **with** and **without** recorded attendance to quickly send out any notifications.



The generic message will pre-populate participant and camp specific information that is customizable.

The screenshot shows a three-step process for sending a generic message to enrollments. Step 1, 'Select Enrollments', includes a date dropdown and indicates '1 Enrollment Selected'. Step 2, 'Customize Email Message', shows fields for 'From' (Sfa Test), 'To' (1 Enrollment), 'Subject' (registration item), and 'Attach' (Add Attachments). It also includes a text area for the message body with pre-populated placeholders like {&email_contacts:&first_name}. Step 3, 'Email Message Preview', shows a preview of the email with the subject 'Payment Testing' and the body 'Hello Sfa and Test, Camp: Payment Testing Participant: Chris Traeger'. Buttons for 'Refresh', 'Send Test Email to Self', 'Cancel', and 'Send Email' are visible.

Attendance also is reflected under the registration for parent/guardian.

The screenshot shows the 'Registration: Chris Traeger' window with the 'Attendance' tab selected. It displays a summary for 'Payment Testing' with 'Attended 1', 'Absent 0', and 'Attendance 100%'. Below this is a table with columns for 'Attended', 'Record', 'Type', 'Method', and 'Actions'. The table contains one record for May 7, 2026, with a 'Check In' type and a green checkmark in the 'Attended' column.

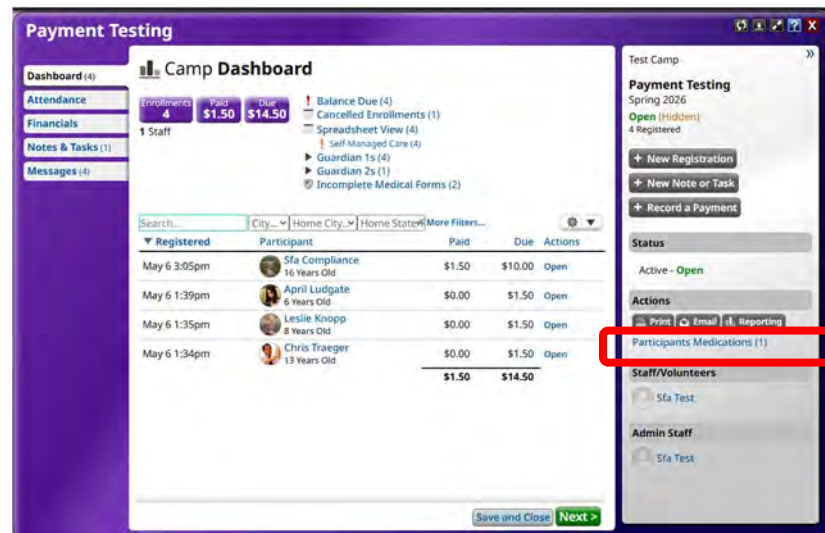
Attended	Record	Type	Method	Actions
✓	May 7, 2026	Check In		

Participant Medication

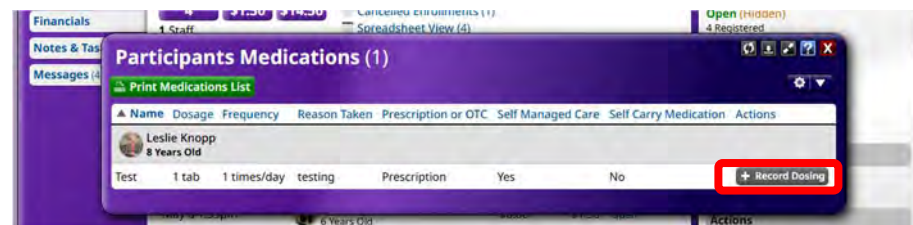
This section only applies to overnight programs

This section will provide an overview of recording participant medication that the guardian has listed as the participant bringing to overnight camp

Click on **Participants Medications** to pull up the list of Medications that parent/guardians have listed for the camper(s).



Click **Record Dosing**.



Enter the required information and click **Confirm**

The screenshot displays the 'Participants Medications (2)' interface. At the top, there is a 'Print Medications List' button. Below it is a table with columns: Name, Dosage, Frequency, Reason Taken, Prescription or OTC, Self Managed Care, Self Carry Medication, and Actions. The first row shows 'Leslie Knopp, 8 Years Old' with dosage 'Test', '1 tab', frequency '1 times/day', reason 'testing', and status 'Prescription', 'Yes', 'No'. Below this table, there is a list of medications with columns for Date, Name, Age, Cost, and Status. The list includes 'May 6 1:35pm' for 'Leslie Knopp, 8 Years Old' and 'May 6 1:34pm' for 'Chris Traeger, 13 Years Old'. To the right of the table is an 'Actions' panel with buttons for 'Print', 'Email', and 'Reporting'. Below these are sections for 'Staff/Volunteers' and 'Admin Staff', each with a 'Sfa Test' button. A '+ Record Dosing' button is located at the bottom right of the table. A modal form titled '+ Record Dosing' is open, showing fields for 'Date/Time Given*' (Date: 5/7/2026, Time: 08:00am), 'Given By*' (Sfa Test, Remove, Select a Person), and 'Given Refused*' (Given, Refused). The 'Confirm' button at the bottom right of the modal is highlighted with a red box. A red arrow points from the 'Confirm' button in the modal to the 'Confirm' button in the top modal.

Name	Dosage	Frequency	Reason Taken	Prescription or OTC	Self Managed Care	Self Carry Medication	Actions
Leslie Knopp 8 Years Old	Test	1 tab	1 times/day	testing	Prescription	Yes	No

Date	Name	Age	Cost	Status
May 6 1:35pm	Leslie Knopp	8 Years Old	\$0.00	\$1.50 Open
May 6 1:34pm	Chris Traeger	13 Years Old	\$0.00	\$1.50 Open
			\$1.50	\$14.50

+ Record Dosing

Date/Time Given*

Date: 5/7/2026 Time: 08:00am

Given By*

Sfa Test Remove Select a Person

Given Refused*

☒ Given ☐ Refused

Cancel Confirm

The medication will now be recorded.

Participants Medications (2)

[Print Medications List](#) [Dosing Records \(2\)](#)

Name	Dosage	Frequency	Reason Taken	Prescription or OTC	Self Managed Care	Self Carry Medication	Actions													
Leslie Knopp 8 Years Old	Test	1 tab	1 times/day	testing	Prescription	Yes	No	+ Record Dosing												
Test Dosing Records																				
<table border="1"><thead><tr><th>Date/Time Given</th><th>Given By</th><th>Given Refused</th><th>Actions</th></tr></thead><tbody><tr><td>May 6, 2026 8:15am</td><td>Sfa Test</td><td>Given</td><td>Edit</td></tr><tr><td>May 7, 2026 8:00am</td><td>Sfa Test</td><td>Given</td><td>Edit</td></tr></tbody></table>									Date/Time Given	Given By	Given Refused	Actions	May 6, 2026 8:15am	Sfa Test	Given	Edit	May 7, 2026 8:00am	Sfa Test	Given	Edit
Date/Time Given	Given By	Given Refused	Actions																	
May 6, 2026 8:15am	Sfa Test	Given	Edit																	
May 7, 2026 8:00am	Sfa Test	Given	Edit																	
Chris Traeger 13 Years Old	Empty	Empty	Empty	Empty	Empty	Empty	Empty	+ Record Dosing												

Camp Admins can print medication list, and enter the record manually

Participants Medications (2)

[Print Medications List](#) [Dosing Records \(1\)](#)

Selected options will update the printed report.

