

# MYCISV NAVIGATION TRAINING

April 6, 2023

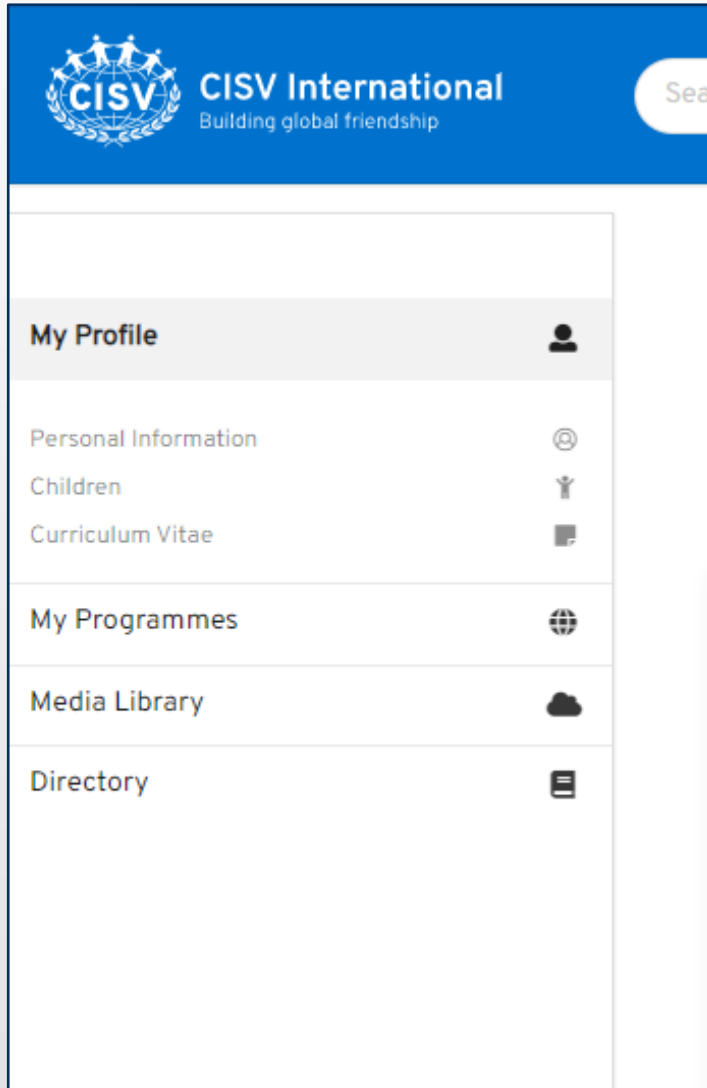
Zoom Meeting

Which other countries will be at camp with your child? MYCISV  
What is the **theme** of your child's camp? MYCISV  
Who is the **director** of your child's camp? MYCISV  
What **forms** do you need to turn in to travel? MYCISV  
What day and time does your child need to be at the  
camp? MYCISV

