

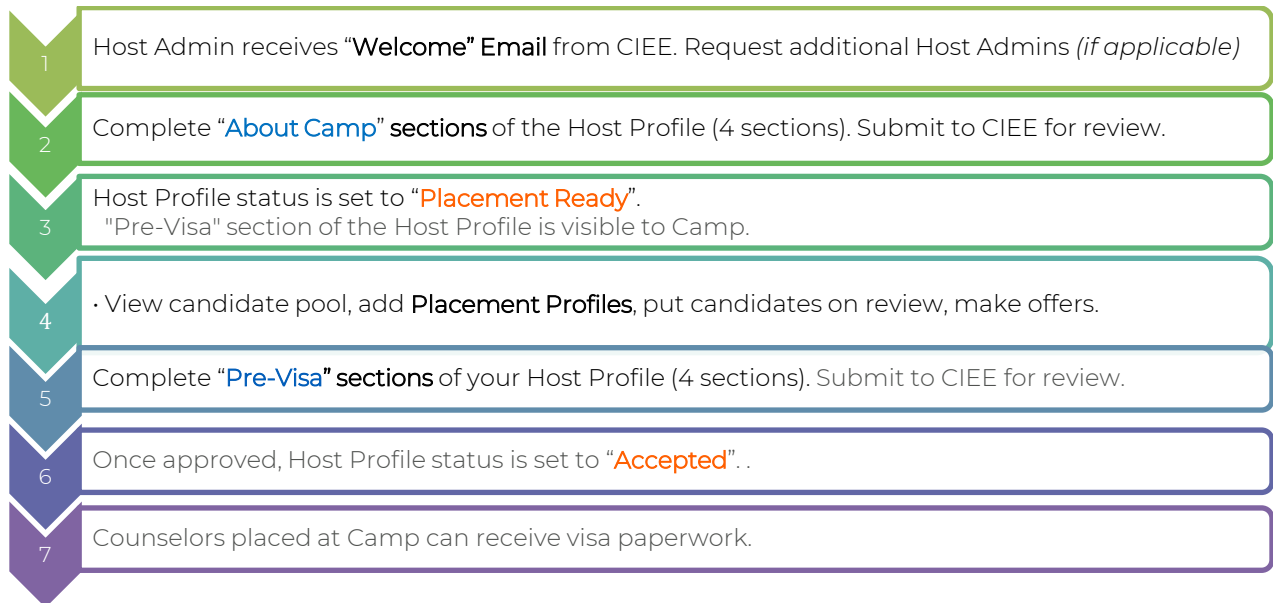
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Glossary

Beacon	CIEE's new online host portal for hiring and managing counselors.
Host	Any camp employing J-1 participants (international camp counselors).
Host Profile	General information about a Camp (e.g. location, programs, camper population, hiring contacts, etc.). Must be updated annually although typically most information will not change. This information will be included in all placement offers.
Site of Activity	Physical location of the camp where participants will be placed for the summer.
Inbound Host Account	Parent account for a camp. All camps have a parent account, even if there is only one site of activity. Multiple sites of activity under the same ownership are set up under one parent account.
Placement Profile	Summary of a type of placement available to candidates at your camp. Placement Profiles help CIEE recruit candidates to meet Camp's needs and to find the right people for each position.

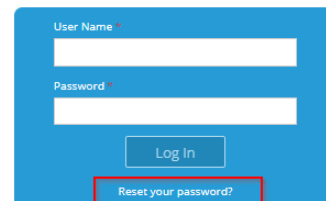
Beacon Process Flow for Camps



Getting Started

Welcome Email

- You will receive an email with the subject "Welcome to Beacon" from donotreply@ciee.org. Click on the "Set Your Camp Host Portal" link to access [Beacon Login page](#) and set up your account.
- The first time you log in, click "Reset Password" to set your password. **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 the [Beacon Login page](#).