- ☒ Include Dosing Record Lines
- ☐ Include Additional Dosing Record Lines
- ☐ Add an Initials Box
- ☐ Add a Dosage Given Box
- ☐ Display Additional Person Data

[Cancel](#)

Dosing records will also be available.



Cancellation/Refund

Cancellation request are submitted on the Participants side.



Chris Traeger
13 Years Old
[Edit User](#)

Spring 2026 Test **Payment Testing** [\[Details...\]](#) **Registered**
Feb 4, 2026 11:26am
Balance Due

[Fill-Out Medical Form](#)
[Edit Medical Form](#) [View Details](#)
[Print Confirmation](#) [+ Make a Payment](#)
[Request Cancellation](#)

Once a request has been submitted, the participant will see “Cancellation Requested.”

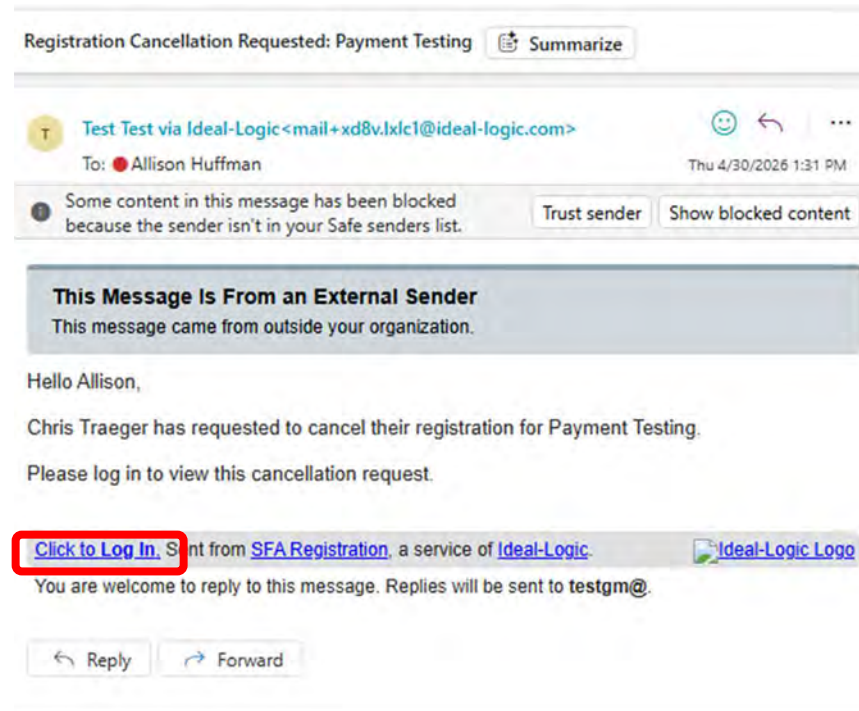


Chris Traeger
13 Years Old
[Edit User](#)

Spring 2026 Test **Payment Testing** [\[Details...\]](#) **Registered**
Feb 4, 2026 11:26am
Balance Due

[Fill-Out Medical Form](#)
[Edit Medical Form](#) [View Details](#)
[Print Confirmation](#) [+ Make a Payment](#)
[Cancellation Requested...](#)

The request submitted by the participant will trigger an email to be sent to the identified person selected by Camp Admin.



Use the Click to Log In option at the bottom to take you directly to the site.

After logging in, you will have an **Action Required** notice for the Cancellation Request. Click **Review** to pull up the registration.

The screenshot shows the Stephen F. Austin State University dashboard. On the left is a sidebar with the university logo and navigation links: 'Home', 'Catalog', 'Dashboard', 'Finance', and 'Home'. The main content area has a red header bar that reads '2 Actions Required For Allison Huffman' with a 'Hide' button on the right. Below this header are two action items. The first is 'Complete Medical Form' for 'Compliance, Sfa - Payment Testing (Submitted Feb 12, 2026 4:19pm)' with a 'Complete Form' button. The second item, 'Cancellation Requested' for 'Traeger, Chris - Payment Testing (Submitted Feb 4, 2026 11:26am)', is highlighted with a red rectangular border and has a 'Review' button.

2 Actions Required For Allison Huffman		Hide
Complete Medical Form	Compliance, Sfa - Payment Testing (Submitted Feb 12, 2026 4:19pm)	Complete Form
Cancellation Requested	Traeger, Chris - Payment Testing (Submitted Feb 4, 2026 11:26am)	Review

A red banner will be displayed. Select **Cancel Enrollment** to proceed with cancellation.

Registration: Chris Traeger

Registration | ▾

Cancellation Requested

The following enrollments have been requested to be cancelled.

[Payment Testing](#) **Cancel Enrollment** [Deny Request](#)

STEPHEN F. AUSTIN STATE UNIVERSITY **Test**

Registration

Registration/Invoice No. HR5Z-XG3VR
Submitted Feb 4, 2026 11:26am by Allison Huffman

Registration

Spring 2026 **Test** **Registered**
[Payment Testing](#) (Details...) Feb 4, 2026 11:26am
Balance Due

Participant

 **Chris Traeger**
Date of Birth: Jan 1, 2013

Guardian 1

 **Sfa Test**
youthprograms@sfasu.edu

Registration Status

Submitted
[What's Missing?](#)

Price

Payment Testing	\$3.00
Credit card fee	+\$3.00
Total	\$6.00
2/5 Refund Paid (Discount)	\$1.50
Remaining Balance	\$7.50

Registration Actions

- [Fill-Out Medical Form](#)
- [Print Registration](#)
- [Print Schedule](#)
- [Print Confirmation](#)
- [View/Print Invoice](#)
- [Resend Email Confirmation](#)
- [Print Emergency Sheet](#)
- [Print Medical Form](#)