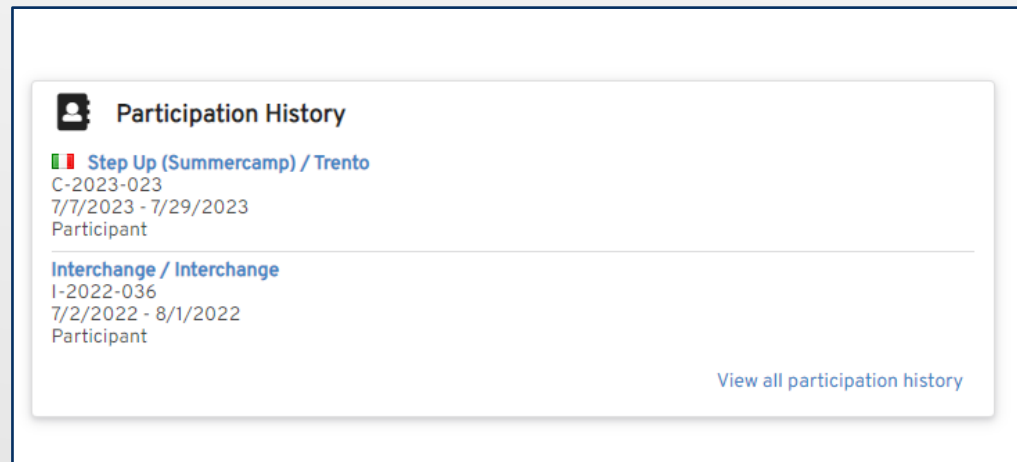
# MYCISV NAVIGATION

- ▶ Registration and login
  - ▶ See instructions sent out previously.
  - ▶ Issues? Contact the MyCISV Coordinator (Contact info on last page.)
- ▶ Navigating MyCISV
  - ▶ Travel Documents
  - ▶ Participants
  - ▶ Pre-Camps
  - ▶ Arrival and Departure Dates/Locations

# BASICS



- ▶ System works best with Google Chrome.
- ▶ Go to [mycisv.cisv.org](https://mycisv.cisv.org)
- ▶ Navigate to “Children” on the left menu
- ▶ Under your child’s name, find Participation History box
- ▶ Select the relevant program



# MAIN PROGRAM PAGE

- All relevant program details can be found in this section
  - Invited delegations
  - Arrival/ departure requirements
  - Pre-Camp Details/Themes
  - Travel forms
- View will vary based on your role (participant, leader, guardian, etc.)
- Some data is only accessible to Leaders or Chapter Support
- More details are added as the event nears so check back later

The screenshot displays the CISV International website interface for a program titled 'Village'. The page is organized into several sections:

- Header:** CISV International logo with the tagline 'Building global friendship' and a search bar.
- Left Sidebar (My Profile):** Includes links for Personal Information, Children, Curriculum Vitae, My Programmes, Media Library, and Directory.
- Main Content Area:**
  - Programme: V-2023-019 Village** with tabs for Overview, Participants, Address List, Travel Info, and E Forms List.
  - Programme Details accepted:** Lists programme/event name, host national association (Italy), host chapter (Firenze), age group (11), and event dates (start: 6/30/2023, end: 7/27/2023).
  - Invited National Associations:** A table listing invited nations with their status and dates.
  - Programme Data:** Provides key logistical information such as airport code (FLR), arrival/departure times, and meeting points.
  - Forms:** A section for templates for filling out forms.
- Additional Information:** A text block providing travel instructions for participants coming by train, including details about a tramway and fare information.

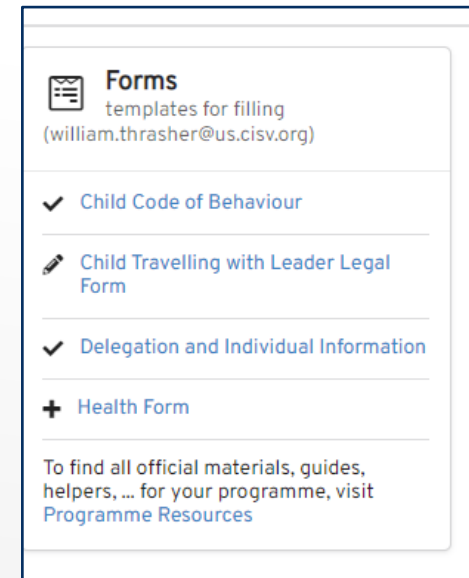
National	Cat	Status	Date
BRA	A	Acc	2023-01-02
CAN	A	Acc	2023-01-15
ECU	A	Acc	2022-11-03
ESP	A	Acc	2022-11-14
ESP	A	Acc	2022-11-14
FIN	A	Acc	2022-11-28
GER	A	Acc	2023-01-08
IND	A	Acc	2023-01-13
ITA	A	Acc	2023-01-08
ITA	A	Acc	2023-01-08
MEX	A	Acc	2022-12-05
MEX	A	Acc	2022-12-05
NED	A	Acc	2023-01-14

