

How To Add Team Members To Managed Missions

STEP 1: SEND the application link

Copy, paste, edit, and send the Email Template below. **Don't forget to add your trip's unique application link.**

STEP 2: REVIEW the application

You should receive an email notification when applications are submitted. You can also check for applications by logging into www.ManagedMissions.com and clicking the "Missions App" tab.

Review these specific four things...

1. Look for "Yes" on all questions.
2. Look for Statement #1 on the Statement of Faith question. If either Statement #2 or #3 is selected, please discuss this further with the potential team member.
3. Look at question #12 to see if they have any questions
4. If the applicant is 17 or under, confirm that the parent has also signed the application and follow up with getting a minor release form from both parents.

Feel free to contact AO if you have a situation that needs special attention.

STEP 3: APPROVE the application

When satisfied, click APPROVE. The team member will automatically be notified by email. You can then find their approved application in the "Processed" drop-down "Mission Apps".

Email Template For Inviting A Team Member.

Email Subject Line: Your First Step To The Amazon!

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).

Here are three things I need you to do to jump on board...

1. FILL OUT THIS APPLICATION. YOUR APPLICATION HERE

PASTE APPLICATION LINK HERE

- Your information will already be populated if you have an AO Managed Missions account. However, please update as needed.
- If you don't have a valid passport yet, for now you are only required to provide your legal passport name.
- We need your full passport info asap to purchase your travel medical insurance and the boat roster required by the Brazilian Navy.
- Please triple-check that your legal passport name (first, middle, last name) is entered correctly. We use this info to buy your tickets.
- If your name has legally changed, use your former name, or immediately renew your passport.
- If your ticket doesn't match your passport name exactly, the airline may not let you board, or you will have to pay an expensive name change fee.
- If you plan to fundraise online, click on the "Public Profile" tab in your Managed Missions to create your personal online tax-deductible donation link.
- Pay your \$250 deposit by clicking the "Fundraising" tab, then click the green "Pay for My Trip" button

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

2. SEND ME A PHOTO OF YOUR PASSPORT INFO PAGE

- If you don't have a valid passport, it often takes over a month, so apply today!
- Go directly through the State Department
http://www.travel.state.gov/passports/fri/pubs/pubs_854.html,
- If your short on time, consider going through a 3rd party provider like www.ABRIGGS.COM
- If you have a passport, make sure it's valid through end of your scheduled trip and has at least two blank pages for immigration to stamp approval

3. GET YOUR BRAZILIAN VISA

- Visas are now required to enter Brazil
https://youtu.be/IYGuY9M_kyg?si=ZUfPUspu-uQOpcBE
- Everything you need to apply for a visa can be found on the "Resources" tab under "eVisa" link on the AO website at <https://amazonoutreach.org/resources/>

I'll be sharing about our team training schedule soon. I've also attached a trip overview and FAQs Sheet. Let me know if you have any questions for now.

Until All Have Heard,