Admin Actions

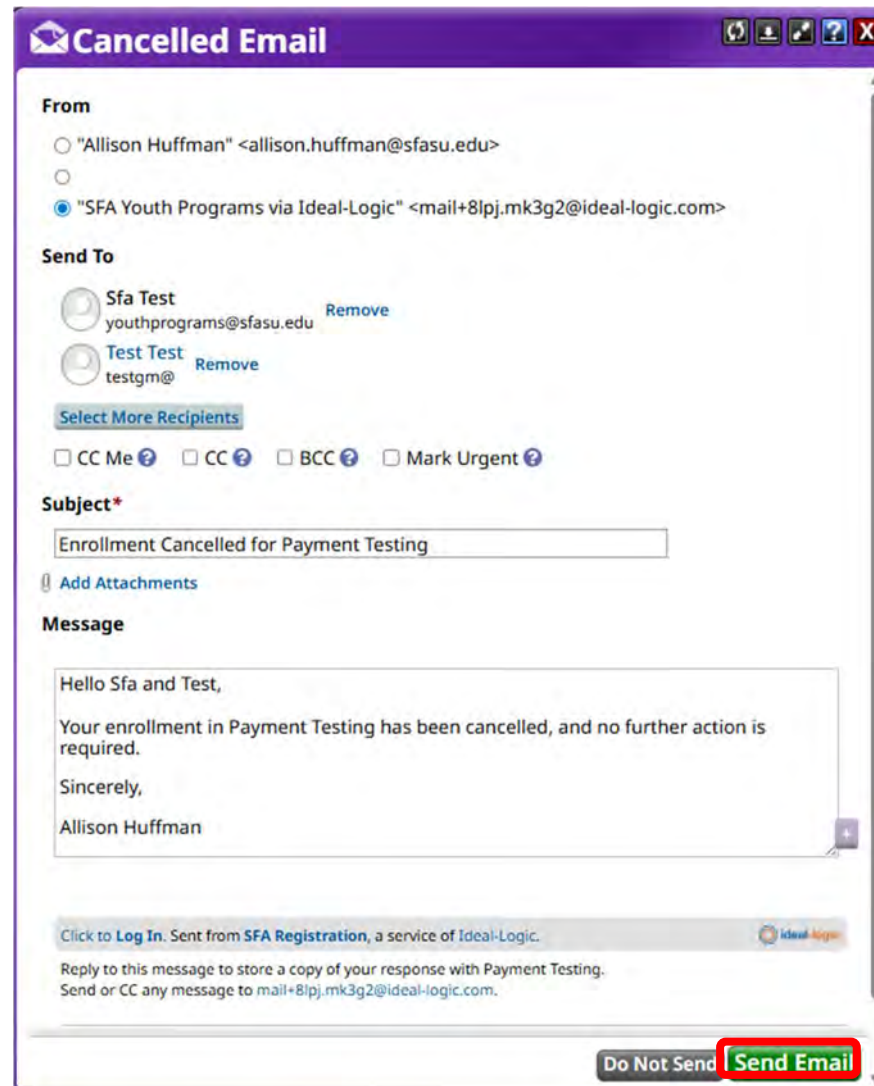
[Edit Registration](#)

Select Cancel Enrollment and confirm you want to cancel:

Are you sure you want to cancel this enrollment?

[Yes](#) [No](#)

A pre-built cancellation email will populate with a pre-populated message. You can edit as desired. To send, click **Send Email**



Cancelled Email

From

☐ "Allison Huffman" <allison.huffman@sfasu.edu>

☐ "SFA Youth Programs via Ideal-Logic" <mail+8lpj.mk3g2@ideal-logic.com>

Send To

 Sfa Test
youthprograms@sfasu.edu [Remove](#)

 Test Test
testgm@ [Remove](#)

[Select More Recipients](#)

☐ CC Me  ☐ CC  ☐ BCC  ☐ Mark Urgent 

Subject*

Enrollment Cancelled for Payment Testing

[Add Attachments](#)

Message

Hello Sfa and Test,

Your enrollment in Payment Testing has been cancelled, and no further action is required.

Sincerely,

Allison Huffman

[Click to Log In](#). Sent from **SFA Registration**, a service of **Ideal-Logic**.

Reply to this message to store a copy of your response with Payment Testing.
Send or CC any message to mail+8lpj.mk3g2@ideal-logic.com.

[Do Not Send](#) [Send Email](#)

After the email has been sent, the registration will then show as cancelled.

Registration: Chris Traeger

Registration Charges & Payments Messages (2) Documents

STEPHEN F. AUSTIN STATE UNIVERSITY Test
THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS

Registration
Registration/Invoice No. HR5Z-XG3VR
Submitted Feb 4, 2026 11:26am by Allison Huffman

Registration

Spring 2026	Test: Payment Testing [Details...]	Cancelled
		Feb 4, 2026 11:26am
		Balance Due
		Actions...

Participant

Chris Traeger
Date of Birth: Jan 1, 2013

Guardian 1

Sfa Test
youthprograms@sfasu.edu

Guardian 2

Test Test
testgm@

Chris's Medical History
Form: Medical Form Medicine

Chris Traeger **Confirmation**
13 Years Old **Not Obtained**

Registration Status

Submitted
[What's Missing?](#)

Price

Payment Testing	Cancelled
Credit card fee	+\$3.00
Total	\$3.00
2/5 Refund Paid (Discount)	\$1.50
Remaining Balance	\$4.50

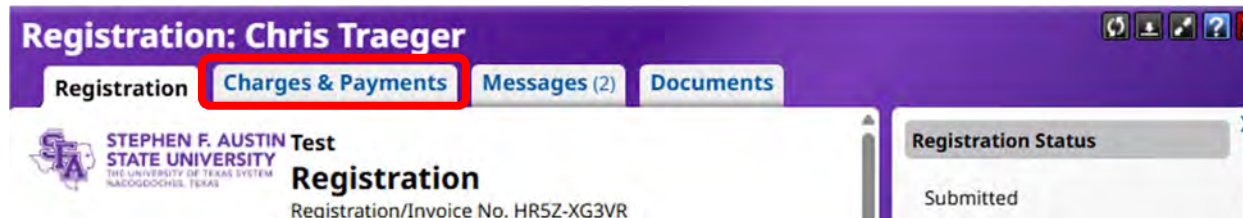
Registration Actions

- [Print Registration](#)
- [Print Schedule](#)
- [Print Confirmation](#)
- [View/Print Invoice](#)
- [Resend Email Confirmation](#)
- [Print Emergency Sheet](#)
- [Print Medical Form](#)

Admin Actions

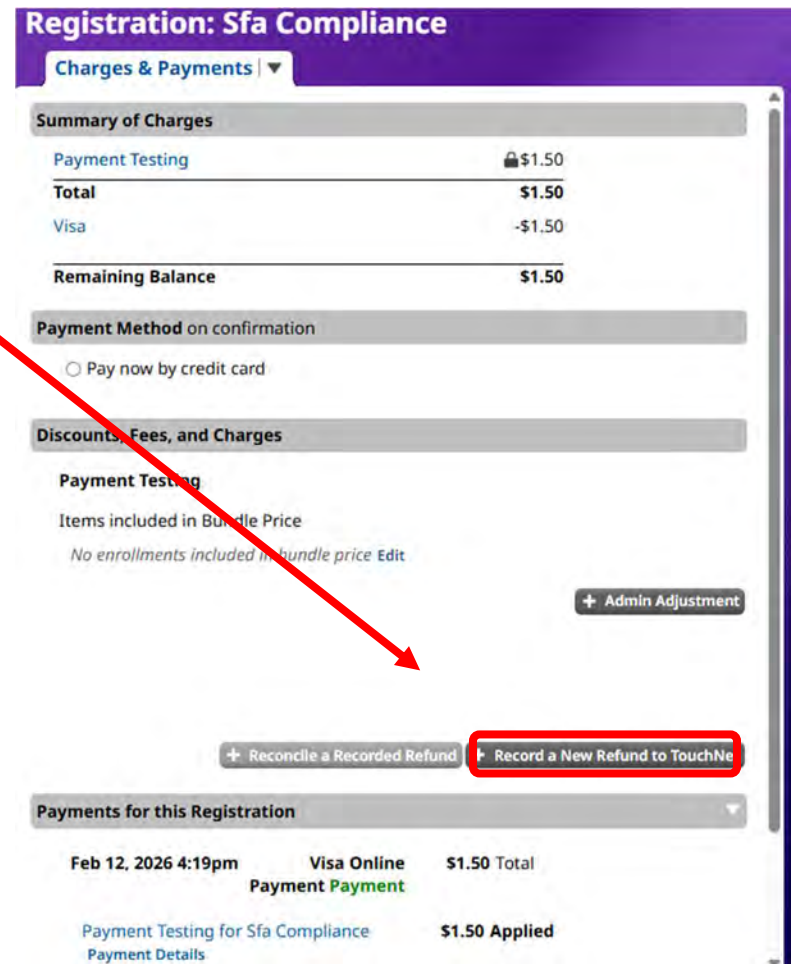
- [Edit Registration](#)
- [New Note or Task](#)
- [Record a Payment](#)
- [Send Payment Reminder](#)
- [Adjust Balance](#)
- [Send Email Message](#)
- [View Registration History](#)
- [Bounce Back to Participant](#)

Navigate to the **Charges & Payment** tab.

