

How Leaders Use Managed Missions

Contact our office to schedule a Zoom crash course.

What MM Provides for Team Leaders:

- A time-saving trip application link that will collect all the data you need for waivers, airfare, insurance, and boat manifest spreadsheets
- Tracking of your team roster and financial progress
- Downloads for reports and travel rosters
- Uploads for travel itineraries, meetings, and reminders
- Manage the team's "Public Profiles" (personal online fundraising links)

What MM does for Team Members:

- Online tax-deductible fundraising
- Tracking fundraising progress
- Accessing vital documents
- Storing personal and travel info
- Receiving trip updates
- Finding dates and deadlines

How do I get started?

1. Fill out the trip application link (a new one must be completed for each trip).
2. Access your account anytime at www.ManagedMissions.com
3. You can view your account as a "Leader" or "Participant". To switch from the "Leader" view, click the "Options" tab to the right of your trip name. This allows you to pay for your trip, create a personal "Public Profile," and view the limited tip that the rest of your team sees.

Creating a personal online fundraising link (Public Profile)?

1. Click the "Public Profile" link. Scroll to the bottom and upload a picture. Then click "SAVE AND PUBLISH."
2. Your new "Public Profile" link will be in the blue box on the upper right page, similar to this link: <https://ao.managedmissions.com/MyTrip/yourname>.
3. Click the link to see the "Public Profile" that your potential donors will see to make tax-deductible contributions to your trip.
4. Copy and paste your Public Profile link into emails and social media.
5. Use this link to describe your trip and receive online donations from your support team. Donations through the "Donate" button on the AO website are not credited towards your trip.

Overview of the features

- **Trip Details:** This is your Trip Leader homepage.
- **Team Members:** View all team members.

- **Meetings:** Add your meeting times, dates, and addresses.
- **Budget:** This is for AO use only.
- **Fundraising:** View each team member's fundraising progress.
- **Mission Apps:** The default view displays "Unprocessed" applications, but the drop-down menu allows viewing "Processed" applications.
- **Messages:** Click here to see the correspondence between AO and your team.

"Trip Details" page

- The Trip Details page and its corresponding Actions and Related Pages on the right side are great resource tools.
- **Links:** The "Resource" linked to the AO website should be loaded; if not, load or contact AO staff
- **Financial Summary:** The section is primarily for AO use; your primary focus will be the green "Fundraising" bar graph at the top
- **Meetings, Tasks, & Goals:** Enter your meeting dates and set up reminders to automatically send to the team in advance.
- **Trip Documents:** Airfare itineraries and Trip Overviews can be added here

"Fundraising" page

- If you have someone who would like to make a donation to the team as a whole, use the "Team Online Donation Page" link under "Contribution Summary."
- CHECK GUIDELINES...
 - Written to "Amazon Outreach" with the team member's name and trip date on the memo line.
 - You manually entered it into the team member's MM account. Team members are not able to enter checks into their accounts.
- ENTERING CHECKS
 - Click on the "Fundraising" tab, then click the green "+ADD CONTRIBUTIONS".
 - Select the "Team Member" or "General Contributions"
 - **Urgent:** Always enter their full name in the "Donor" search box.
 - If their name and address appear, click that name. If the donor isn't in our system, fill out all the Donor information. This step helps reduce duplicates in our accounting system.
 - Fill out the donation amount and check # under "Reference Number."
 - Click "ADD" and mail to the AO office.
- MAILING CHECKS
 - Write "MM" in the top left corner of the check to indicate it's been entered into MM.
 - Double-check that the team member's name and trip name are on the memo line
 - Send weekly to...

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