User Name *

Password *

Log In

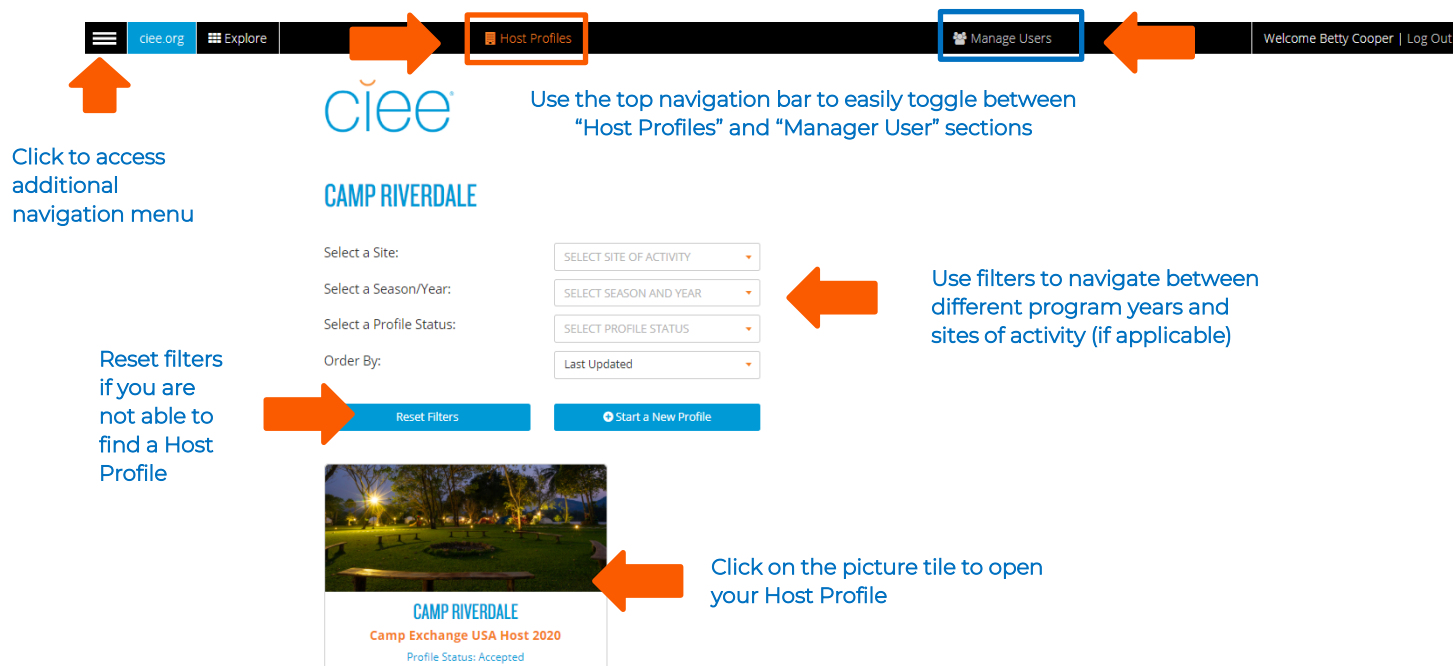
Reset your password?

Beacon User Notes:

- Beacon works best with **Chrome**. It is also supported in **Safari, Microsoft Edge** and **Firefox**.
- Bookmark the [Beacon Login Page](#) on your browser!

Landing Page

Beacon defaults to Host Profile Landing page. Click on the photograph to start building your Host Profile



Annotations:

- Click to access additional navigation menu:** Points to the hamburger menu icon in the top left.
- Use the top navigation bar to easily toggle between "Host Profiles" and "Manager User" sections:** Points to the "Host Profiles" and "Manage Users" links in the top navigation bar.
- Use filters to navigate between different program years and sites of activity (if applicable):** Points to the filter dropdowns (Site, Season/Year, Profile Status, Order By).
- Reset filters if you are not able to find a Host Profile:** Points to the "Reset Filters" button.
- Click on the picture tile to open your Host Profile:** Points to the "CAMP RIVERDALE" profile tile.

In this view you can:

- Start your Host Profile (if logging in for the first time)
- Add new Host Profiles
- View existing Host Profiles
- Clone Host Profiles from one Site of Activity to another in a given program year
- Clone Host profiles from year to year

Users and Types of Access

Note: Every user in Beacon must have a unique login! If you have staff members who are also program participants, they need to have two separate emails to access Beacon.

Host Admin: Powerful Host user. Typically, this is the camp director or main point of contact for CIEE. There can be multiple host admins. This user can:

Site Contact: General account user who are assigned to one or more sites of activity but do not have broader powers to make edits to the Host Account or add users. Host Admin adds site contacts and assigns permissions. This user can:

Host Interviewer: General account user with authority to make or decline offers to candidates.