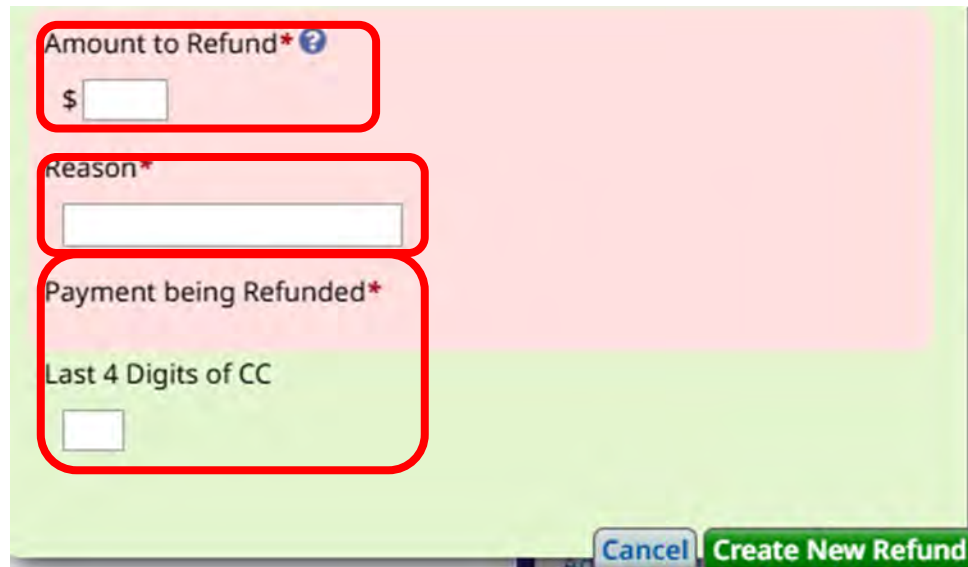


If applicable, apply back any necessary adjustments using **+ Admin Adjustments**

To refund the payment, click **+ Record a New Refund to TouchNet**



Enter the necessary information and click **Create New Refund**.



The screenshot shows a web form for creating a new refund. The form is divided into two main sections: a light pink section at the top and a light green section at the bottom. The pink section contains three fields, each highlighted with a red rounded rectangle: 'Amount to Refund*' with a dollar sign and a text input box, 'Reason*' with a text input box, and 'Payment being Refunded*' with a text input box. The green section contains one field, 'Last 4 Digits of CC', with a text input box. At the bottom right of the form, there are two buttons: a blue 'Cancel' button and a green 'Create New Refund' button.

Amount to Refund* 

\$

Reason*

Payment being Refunded*

Last 4 Digits of CC

[Cancel](#) [Create New Refund](#)

The refund will now be reflected on registration. Watch Banner within 24 hours to confirm the credit in the FOAP.

The screenshot displays the 'Registration: Sfa Compliance' interface. The 'Charges & Payments' tab is active. The 'Summary of Charges' section shows a total of \$1.50 for 'Payment Testing'. A 'Refund Paid (test)' of \$1.50 is listed, which is highlighted with a red box. The 'Remaining Balance' is \$1.50. The 'Payment Method' section shows 'Pay now by credit card' selected. The 'Discounts, Fees, and Charges' section shows 'Payment Testing' with 'Items included in Bundle Price' and 'No enrollments included in bundle price'. The 'Refunds Paid' section, also highlighted with a red box, shows a refund of \$1.50 for 'Payment Testing' dated 2/13/2026. The 'Payments for this Registration' section shows a payment of \$1.50 for 'Payment Testing for Sfa Compliance' dated Feb 12, 2026 4:19pm. The 'Registration Status' section shows 'Submitted' and 'What's Missing?'. The 'Price' section shows a total of \$1.50 for 'Payment Testing'. The 'Registration Actions' section includes links for 'Fill-Out Medical Form', 'Make a Payment', 'Print Registration', 'Print Schedule', 'Print Confirmation', 'View/Print Invoice', 'Resend Email Confirmation', 'Print Emergency Sheet', 'Print Medical Form', and 'Request Cancellation'. The 'Admin Actions' section includes links for 'Edit Registration', 'New Note or Task', 'Record a Payment', 'Send Payment Reminder', and 'Adjust Balance'.

Summary of Charges	
Payment Testing	\$1.50
Total	\$1.50
Visa	-\$1.50
2/13 Refund Paid (test)	\$1.50
Remaining Balance	\$1.50

Price	
Payment Testing	\$1.50
Total	\$1.50
Visa	-\$1.50
2/13 Refund Paid (test)	\$1.50
Remaining Balance	\$1.50

Refunds Paid	
Edit	2/13/2026 - \$1.50 - test (Allison Huffman)
	Refund from Payment Testing - \$1.50 - TD7T-3ZG9C - Feb 12, 2026 4:19pm
	Refund via Online Credit Card

Payments for this Registration	
Feb 12, 2026 4:19pm	Visa Online \$1.50 Total
TD7T-3ZG9C	Payment Payment
Payment Testing for Sfa Compliance	\$1.50 Applied

To send a copy of the receipt, click on the hyperlink refund and select **Email Receipt** on the right-hand side

The screenshot shows a 'Payment Details' window with a purple header. Below the header, there's a section titled 'Online Refund' in orange. Underneath, it says 'TouchNet T-Link Refund' and 'Submitted Apr 23, 2026 by Allison Huffman'. There are fields for 'Refund ID Number:', 'Refund Date:', and 'Amount:'. Below these, it says 'Method: Online Credit Card'. To the right, there's a 'Recorded By' section with a profile icon and the name 'Allison Huffman'. Below that is an 'Actions' section with three links: 'Print Receipt', 'Print Receipt & Confirmation', and 'Email Receipt'. The 'Email Receipt' link is highlighted with a red rectangle. A red arrow points from the '2/13 Refund Paid (test)' entry in the table above to the 'Payment Details' window.

Card	Amount
VISA	-\$1.50
2/13 Refund Paid (test)	\$1.50
Remaining Balance	\$11.50

Payment Details

Online Refund

TouchNet T-Link Refund
Submitted Apr 23, 2026 by Allison Huffman

Refund ID Number:
Refund Date:
Amount:
Method: Online Credit Card

Recorded By
Allison Huffman

Actions
Print Receipt
Print Receipt & Confirmation
Email Receipt

No edits to the email should be necessary. Click **Send Email**.

The screenshot shows an 'Email Receipt' form with a purple header. It has fields for 'From' (with two options: 'Allison Huffman' and 'SFA Youth Programs via Ideal-Logic'), 'Send To' (with a list of recipients including Allison Huffman), 'Subject*' (with the text 'Payment Receipt'), and 'Add Attachments'. Below these is a 'Message' section with a header 'STEPHEN F. AUSTIN Test STATE UNIVERSITY' and a body containing 'Refund Receipt', 'Refund ID Number: ZTWM-KSQ1H', 'Refund Date: February 13, 2026 2:00am', and 'Amount: \$1.50'. At the bottom right, there are two buttons: 'Do Not Send' and 'Send Email'. The 'Send Email' button is highlighted with a red rectangle.

