

September 2021

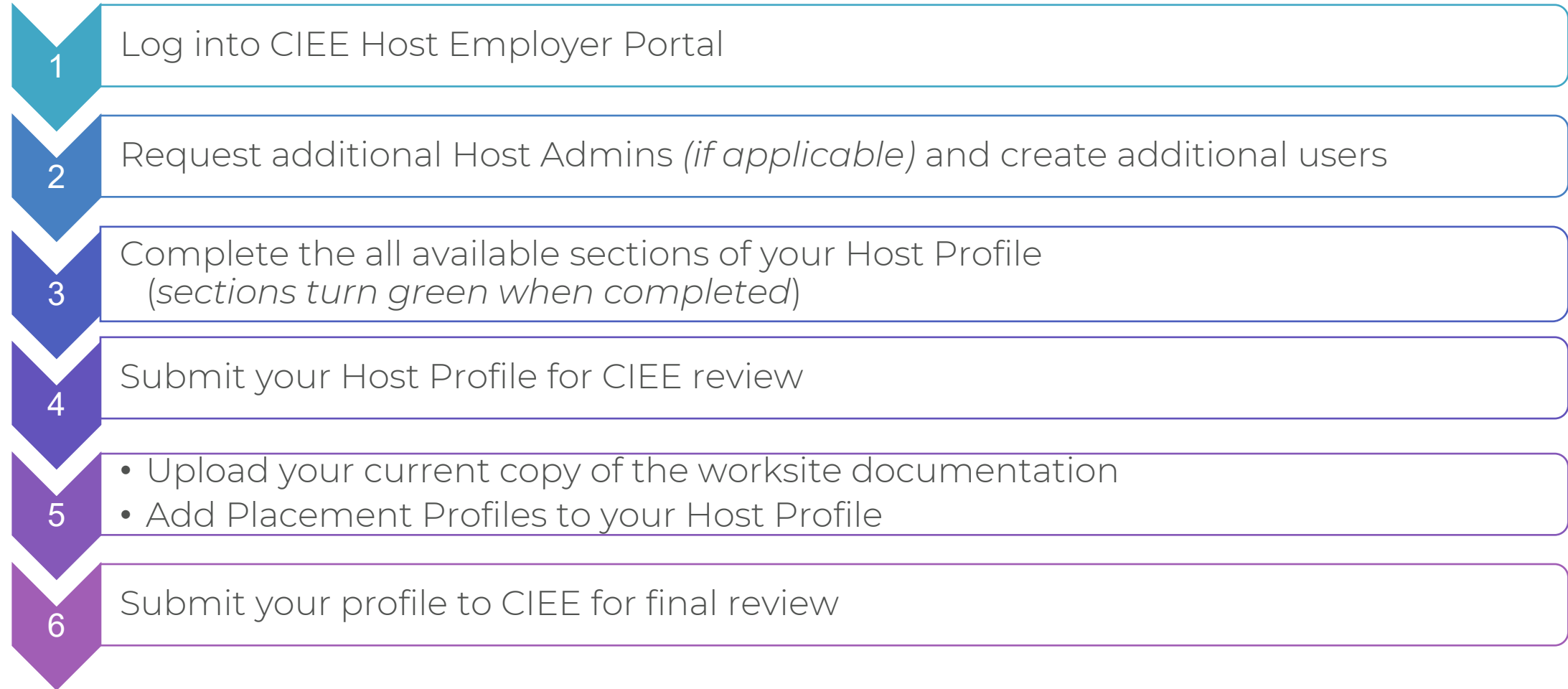
**Camp Exchange USA**

# New Season Host Profile Updates

CIEE Host Employer Portal User Guide

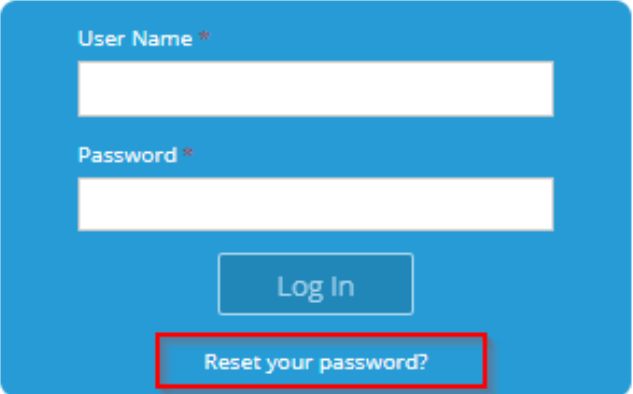


# Host Profile - Process Flow for Camps



# Logging In

- Bookmark the [CIEE Host Portal Login Page](http://www.beacon.ciee.org/login) on your browser: [www.beacon.ciee.org/login](http://www.beacon.ciee.org/login)
- Please Note:
  - System works best with **Chrome**. It is also supported in Safari, Microsoft Edge and Firefox.
  - New users will receive an email with the subject “Welcome to Beacon” from [donotreply@ciee.org](mailto:donotreply@ciee.org). **You must set your password within 7 days of receiving this email or the link will expire.**
- You can reset your password yourself at any time (including if your welcome email link expired) by clicking the “Reset your password” link on Host Portal Login Page.