# TRAVEL FORMS

- ▶ MyCISV will show the travel forms relevant to your program
  - ▶ Typically Health Form, Child Traveling with Leader Legal Form, Code of Behavior, Delegation & Individual information but varies for JCs, Leaders, etc.
- ▶ Forms should be completed as soon as possible
- ▶ Health Form
  - ▶ To be completed no more than 3 months before program
  - ▶ Requires doctor's note if person has a medical condition requiring medical supervision and/or conditions that are dependent upon medication to maintain stability.
- ▶ Child Traveling with Leader Legal Form
  - ▶ Needs your leader's full name and birthdate
  - ▶ Needs signature from non-family member

# TRAVEL FORMS

- ▶ MyCISV identifies status of each travel form:
  - ▶ Not started = plus sign, in process = pencil, completed = check mark
  - ▶ Leaders can see forms and status for each delegate
- ▶ Forms requiring signature can be done by:
  - ▶ Printing to pdf format, signing electronically and re-uploading the form, or
  - ▶ Printing to paper, signing and then scanning and re-uploading the form.
- ▶ To do either of these – start by entering Control + P on the keyboard and choosing the print location (either save as pdf or to a selected printer.)
- ▶ Once forms are uploaded, the form will have a check-mark on main page. However, the form does not clearly note that it's been uploaded.



## **Signing the Form- Instructions:**

**Either sign using an electronic signature or sign using pen**

### **To Electronically Sign:**

- 1. Press Ctrl+P on the keyboard
- 2. In “Destination” (sometimes “Printer”), save as pdf.
- 3. In the “Pages” option (sometime “Custom Pages”), select the pages to print (or leave all).
- 4. Click Save
- 5. Open the pdf and complete all necessary fields (including date and electronic signature).
- 6. Reupload using Choose File buttons that appear after clicking Save below.

### **To Sign Using Pen:**

- 1. Press Ctrl+P on the keyboard.
- 2. In “Destination” (sometimes “Printer”), select the chosen printer.
- 3. In the “Pages” option (sometime “Custom Pages”), select the pages to print (or leave all).
- 4. Click Save
- 5. Retrieve from the printer and complete all necessary fields (including date and signature) in black or blue ink. (Scan back into computer)
- 6. Reupload using Choose File buttons that appear after clicking Save below.

# TRAVEL FORMS – COMPLETED

- ▶ Double-check that you have completed all forms
  - ▶ The program page will have a check mark next to each form when complete.
  - ▶ The upload process can be tricky. After upload, the forms will not clearly show they are complete when you open them. They will still have the “edit form” and “download” options and will not show the name of the form that you have uploaded.
- ▶ Once you have completed all forms...
  - ▶ Make copies of the originals and provide to your leader.
  - ▶ Leaders will take hard copy forms with them when traveling.
  - ▶ Note- Interchange will need additional copies for host families.



# FLIGHT ARRANGEMENTS

- ▶ All travel/flight arrangements must be checked and approved prior to booking.
  - ▶ All delegates must travel together.
  - ▶ Travel arrangements must fit within the arrival and departure dates, times and locations as dictated by the camp.
  - ▶ Delegate travel arrangements must be linked together. This can be achieved by:
    - ▶ Using a travel agent or
    - ▶ Having one person personally book all travel for all participants and getting reimbursed
- ▶ Watch for risky travel situations. Where possible avoid - e.g., too short layovers, too many layovers, inadequate time to clear customs, inefficient or less safe airports, difficult train routings, etc.



# INSURANCE FOR TRAVEL

- ▶ All participants in CISV International Programs are automatically covered by the CISV Travel Insurance.
  - ▶ You are covered for the entire period of your CISV international program or meeting, travel days to and from the event
  - ▶ All claims under the CISV Travel Insurance are handled by the company, Intana
- ▶ More details will be provided at the **Bon Voyage Party!**
- ▶ [LINK: Travel Insurance - CISV International](#)

NEED HELP  
NAVIGATING  
MYCISV?

Contact:

Smoky Mountain Chapter

MyCISV Coordinator / Insurance Chair

Wendy Thrasher

Phone: 865-356-9187

Email: [wendydddfs@gmail.com](mailto:wendydddfs@gmail.com)