Email Receipt

From
☐ "Allison Huffman" <allison.huffman@sfasu.edu>
☐ "SFA Youth Programs via Ideal-Logic" <mail+rbk4.72m2d@ideal-logic.com>

Send To
Allison Huffman
allison.huffman@sfasu.edu Remove
Select More Recipients
☐ CC ☐ BCC ☐ Mark Urgent

Subject*
Payment Receipt
Add Attachments

Message
STEPHEN F. AUSTIN Test
STATE UNIVERSITY (936) 468-2133
The University of Texas at San Antonio
McCombs School of Business

Refund Receipt

Refund ID Number: ZTWM-KSQ1H
Refund Date: February 13, 2026 2:00am
Amount: \$1.50

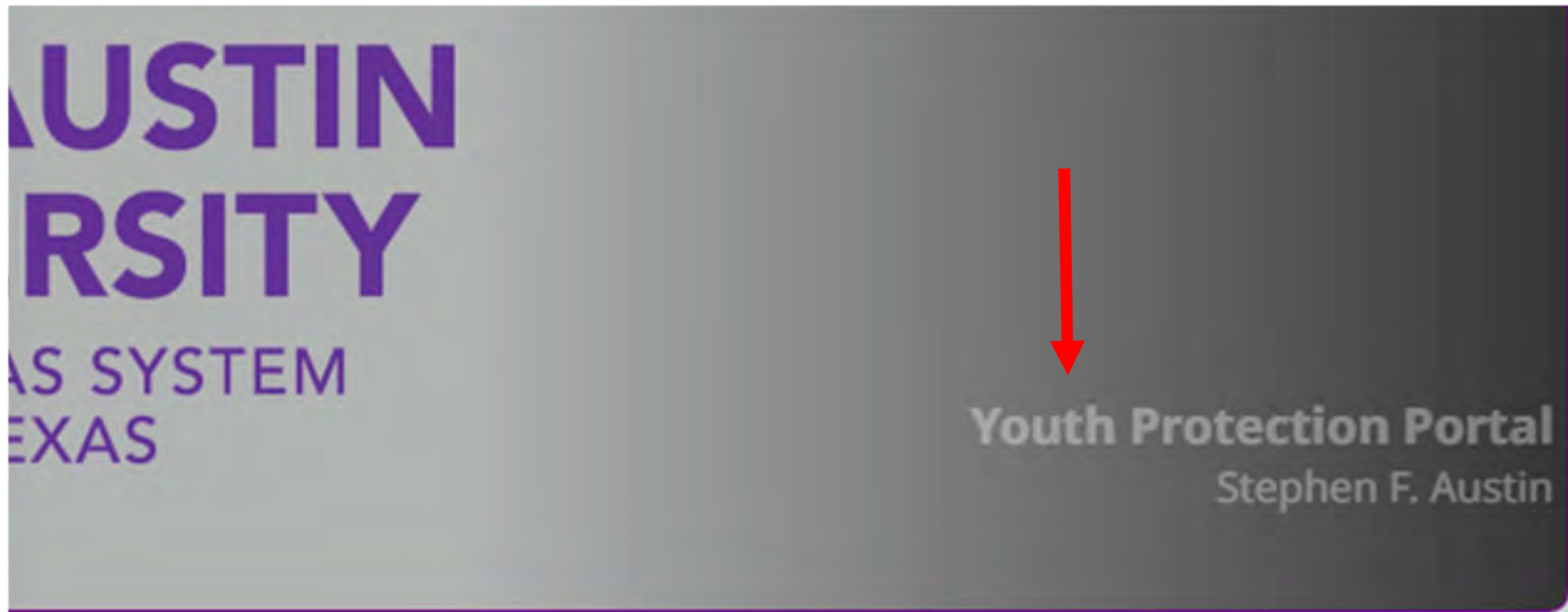
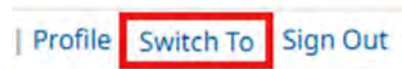
Do Not Send **Send Email**

Ideal-Logic Youth Protection Portal (Compliance Side)

This section covers **Designated Individuals**, and the tracking of their **Trainings**, and **Background Checks**, as well as, **Session** management topics such as the **Emergency Communication Plan**, **Certificate of Insurance** and **Incident Report** procedures.

For this section, ensure you are logged into the “Youth Protection Portal” by navigating to [https://apps.ideal-](https://apps.ideal-logic.com/SFAYPP)

[logic.com/SFAYPP](https://apps.ideal-logic.com/SFAYPP) or utilize the Switch To option at the top right of the site:



Click on the **Home** tab to pull up your dashboard.

STEPHEN F. AUSTIN STATE UNIVERSITY Youth Programs

Home Sessions Designated Individuals

SFA Youth Protection Portal

3 Actions Required For Sfa Test Hide

Incomplete Requirements

- Child Protection Training Begin Training
- Background Check View
- DI Expectations Sign Now

Sessions

Designated Individuals
Training Completions (1)

Incident Report
Click to fill out a form

Your Compliance

Happy Job Demo May 4-Oct 26, 2026	
Child Protection Training	X
Background Check	X
DI Expectations	X
Happy Job Demo May 7-Oct 5, 2026	
Child Protection Training	X
Background Check	X
View All Requirements	

Self-Administer Trainings

- [Begin Child Protection Training](#)
Click to begin your training.

Other Actions

Announcements
No unread announcements

Links

- [SFA HOP 05-503](#)
- [UTS 192](#)
- [Texas Education Code §51.976](#)
- [Texas Health and Safety Code, §341.0646](#)
- [Add Links...](#)

Your **Home** tab provides quick access to key information about your camp(s). The **Sessions** section list all camps that you offer.

The screenshot displays the SFA Youth Protection Portal interface. At the top, there are tabs for Home, Sessions, and Designated Individuals. The Home tab is active, showing a section titled "3 Actions Required For Sfa Test" with links for "Begin Training", "View", and "Sign Now". Below this, there are sections for "Incomplete Requirements" (Child Protection Training, Background Check, DI Expectations), "Designated Individuals" (Training Completions (1)), and "Incident Report" (Click to fill out a form). A red box highlights the "Sessions" tab, and a red arrow points from it to the Sessions tab in the bottom navigation bar. The bottom navigation bar also includes "Home", "Sessions", and "Designated Individuals". The Sessions tab is selected, showing a "Spreadsheet View (2)" and "Cancelled Sessions (2)". The main content area displays a table of sessions with columns for Date(s), Administrative Contact, Session, Minor Ratio, Emergency Plan, Certificate of Insurance, Facility Use Agreement, Status, and Actions. The table lists two sessions: "May 7-Oct 5, 2026" (Sfa Test, Happy Job Demo Demos) and "May 29-Oct 26, 2026" (Allison Huffman, Happy Job Demo Demos). The status for the first session is "Not Compliant" and for the second is "Compliant".