The image shows a login form with a blue background. It features two white input fields: the top one is labeled 'User Name \*' and the bottom one is labeled 'Password \*'. Below the input fields, there are two buttons: a blue 'Log In' button and a white 'Reset your password?' button with a red border. The 'Reset your password?' button is highlighted with a red border.

# Beacon Users and Types of Access

Every user in Beacon will have a unique login that is that user's unique email address

CIEE	Host Admin	Site Contact
<ul style="list-style-type: none"><li>▪ Create Host Accounts and Sites of Activity</li><li>▪ Invite host admins</li><li>▪ Re-send host admins Welcome email</li><li>▪ Make edits after the Host Profile is Accepted</li><li>▪ Extend <i>On Review</i> period</li><li>▪ Edit placements</li></ul>	<ul style="list-style-type: none"><li>▪ Can be admin for multiple sites of activity</li><li>▪ <b>Add site contact users</b></li><li>▪ Re-send Welcome Email to site contact users</li><li>▪ Develop profile content</li><li>▪ Sign Camp Agreement and submit Host Profile to CIEE</li><li>▪ View Candidate Pool</li><li>▪ Place participants on review</li><li>▪ Make placement offers</li></ul>	<ul style="list-style-type: none"><li>▪ Can see multiple sites of activity or just one</li><li>▪ Develop profile content</li><li>▪ View Candidate Pool</li><li>▪ Place participants on review and make placement offers</li></ul>

# Managing Users

Host Profiles

Manage Users



- ✓ If you are in a **Host Admin** role, when you sign into Beacon you will see a **Manage Users** link in the black bar at the top of the screen on the **Host Profile** landing page
- ✓ When adding a new **Site Contact**, **always check a box for at least one Site of Activity**, even if there is only one Site of Activity available.
- ✓ Do not share your username or password. Each user should have their own login.

# Host Profiles Landing Page

## CIEE CAMP

Select a Site:

SELECT SITE OF ACTIVITY

Select a Season/Year:

Camp Exchange USA Host 2022

Select a Profile Status:

SELECT PROFILE STATUS

Order By:

Last Updated

Reset Filters

Start a New Profile



CIEE CAMP JR.

Camp Exchange USA Host 2022

Profile Status: Accepted



CIEE CAMP

Camp Exchange USA Host 2022

Profile Status: In Progress

In this view, you can :








- View existing Host Profiles for current and past Host Season
- Quickly see the status of your host profile



### Pro Tip:

- Click “Reset Filters” if you are not seeing results
- Make sure that you are working with the right program year and the right Site of Activity (individual camp)

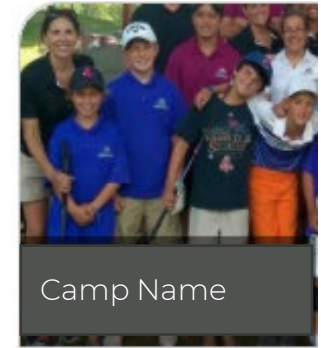
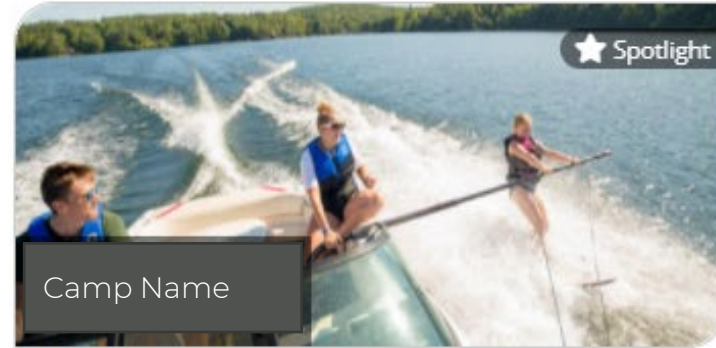
# Host Profile Sections

Please complete each section thoroughly.

 YOUR CAMP
 PHOTOS AND VIDEOS
 CONTACT INFORMATION
 CULTURAL OPPORTUNITIES
 ARRIVAL INFORMATION
 CAMP POLICIES AND HOUSING
 WORKSITE DOCUMENTATION

- The first 6 sections are required in order to begin reviewing and interviewing candidates and offering placements.
-  will appear to the left of each section when the section is complete.
- Complete all required fields marked by \*.
- Click  to sign the Host Agreement electronically and submit your profile for CIEE review.
- Once your host profile is in **Placement Ready** status, you will be able to view the candidate pool and make placement offers.
- All information in these sections is shared with participants.

