

# 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](http://www.ManagedMissions.com) and clicking the "Missions App" tab.

**Review these four things before approving...**

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 the things I need you to do to jump on board...

## 1. FILL OUT THIS APPLICATION LINK

### PASTE APPLICATION LINK HERE

- If your personal information is automatically populated in the application, please double check and update as needed.
- If you don't have a valid passport yet, for now you are only required to provide your legal passport name.
- If your name has legally changed since getting your passport, you should either use your former name on your passport on the application, or immediately renew your passport.
- Please triple-check that your legal passport name (first, middle, last name) is entered correctly so it matches 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](http://www.ManagedMissions.com)

## 2. SEND ME A PHOTO OF YOUR PASSPORT INFO PAGE

- If you don't have a valid passport, apply today!
- Go directly through the State Department  
[http://www.travel.state.gov/passports/fri/pubs/pubs\\_854.html](http://www.travel.state.gov/passports/fri/pubs/pubs_854.html),
- If you less than 3 months before departure, consider going through a 3rd party provider like [www.ABRIGGS.COM](http://www.ABRIGGS.COM)
- If you have a passport, make sure it's valid for at least 6 months past your trip's return date.

## 3. GET YOUR BRAZILIAN eVISA

- Once you have a passport, get your Brazilian eVisa which is now required to enter Brazil  
<https://youtu.be/vzbwSy4SsAs?si=0r7v8t6-gnP9r6cT>
- 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/>

## 4. GET READY

I'll be sharing our team training schedule soon. Until then I've attached a trip overview, FAQs Sheet and here's a few great AO intro videos links...

Until All Have Heard

[https://youtu.be/JFbuzMb\\_vml?si=KgF9Zf1EumWo3T52](https://youtu.be/JFbuzMb_vml?si=KgF9Zf1EumWo3T52)

Sort of a Typical Day on the Amazon

<https://youtu.be/cJvIHBELuSY?si=kkcn2Eg454rc08XI>

Boat Tour

<https://youtu.be/8vidVf9sFao?si=QkoWBjCwP2XxQBxj>

Let me know if you have any questions.

Until All Have Heard,