SFA Youth Protection Portal

Home Sessions Designated Individuals

3 Actions Required For Sfa Test Hide

Incomplete Requirements

- Child Protection Training [Begin Training](#)
- Background Check [View](#)
- DI Expectations [Sign Now](#)

Sessions

Designated Individuals
Training Completions (1)

Incident Report
Click to fill out a form

Your Compliance

Happy Job Demo
May 4-Oct 26, 2026

- Child Protection Training X
- Background Check X
- DI Expectations X

Happy Job Demo
May 7-Oct 5, 2026

- Child Protection Training X

Announcements
No unread announcements

Links

- [SFA HOP 05-503](#)
- [UTS 192](#)
- [Texas Education Code](#)
- [Texas Health and Safety Code §341.0646](#)

STEPHEN F. AUSTIN STATE UNIVERSITY
Youth Programs

Home Sessions Designated Individuals

Spreadsheet View (2) **Cancelled Sessions (2)**

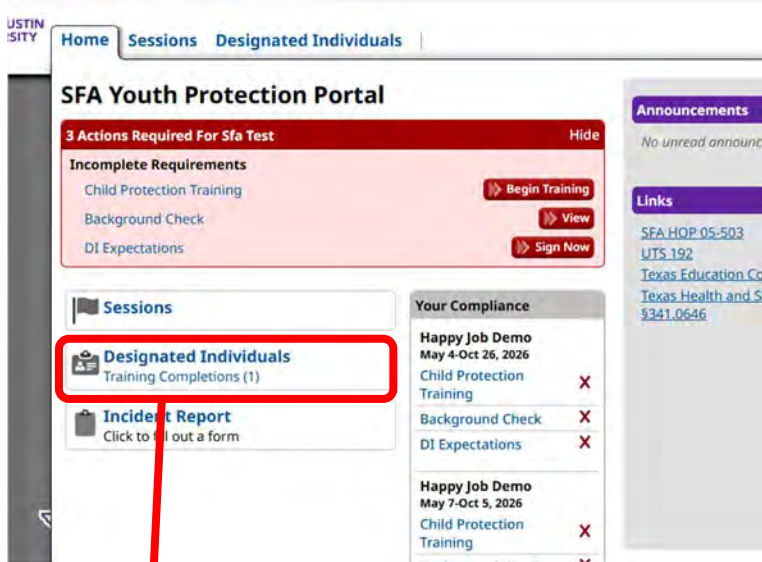
Timing **Compliance Status** **Submission Status**

Current (1) **Upcoming (1)** **Compliant (1)** **Not Compliant (1)** **Reviewed (2)**

Search... Date Range... All Dates... Program... More Filters...

Date(s)	Administrative Contact	Session	Minor Ratio	Emergency Plan	Certificate of Insurance	Facility Use Agreement	Status	Actions
May 7-Oct 5, 2026	Sfa Test	Happy Job Demo Demos	✓ Compliant	✓ Compliant	X Not Compliant	N/A	1/2	Details
May 29-Oct 26, 2026	Allison Huffman	Happy Job Demo Demos	✓ Compliant	✓ Compliant	✓ Compliant	N/A	1/1	Details

The **Designated Individuals** section provides a quick overview of all designated individuals and their current compliance status.



The screenshot shows the SFA Youth Protection Portal interface. The top navigation bar includes 'Home', 'Sessions', and 'Designated Individuals'. The main content area is titled 'SFA Youth Protection Portal' and features a red banner for '3 Actions Required For Sfa Test'. Below this, there are sections for 'Incomplete Requirements' (Child Protection Training, Background Check, DI Expectations), 'Sessions', 'Designated Individuals' (highlighted with a red box and arrow), and 'Incident Report'. The 'Your Compliance' section shows training completions for 'Happy Job Demo' sessions.

The 'Designated Individuals' section displays a table of individuals and their compliance status. The table is filtered by 'Current (2)', 'Upcoming (1)', 'Compliant (2)', 'Not Compliant (1)', and 'Reviewed (3)'. The table columns are: Dates, Session, Name, Training, Background Check, and Actions.

Dates	Session	Name	Training	Background Check	Actions
Not Compliant					
May 7-Oct 5, 2026	Happy Job Demo Demos	Test, Sfa	X Not Compliant	X Not Compliant	Open Session
Compliant					
May 29-Oct 26, 2026	Happy Job Demo Demos	Huffman, Allison	✓ Compliant Until: Jan 14, 2028	✓ Compliant Until: Dec 2, 2026	Open Session
May 7-Oct 5, 2026	Happy Job Demo Demos	Huffman, Allison	✓ Compliant Until: Jan 14, 2028	✓ Compliant Until: Dec 2, 2026	Open Session

The **Incident Report** section is used to document all incidents that occur during a camp session.

The **Incident Report** section is used for:

- Documentation
- Tracking purposes only

For step-by-step instructions, refer to the *Incident Reporting Training*.

The image shows two screenshots from the SFA Youth Protection Portal. The left screenshot is the main portal interface with a red box around the 'Incident Report' link in the 'Designated Individuals' section. A red arrow points from this link to the right screenshot, which is a 'New Form' window. The 'New Form' window has a purple header and a sidebar with '1. Incident Details' and '2. Review' tabs. The main content area is titled 'Incident Details' and contains several sections: 'Session*' with a 'Select' button; a phone number field (123-456-7890) with a dropdown menu (Home) and a 'Remove' button; 'Select a Phone Number' and 'Add Phone Number' buttons; 'Did someone report this issue to you?*' with 'Yes' and 'No' radio buttons; 'Date & Time of Incident:*' with 'Date' (mm/dd/yyyy) and 'Time' (hh:mm) fields; 'Location of Incident:*' with a text input field; 'Name of Minor(s) involved:*' with an 'Add' button; and a 'More Below - Scroll Down' link. At the bottom are 'Cancel Form', 'Save for Later', and 'Next >' buttons.

Quick Actions

[Home](#) | [Sessions](#) | [Designated Individuals](#)

SFA Youth Protection Portal

3 Actions Required For Sfa TestHide

Form In Progress

Incident Report for Sfa Test

Continue Form

Cancel Form

Incomplete Requirements

Child Protection Training

Begin Training

Background Check

View

Sessions

Designated Individuals
Training Completions (1)

Incident Report
Click to fill out a form

Your Compliance

Happy Job Demo

May 7-Oct 5, 2026

Child Protection Training

Background Check

View All Requirements

Self-Administer Trainings

Begin Child Protection Training

Click to begin your training.

Other Actions

Edit Your Profile

Update your contact information

Actions Required: System alerts and required actions. A red banner at the top of the screen indicates urgent actions to be completed.

Your Compliance

Training requirements (e.g., CPM training) can be accessed directly through the portal

The Compliance Program Coordinator processes background checks

Compliance status updates automatically once results are received

Other Actions : Update your contact information

Managing Sessions

Click on **Sessions** from the **Home** tab or select the **Sessions** tab directly.



Sessions section provides a list of all sessions associated with you, along with a snapshot of their overall compliance status.

The screenshot shows the 'Sessions' section of the SFA Youth Protection Portal. It includes a 'Spreadsheet View' button, a 'Cancelled Sessions (2)' button, and a 'Campus Program Settings (1)' button. Below these are filters for 'Timing' (Current (1), Upcoming (1)), 'Compliance Status' (Compliant (1), Not Compliant (1)), and 'Submission Status' (Reviewed (2)). There is also a search bar and a 'Date Range...' dropdown. The main table lists sessions with columns for Date(s), Administrative Contact, Session, Minor Ratio, Emergency Plan, Certificate of Insurance, Facility Use Agreement, Status, and Actions.