# Stand Out to Prospective Counselors



Use your host profile to attract candidates and help CIEE understand your organization and placement needs

- Consider your audience and make sure that your host profile speaks directly to counselors (not camper families)
- Add images and videos to help international counselors imagine working at your camp
- Ask “does my 19-year-old self want to work at this camp?”



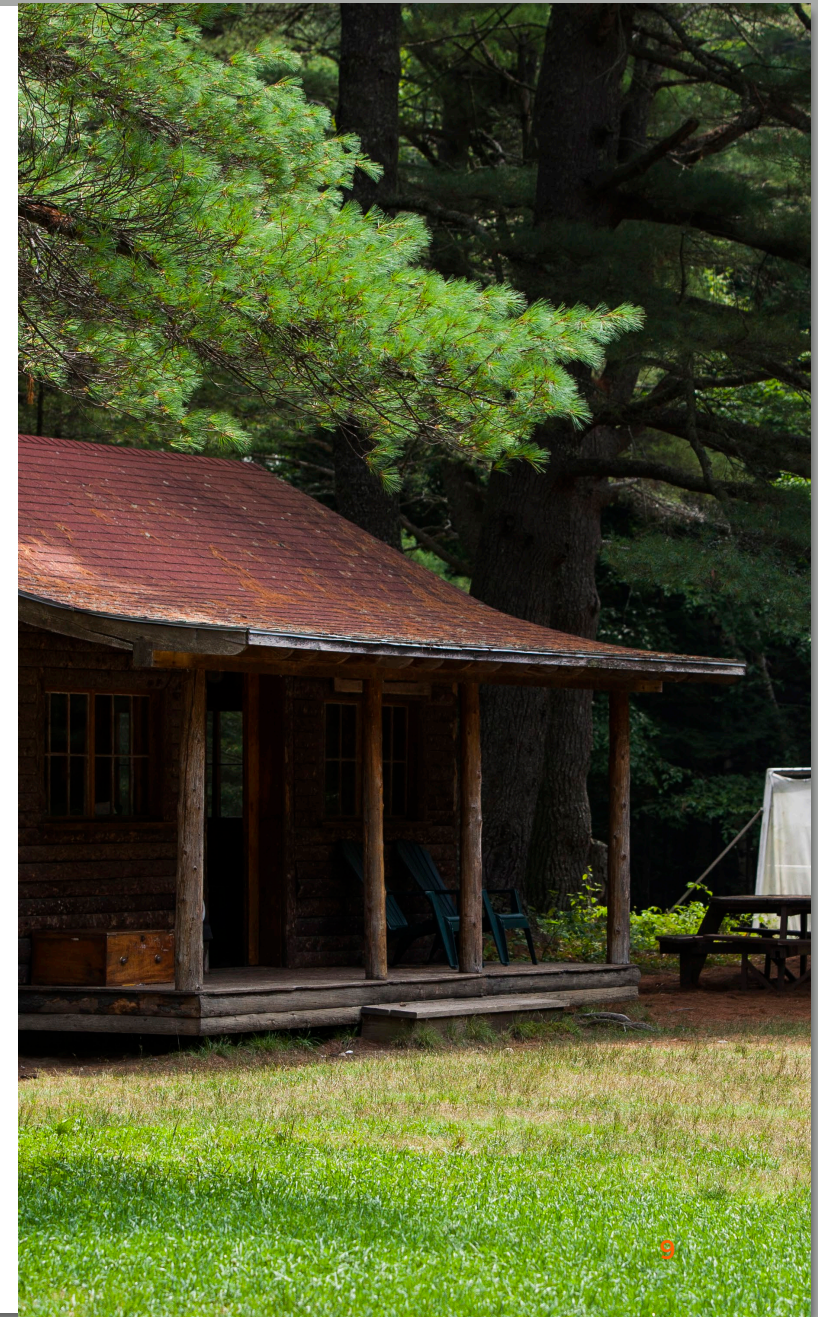
# YOUR CAMP

This section is **critical** for helping CIEE understand your organization and advertise your camp to candidates

- ☺ Be specific and detailed
- ☺ Use editing tools to make key words stand out
- ☺ Dates

Latest Start Date	Counselor must <b>start no later</b> than this date
Earliest End date	Counselor <b>cannot end contract before</b> this date

- ☺ Website address must include **http://**  
e.g. *http://www.campciee.org*





# PHOTOS AND VIDEOS

These photos and images will be used to recruit candidates and market your camp to candidates

- ☺ Use clean engaging images
- ☺ Showcase your camp, facilities, activity areas, waterfront
- ☺ Help candidates envision the **experience counselors will have at your camp**
  - Counselors on the job
  - Counselors during their time off
  - Your leadership team

# CONTACT INFORMATION

- Review all information and make sure that it is current
- Check  to copy main program contact information to other sections
- Email listed under “Placement Portal Notifications” will receive **all** automatic notifications when candidates are added/removed in your *On Review* pool.