CIEE	Host Admin	Site Contact	Host Interviewer
<ul style="list-style-type: none"> • Create host accounts • Create sites of activity • Invite host admins • Re-send host admins "Welcome" email 	<ul style="list-style-type: none"> • Invite site contacts • Re-send site contacts "Welcome" email • Develop profile content for all sites of activity • Access candidates on review and hired candidates • Make placement offers 	<ul style="list-style-type: none"> • View multiple sites of activity or just one • Cannot add other users to Beacon • Develop profile content • Access candidates on review and hired counselors • Make placement offers 	<ul style="list-style-type: none"> • Access candidates on review and hired counselors • Make placement offers

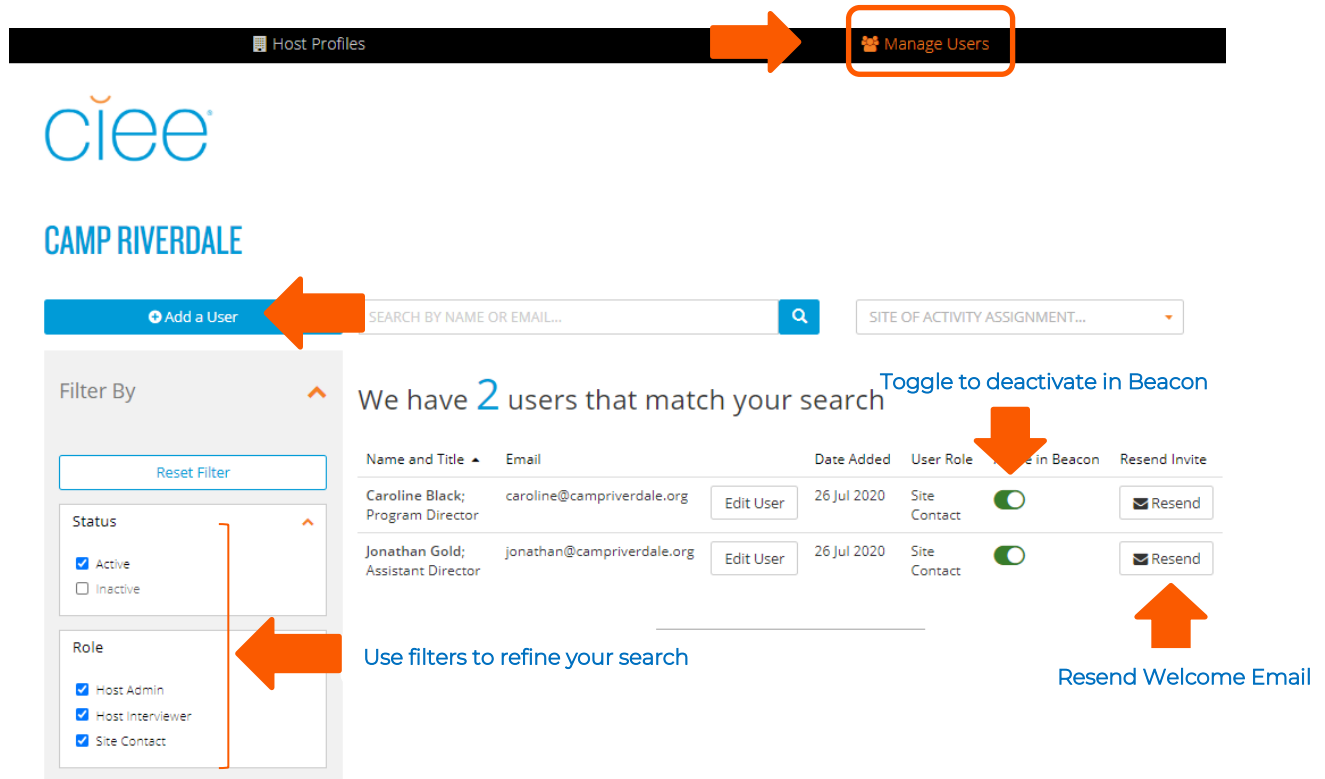
Beacon User Notes:

- Only CIEE can create Host Admin accounts. Reach out to a Camp Consultant to request.
- User must have unique login credentials (NO sharing usernames and passwords).
- Hiring Contacts who are Camp Exchange USA participants, must use a different email address to create their Site Contact account

Managing Users

A Host Admin can add Site Contacts and grant access to one or multiple sites of activity.