Date(s)	Administrative Contact	Session	Minor Ratio	Emergency Plan	Certificate of Insurance	Facility Use Agreement	Status	Actions
May 7-Oct 5, 2026	Sfa Test	Happy Job Demo Demos	✓ Compliant	✓ Compliant	✗ Not Compliant	N/A	1/2	Details
May 29-Oct 26, 2026	Allison Huffman	Happy Job Demo Demos	✓ Compliant	✓ Compliant	✓ Compliant	N/A	1/1	Details

Session Statuses

Timing:

Upcoming, Current or Past

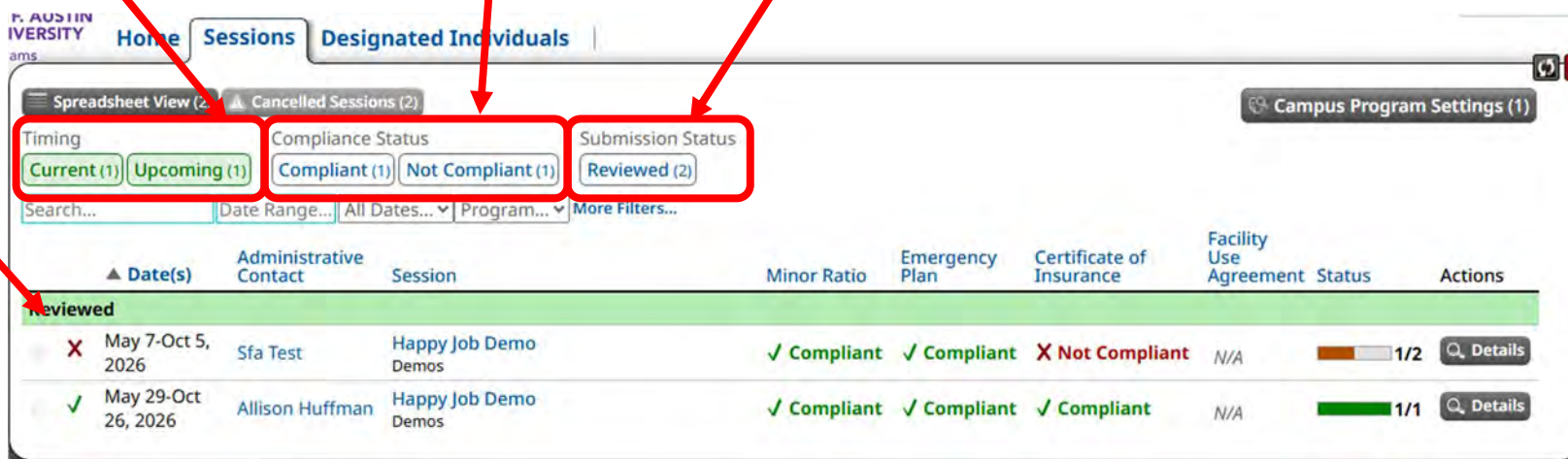
Compliance:

Compliant/Non-Compliant

Submission:

Under Review/Reviewed

red "X" indicates that the session is currently non-compliant and requires action.



Spreadsheet View (2) Canceled Sessions (2) Campus Program Settings (1)

Timing: Current (1) Upcoming (1)

Compliance Status: Compliant (1) Not Compliant (1)

Submission Status: Reviewed (2)

	Date(s)	Administrative Contact	Session	Minor Ratio	Emergency Plan	Certificate of Insurance	Facility Use Agreement	Status	Actions
Reviewed									
X	May 7-Oct 5, 2026	Sfa Test	Happy Job Demo Demos	✓ Compliant	✓ Compliant	X Not Compliant	N/A	1/2	Details
✓	May 29-Oct 26, 2026	Allison Huffman	Happy Job Demo Demos	✓ Compliant	✓ Compliant	✓ Compliant	N/A	1/1	Details

Compliance Indicators

Emergency Plan: Submission of Emergency/Communication Plan

Status: Designated Individual Compliance

Date(s)	Administrative Contact	Session	Minor Ratio	Emergency Plan	Certificate of Insurance	Facility Use Agreement	Status	Actions
May 7-Oct 5, 2026	Sfa Test	Happy Job Demo Demos	✓ Compliant	✓ Compliant	X Not Compliant	N/A	1/2	Details
May 29-Oct 26, 2026	Allison Huffman	Happy Job Demo Demos	✓ Compliant	✓ Compliant	✓ Compliant	N/A	1/1	Details

Minor Ratio: Staff-to-minor ratio compliance

Certificate of Insurance: Submission of Certificate of Insurance

Click **Details** or Session Name to access the Session **Dashboard**.

Date(s)	Administrative Contact	Session	Minor Ratio	Emergency Plan	Certificate of Insurance	Facility Use Agreement	Status	Actions
Reviewed								
X May 7-Oct 5, 2026	Sfa Test	Happy Job Demo Demos	✓ Compliant	✓ Compliant	X Not Compliant	N/A	1/2	Details
✓ May 29-Oct 26, 2026	Allison Huffman	Happy Job Demo Demos	✓ Compliant	✓ Compliant	✓ Compliant	N/A	1/1	Details

Session Dashboard Overview

The Session **Dashboard** is where you manage all session-related information.

Happy Job Demo

Dashboard

Session

Documents

Messages (3)

X

Happy Job Demo

May 7-Oct 5, 2026

Print

Demos

Not Compliant

Training

1/2

Background Check

1/2

Administrative Contacts:

Sfa Test

Youth Program Directors:

Allison Huffman

Youth Program Coordinators:

Allison Huffman

Session Requirements

Requirement	Status
✓ Minor Ratio - Meets Recommendation	✓ Compliant
✓ Emergency Plan	✓ Compliant
X Certificate of Insurance	X Not Compliant

Youth Program Director

Print Download

Name	Phone Numbers
Allison Huffman	

Youth Program Coordinator

Print Download

Name	Phone Numbers
Allison Huffman	

Designated Individual

Print Download

Compliance Status:

Compliant (1)

Not Compliant (1)

Save and Close

Next >

Designated Individual Compliance Summary

- Training - Overall Training completion status
- Background Check - Overall Background check status

Compliance status for required documents and ratios

- Youth Program Director
- Youth Program Coordinator (if applicable)
- Designated Individuals

Under the Designated Individuals section:

- View each individual's compliance status
- Identify missing trainings or background checks

X Happy Job Demo

May 7-Oct 5, 2026

Demos Not Compliant	Training 1/2	Background Check 1/2
------------------------	--	--

Administrative Contacts: | Youth Program Directors: | Youth Program Coordinators:

Session Requirements

▲ Requirement	Status
✓ Minor Ratio - Meets Recommendation	✓ Compliant
✓ Emergency Plan	✓ Compliant
X Certificate of Insurance	X Not Compliant

Youth Program Director

▲ Name	Phone Numbers
Allison Huffman	

Youth Program Coordinator

▲ Name	Phone Numbers
Allison Huffman	

Designated Individual

Compliance Status:
 Compliant (1)
Not Compliant (1)

▲ Name	Training	Background Check
✓ Huffman, Allison	✓ Compliant Until: Jan 14, 2028	✓ Compliant Until: Dec 2, 2027
X Test, Sfa	X Not Compliant	X Not Compliant

Importing Designated Individuals

To add Designated Individuals to your session, select the toggle the View to Edit

The screenshot shows the 'Designated Individual' interface. At the top, there is a header bar with 'Designated Individual' on the left and a toggle switch between 'View' and 'Edit'. The 'Edit' tab is selected and highlighted with a red box. To the right of the toggle are 'Print' and 'Download' links. Below the header, a green message box states: 'Please add/select all Designated Individuals who will be interacting with minors at this session.' At the bottom, there are three buttons: '+ Add a New Person' (highlighted with a red box), '+ Demos People', and 'Upload Designated Individuals' (highlighted with a red box).