# CULTURAL OPPORTUNITIES

Host organizations are required to provide opportunities for cultural exchange for participants. This information is shared with the U.S. Department of State and counselor candidates.

- ☺ Showcase unique cultural opportunities at your camp and your local community
- ☺ Use formatting tools to highlight key words
- ☺ Type in custom opportunities to add to the existing list

Weekend trip to NYC 

Custom Cultural Opportunity:  \*\* 25 Characters Maximum

Add Custom Cultural Opportunity

# ARRIVAL INFORMATION

This section is critical in helping participants book their travel correctly and travel to camp.

- ☺ Include **specific detailed** instructions about arrival airport, travel to pickup location, early/late arrivals
- ☺ If dates/times are not confirmed, indicate the timeline for receiving the information
- ☺ Include your recommended accommodation close to the arrival airport and close to camp for any participants who might need it

*Tip: use formatting tools (bullets, fonts, etc.) to make key messages stand out!*





# POLICIES AND HOUSING

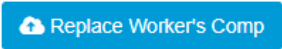
Set expectations with your counselors as soon as they are placed on review with your camp

- Use [Add Custom Vaccine](#) to specify any required vaccines that are not listed (e.g. COVID-19 vaccine)
- Be detailed and specific describing policies and protocols to help counselors understand what to expect
- Make sure to explain in detail counselor accommodation arrangements

E.g. All staff live in bunk bed style cabins. There are sinks and toilets inside the cabins. Shower houses are located on the bunkline. This is a shared space with other camp participants.

Including these details now will help you avoid questions later!

# WORKSITE DOCUMENTATION

- ☞ This section becomes visible after you submit the first 6 sections for CIEE review and your profile is in “Placement Ready” status.
- ☞ Provide your **current copies** of worksite documentation. If your policies renew in spring/summer, email [camp@ciee.org](mailto:camp@ciee.org) your updated documents as soon as they become available.
- ☞ Click  to replace documents copies from the previous season
- ☞ Make sure to click the check box to complete this section  I have reviewed the above data and it is complete and current. \*





Accepted

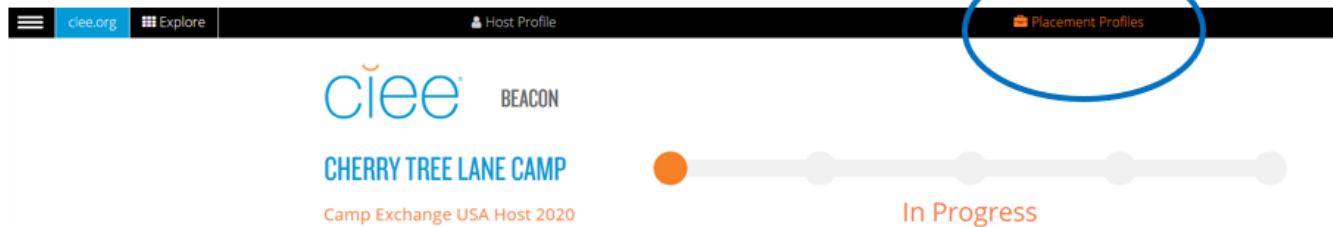
## Additional Notes

- Placement Ready status allows you to view candidate pool, place participants on review, make placement offers.
- Host profile must be fully **Accepted** before DS-2019 forms can be issued for counselors placed at your camp.
- After host profile is Accepted, it is locked for editing. Email [camp@ciee.org](mailto:camp@ciee.org) any changes/updates.
- Click [Print Terms and Conditions](#) to view the current season's Host Agreement Documents.



# Placement Profiles

This information helps CIEE understand your specific hiring needs and refine recruitment for your camp



Select “Placement Profiles” in the black bar at the top of the page in Beacon

- Click **+ Add a Placement Profile** to start a new placement profile
- Click **-** to expand each profile and add details



200 Fore Street, Portland, ME 04101

**+ Add a Placement Profile**

**+ ✓ MEDIA COUNSELOR**

**+ - LIFEGUARD**

Visit CIEE Host Employer [Resource Center](#) for additional training resources.

Reach out to [camp@ciee.org](mailto:camp@ciee.org) if you have any questions!