- Click on **"Manage Users"** on the top navigation bar to access Manage Users page.
- Click **"Add User"**
- Select the **Site of Activity** you want the contact to have access to. You must always check a box for at least one Site of Activity, even if there is only one Site of Activity available
- Select user role: **"Host Interviewer" or "Site Contact"**. Fill in the required information
- Click **"Create User"**. The user will receive a "Welcome" email with a link to set a password. The link is valid for 7 days.



The screenshot shows the 'Manage Users' section of the Beacon Host Portal. At the top, a navigation bar contains 'Host Profiles' and 'Manage Users' (highlighted with an orange box and arrow). Below is the CIEE logo and 'CAMP RIVERDALE'. A search bar with 'Add a User' and 'SEARCH BY NAME OR EMAIL...' is present, along with a 'SITE OF ACTIVITY ASSIGNMENT...' dropdown. A 'Filter By' sidebar on the left includes a 'Reset Filter' button and checkboxes for 'Status' (Active, Inactive) and 'Role' (Host Admin, Host Interviewer, Site Contact). The main area displays a message: 'We have 2 users that match your search' and a table of users. Annotations include: an arrow pointing to the 'Add a User' button; an arrow pointing to the search bar; a note 'Toggle to deactivate in Beacon' pointing to a toggle switch; a note 'Use filters to refine your search' pointing to the filter sidebar; and a note 'Resend Welcome Email' pointing to a 'Resend' button.

Name and Title	Email	Date Added	User Role	Deactivate in Beacon	Resend Invite
Caroline Black; Program Director	caroline@campriverdale.org	26 Jul 2020	Site Contact	<input checked="" type="checkbox"/>	Resend
Jonathan Gold; Assistant Director	jonathan@campriverdale.org	26 Jul 2020	Site Contact	<input checked="" type="checkbox"/>	Resend

Host Profile Overview

Host Profile Statuses

Host Profile status can be set to one of the following:

- In Progress** Host Profile has been started; some information has been completed
- Under Review** "About Camp" sections completed and locked for editing; profile submitted to CIEE for review
- Send Back to Host** Camp is making updates to the Host Profile based on CIEE recommendations
- Placement Ready** "About Camp" portion of the Host Profile is approved by CIEE. "Pre-Visa" sections become visible to Camp. Camp can access Candidate Pool, put candidates on review, make placement offers. **No visa paperwork can be issued to hired counselors until the profile is fully "Accepted"**.
- Under Final Review** "Pre-Visa" sections of the Host Profile are completed and locked for editing; Host Profile is submitted to CIEE for final review
- Final Profile Revisions** "Pre-Visa" sections need revisions to move to the next phase
- Accepted** All sections of the Host Profile are approved by CIEE. Host Profile is fully accepted and hired counselors can receive visa paperwork.

