

<p><u>Trip Admin – For Team Leaders:</u> can see and do everything at the trip level except edit the applications</p>	<p><u>Trip Leader – For Assistant Leaders:</u> customizable for the organization, but not per trip (see image on next page)</p>	<p><u>Participant</u> essentially can only see their own info</p>
<p><i>Trip Homepage</i> Leader settings, plus:</p> <ul style="list-style-type: none"> • Trip Info (edit button) • Trip Documents (add, edit, delete) • Links (add, edit, delete) • Flight info – request flight quote from “Fly for God/AFC Travel” and then Sync with Client Access Code and Trip ID 	<p><i>Trip Homepage</i> Participant settings, plus:</p> <ul style="list-style-type: none"> • Team Fundraising progress overall • Financial Summary • Flight Info (not usable) 	<p><i>Trip Homepage</i></p> <ul style="list-style-type: none"> • [Participant] Fundraising progress overall • Trip Information • Meetings, Tasks & Goals • Trip Docs • Links
<p><i>Team Members</i> Leader settings, plus:</p> <ul style="list-style-type: none"> • Add, edit, delete team member • Edit anything in any team member’s info, profile, travel info, member budget, trip docs, team member docs 	<p><i>Team Members</i></p> <ul style="list-style-type: none"> • View list of team members • Email individuals or send invitation to use MM • View profiles of all team members • Add document to team member • Edit <i>My info</i> the same as all participants can 	<p><i>My Info</i></p> <ul style="list-style-type: none"> • Personal info (name, email, picture) • My documents • Travel info
<p><i>Meetings</i></p> <ul style="list-style-type: none"> • Add, edit, delete meetings • Add reminders, including customized email • Mark members as attended 	<p><i>Meetings</i> Same as participants</p>	<p><i>Meetings</i></p> <ul style="list-style-type: none"> • Upcoming and Past meetings listed
<p><i>Tasks & Goals</i></p> <ul style="list-style-type: none"> • Add, edit, delete • Send reminder email (customizable and can include attachment) 	<p><i>Tasks & Goals</i></p> <ul style="list-style-type: none"> • Upcoming and Past tasks listed – tasks for leaders • Can edit reminder for tasks 	<p><i>Tasks & Goals</i></p> <ul style="list-style-type: none"> • Upcoming and Past tasks listed – tasks that are for participants
<p><i>Fundraising</i></p> <ul style="list-style-type: none"> • No additional features from Leaders 	<p><i>Fundraising</i></p> <ul style="list-style-type: none"> • Team overall progress • See donors and amounts for each team member • Enter contributions for team members or general contribution • Email team members • Edit Trip goal/person • Check “fundraising exception” and list amount for that individual • Check “remove from Team Online Donation page” 	<p><i>Fundraising</i></p> <ul style="list-style-type: none"> • Individual overall progress • Donors and amounts

<p><i>Public Profile</i></p> <p>Sam as leader, plus:</p> <ul style="list-style-type: none"> View, edit, publish any/all team members 	<p><i>Public Profile</i></p> <p>Same as participant, plus:</p> <ul style="list-style-type: none"> Review/approve participant profiles 	<p><i>Public Profile</i></p> <p>Can publish a public profile URL with (or without):</p> <ul style="list-style-type: none"> Fundraising progress Customized "about my trip" Customized URL Customized display name Trip description Display name Public profile image
<p><i>Actions</i></p> <ul style="list-style-type: none"> Email Team Edit Goal per person Group Travel Roster Manage Team Members Manage Team Roles Manage Public Profiles View Mission Apps 	<p><i>Actions</i></p> <ul style="list-style-type: none"> Email Team Public Profile Setup 	<p><i>Actions</i></p> <ul style="list-style-type: none"> Email Trip Coordinator (admin roles)
<p><i>Story</i></p> <p>No additional features from Leaders</p>	<p><i>Story</i></p> <ul style="list-style-type: none"> Access Public URL Add, edit, delete posts (text and up to 5 pictures, 20mb each) 	<p>(no Story access)</p>
<p><i>Budget & Expenses</i></p> <p>No additional features from Leaders</p>	<p><i>Budget & Expenses</i></p> <ul style="list-style-type: none"> Add, edit, delete items Expenses can add attachment, including from camera 	<p>(no Budget & Expense access)</p>
<p><i>Mission Apps</i></p> <ul style="list-style-type: none"> View application Create notes on applicants View references, resend email to reference Edit reference email (may only work on web) Approve / Don't approve 	<p>(no Mission Apps access)</p>	<p>(no Mission Apps access)</p>

ADMINISTRATOR LEADER PERMISSIONS GROUPS

Mission Trips can have both Trip Admins and Trip Leaders assigned to them. Trip Admins can see and do everything on a trip while Trip Leaders may have slightly different permissions depending on how you have configured Manager/Leaders. You can use the form below to set the level of access available to Trip Leaders. If "hidden" is selected, the team leader can still log in to the trip as a participant and see the relevant info for them.

Feature	Hidden	Read Only	Editable
Documents	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Links	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Team Members	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Flight info	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Meetings	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Tasks & Goals	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>
Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>
Contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>
Mission Apps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Background Checks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Story	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>
Medical Information	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>
Waive Application Deposit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Public Profiles	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
Edit Public Profiles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save or Cancel