

Guide: Adding Team Members to Managed Missions

Step 1: Invite Potential Team Members

Use the email template provided below to invite individuals to apply for your trip.

- **Action:** Copy, customize, and send the template.
- **Important:** Ensure you include your trip's specific **unique application link**.

Step 2: Review Submitted Applications

You will be notified via email when an application is submitted, or you can check manually by logging into ManagedMissions.com and navigating to the “**Missions App**” tab. Before approving an applicant, verify the following four items:

1. **Completeness:** Ensure all questions are answered with "Yes".
2. **Statement of Faith:** Confirm they selected **Statement #1**. If they chose #2 or #3, schedule a follow-up discussion with them.
3. **Questions:** Check **Question #12** for any specific inquiries they may have.
4. **Minors:** For applicants aged 17 or younger, confirm a parent has signed the application. You must also collect a minor release form signed by both parents.

Note: If you encounter a unique situation, please contact Amazon Outreach (AO) for assistance.

Step 3: Finalize Approval

Once you are satisfied with the application, click **APPROVE**.

- The team member will receive an automatic email notification.
- Approved applications can be found under the “**Processed**” drop-down menu in “**Mission Apps**”.

Email Template: Invitation to Join the Team

Subject: Your First Step Toward the Amazon!

Hello!

Hello!

I'm excited to hear you're interested in serving the Forgotten People of the Amazon River. You're taking your first step to enter a movement of God that is filling villages with the knowledge of the Glory of the Lord as the waters cover the Amazon (AO Version, Habakkuk 2:14).

To get started, please complete the following steps:

1. Submit Your Application [PASTE UNIQUE APPLICATION LINK HERE]

- **Accuracy:** Ensure your name exactly matches your **legal passport name** (first, middle, and last) to avoid airline boarding issues or expensive change fees.
- **Passport Status:** If you don't have a passport yet, use your current legal name. If your name has changed legally, either use the name on your current passport or renew it immediately.
- **Finances:** After applying, you can pay your **\$250 deposit** via the "Fundraising" tab by clicking "Pay for My Trip".
- **Fundraising:** To set up a tax-deductible donation link, use the "Public Profile" tab.

Once your application is approved, your Managed Missions account will serve as the information hub for your trip, where you can pay your deposit, find flight information, create fundraising links, and more. You can find your account anytime by going to www.ManagedMissions.com

2. Provide Passport Documentation

- Send me a photo of your **passport information page**.
- **Validity:** Your passport must be valid for at least **six months** beyond your return date.
- **Need a Passport?:** Apply today via the [State Department](#) or use an expedited service like [ABRIGGS](#) if your trip is less than three months away.

3. Apply for Your Brazilian eVisa

- A Brazilian eVisa is now required for entry.
- Instructions and links can be found on the [Amazon Outreach Resources Page](#) or in this [instructional video](#).

4. Prepare for the Journey I will send our team training schedule shortly. In the meantime, please review the attached FAQ and trip overview, and check out these videos to see what life on the river is like:

- [Until All Have Heard](#)
- [A Typical Day on the Amazon](#)
- [Amazon Boat Tour](#)

Please reach out if you have any questions.

Until All Have Heard,

[Your Name]