



CISV International
Building global friendship

myCISV Help

myCISV coordinators

What is the role of a myCISV Coordinator?

The myCISV Coordinator keeps a complete and accurate record of participation, whilst making participant information easily available to share with programme staff and leaders.

They will do this by:

- Assign a Chapter to an invitation.
- Assigning LICs, staff, leaders, and participants from their NA or Chapter to their relevant CISV programme or event on myCISV.
- Unassigning people if they are no longer able to attend a programme or event.
- Asking participants to create accounts when they are not already registered on myCISV.

National myCISV Coordinators can assign Chapters and any registered member of their own NA, to an invitation.

Chapter myCISV Coordinators can assign registered member of their own Chapter to an invitation.

Adding a CISV member to an invitation will allow:

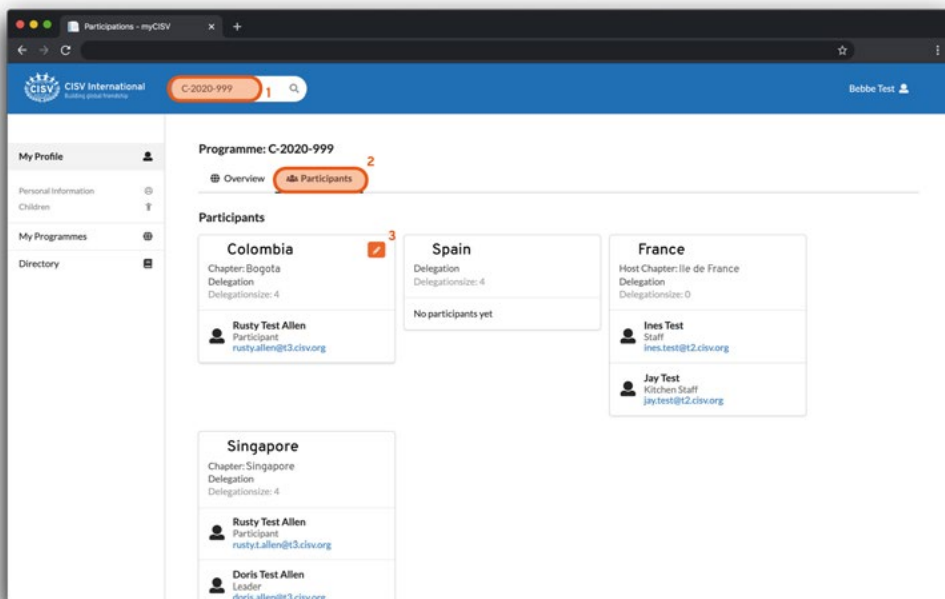
- All group members (including parents/guardians) to view basic information about the programme, including Pre-Camp 1 information.
- Leaders to view personal information for their own delegation.
- Staff and Pre-Camp Contacts to view delegate/delegation personal information, and add/edit camp contact information.

Find out:

- About the role of a myCISV Coordinator
- How to find the programme and invitation
- How to assign or change the Chapter receiving the invitation
- How to add and remove a person from an invitation

Find the programme and invitation

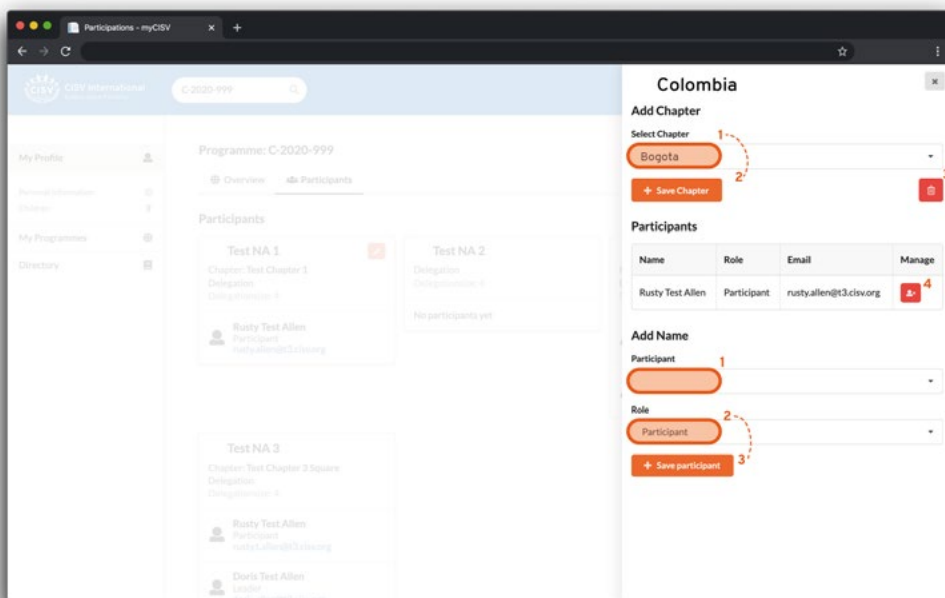
1. Logon to your myCISV account and find the programme using the search bar and programme reference.
2. Select the Participants tab.
3. Click on the edit button, next to the NA name.



Assign or change the Chapter receiving the invitation

Only National myCISV Coordinators can do this.

1. To assign, select the Chapter name from a list.
2. When you are ready, click 'Save Chapter'.
3. To remove, click the delete button, below the name.



Assign or remove a person from an invitation

1. To assign, type the persons name into the search bar. Select the correct person from the list.
- If you can not find them in the list, ask them – have you [registered on myCISV](#) with an account?
2. Select the programme role for the person.
 3. When you are ready, click 'Save participant'.
 4. To remove, click the delete button, next to the name.

International Staff must be added by the sending National Association. Inform the International Office so that a myCISV invitation can be added.