You can choose **+ Add a New Person** button to add one by one or **Upload Designated Individuals** button to import a list. Selecting the **Upload Designated Individuals** will bring up the Import Spreadsheet window where you can **download a sample spreadsheet**. Once you have your spreadsheet prepared, take step 2 and upload your spreadsheet.

The screenshot shows the 'Import Spreadsheet' window. It has a purple header bar with the title 'Import Spreadsheet'. The window is divided into two main sections: '1. Build Spreadsheet' and '2. Upload Your Spreadsheet'.
1. Build Spreadsheet
The first step is to get your data into spreadsheet form. The list below shows the columns that should be in your spreadsheet. The names of the columns should be in the first row. You can download a sample spreadsheet and fill it in if you would prefer.
Your spreadsheet should have one row per person.
There is a green button labeled 'Download a Sample Spreadsheet'.
Below this is a table with three columns: 'Data Field', 'Sample Data', and 'Description'.

Data Field	Sample Data	Description
First	John	The first name of the user. Always required.
Last	Doe	The last name of the user. Always required.
Email	john.doe@test.ideal-logic.com	User's email address.

2. Upload Your Spreadsheet
You may upload an Excel file (.xls or .xlsx), an OpenOffice/Libre Office file (.ods), or a Comma-Separated Value file (.csv).
At the bottom, there is a red box containing the text 'Select Files to Upload' followed by 'or' and 'Drop Files Here' with a help icon.

The importer will identify the **Last Name, First Name, and Email Address** columns. Any additional information included in the spreadsheet will be excluded and grayed out.

If the columns were correctly identified, select **Start Import>>** to proceed.

Import Spreadsheet

3. Import Data

Use the buttons below to control the import of data. We suggest starting with just one or two rows and making sure that everything looks the way you want before you import everything. If the spreadsheet needs to be adjusted, you can use the *Reset and Start Over* button.

example_sfa_team_camp_imp....csv (613B) [Reset and Start Over](#) [Spreadsheet Format Details...](#)

Uploaded 5/18/2026 2:27pm by Allison Huffman

[Pause](#) [Start Import >>](#) [Import One >](#) [Skip One >](#) ☐ Hold Questions [?](#) /3 **Ready**

Source Data (3 rows)

	Last Name	First Name	Email Address	Guardian First Name	Guardian Last Name
1	Perkins	Ann	test@testsfasu.edu	Test	Sfa
2	Traeger	Chris	testtest@testsfasu.edu	Test	Sfa
3	Knopp	Leslie	test1@testsfasu.edu	Test	Sfa

Paused

Click a button above to continue.

The importer will process all entries, and if no issues are found, a **Success!** message will appear. Click **Done Importing** to close the window.

Import Spreadsheet

3. Import Data

Use the buttons below to control the import of data. We suggest starting with just one or two rows and making sure that everything looks the way you want before you import everything. If the spreadsheet needs to be adjusted, you can use the *Reset and Start Over* button.

example_sfa_team_camp_imp....csv (613B)

Reset and Start Over

Spreadsheet Format Details...

Uploaded 5/18/2026 2:27pm by Allison Huffman

Pause

Continue >

Import Unit >

Skip One >

☐ Hold Questions ?

3/3

Finished

Restart

Source Data (3 rows)

	Last Name	First Name	Email Address	Guardian	Guardian	Guardian
2	Perkins	Ann	test@testsfasu.edu	Test	Sfa	youthprograms@sfasu.edu
3	Traeger	Chris	testtest@testsfasu.edu	Test	Sfa	youthprograms@sfasu.edu
4	Knopp	Leslie	test1@testsfasu.edu	Test	Sfa	youthprograms@sfasu.edu

Import Complete

Success!

Click the *Done Importing* button below to close this window.

Done Importing

Session Tabs

- Sessions are initially created on your behalf during the first-year rollout.
- If session details are incorrect, contact: youthprograms@sfasu.edu

Happy Job Demo

[Dashboard](#)[Session](#)[Documents](#)[Messages \(3\)](#)

Session Details

Print

All details from the associated session are displayed here.

Review Information

Decision
Reviewed

Basic Information

Name
Happy Job Demo

Program
Demos

Date(s)
May 7-Oct 5, 2026
the 1st Monday of every month

May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Campus Program Staff

< Previous

Save and Close

Next >

Documents Tab

Upload required documentation:

- Campus Program for Minor (only applicable if camp is all or most of 4+ days)
- Emergency/Communication Plan
- Certificate of Insurance (Proof of Coverage)

Happy Job Demo

Dashboard Session **Documents** Messages (3)

Documents

All documents related to this session are displayed here. *Note: these files are compiled from many different stages and related items during the process.*

Campus Program for Minors Form*

S7663-Confirmation (3).pdf (194K)
Uploaded 3/19/2025 10:50am by Avery Ruffin Remove
[Upload New Version](#)

Select Files to Upload or Drop Files Here ?

Youth Protection Emergency Plan*

Please upload your Youth Protection Emergency Procedures plan if you haven't done so. If you have already uploaded it at the time of registration, please ensure it is up to date. If it is not up to date, please re-upload it.

S7663-Confirmation (3).pdf (194K)
Uploaded 3/19/2025 10:53am by Avery Ruffin Remove
[Upload New Version](#)

Select Files to Upload or Drop Files Here ?

Proof of Coverage*

Please upload Certificate of Insurance below

Select File to Upload or Drop File Here ?

Additional Documents

Upload any additional documents related to this session.

< Previous Save and Close Next >

Messages Tab

View all system-generated messages related to your session

Happy Job Demo

[Dashboard](#) [Session](#) [Documents](#) [Messages \(3\)](#)

Messages

All messages related to this session are displayed here.

Subject... Sent To... Sender... Date Sent... [More Filters...](#)

Sent: **Thu, May 7 9:15am** automatically [Opened Thu, May 7 9:24am](#) [Open](#)

From: SFA Youth Programs via Ideal-Logic <mail+41zn.2181v@ideal-logic.com>

To: [Rachele Garrett](#) <nixonhr@sfasu.edu> [Delivery Confirmed](#)
[Allison Huffman](#) <allison.huffman@sfasu.edu> [Delivery Confirmed](#)

Session Out of Compliance - Happy Job Demo

Hello,

This message is to notify you that Happy Job Demo - May 7-Oct 5, 2026 has one or more designated individuals out of compliance and it set to start in **5 days**.

Thank you.

Sent: **Thu, May 7 9:12am** by [Allison Huffman](#)

From: SFA Youth Programs via Ideal-Logic <mail+s4qg.1hk7b@ideal-logic.com>

To: [Allison Huffman](#) <allison.huffman@sfasu.edu> [Delivery Confirmed](#)

Happy Job Demo

Hello Allison,

We have reviewed your session and made the following decision:

Decision: Approved

[< Previous](#) [Save and Close](#)

Key Reminders

- Monitor your dashboard regularly
- Address red banners and non-compliant items immediately
- Keep staff information current
- Upload required documents well before program start dates

Support and Questions

For assistance or corrections:

- Session information: youthprograms@sfasu.edu
- Staff changes or compliance questions: Allison Huffman