Host Profile Details

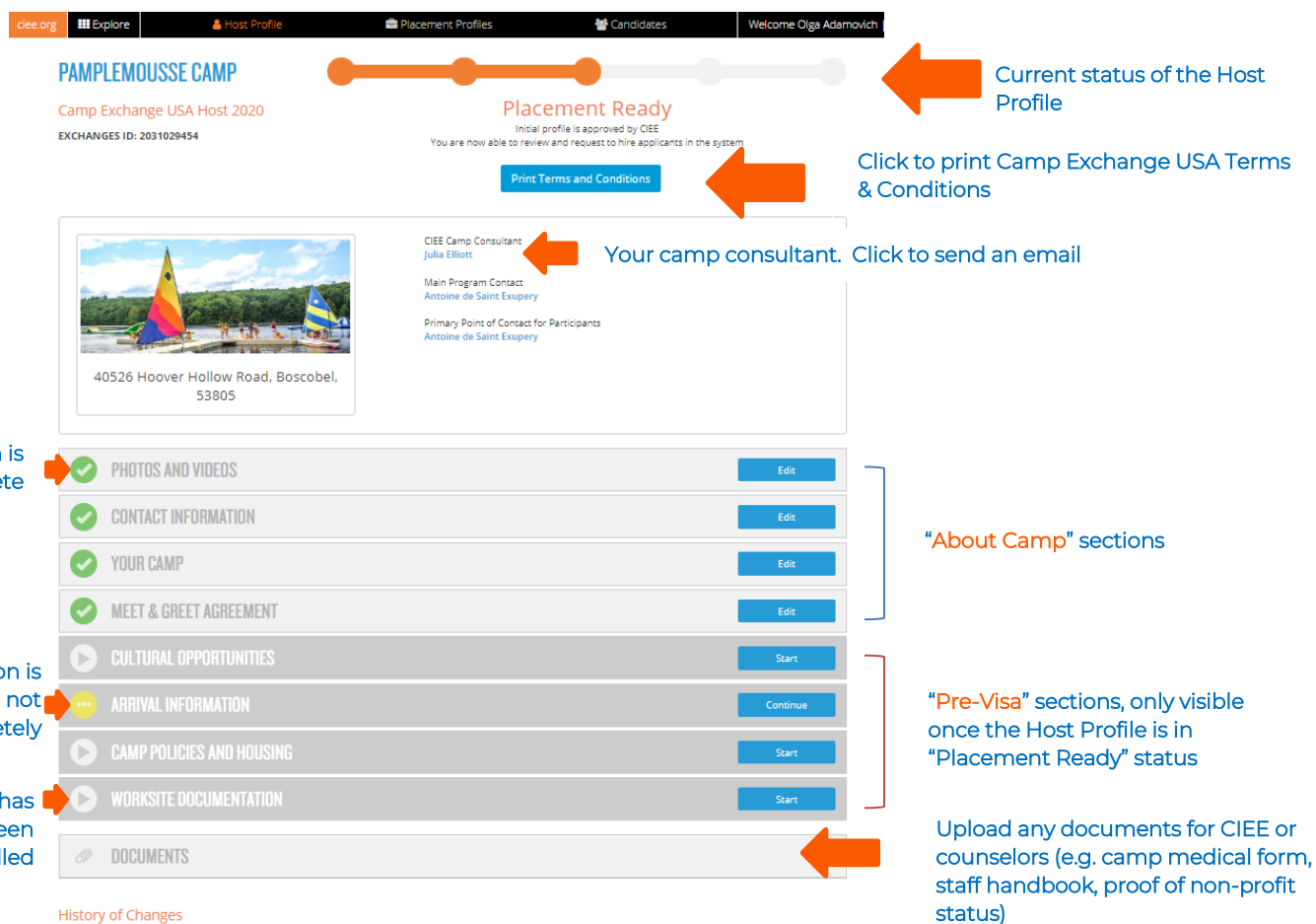
Each Host Profiles consists of 2 parts each containing 4 sections.

Part 1: "About Camp":

- o Photos and Video
- o Contact Information
- o Your Camp
- o Meet & Greet Agreement

Part 2: "Pre-Visa":

- o Cultural Opportunities
- o Arrival Information
- o Camp Policies and Housing
- o Worksite Documentation



PAMPLEMOUSSE CAMP
Camp Exchange USA Host 2020
EXCHANGES ID: 2031029454

Placement Ready
Initial profile is approved by CIEE
You are now able to review and request to hire applicants in the system

[Print Terms and Conditions](#)

CIEE Camp Consultant
Julia Elliott

Main Program Contact
Antoine de Saint Exupery

Primary Point of Contact for Participants
Antoine de Saint Exupery

40526 Hoover Hollow Road, Boscobel, 53805

Section is complete	PHOTOS AND VIDEOS	Edit
	CONTACT INFORMATION	Edit
	YOUR CAMP	Edit
	MEET & GREET AGREEMENT	Edit
Section is filled but not completely	CULTURAL OPPORTUNITIES	Start
	ARRIVAL INFORMATION	Continue
	CAMP POLICIES AND HOUSING	Start
	WORKSITE DOCUMENTATION	Start
Section has not been filled	DOCUMENTS	

History of Changes

Completing Your Host Profile

Please complete each section thoroughly. This information will be used for vetting your camp as a J-1 Host organization and will be shared with participants before their interview and before they travel to camp.

Beacon User Notes: Complete ALL required fields indicated by the *. If a section is not marked as complete, open to see if there are any required fields that haven't been completed, save and close. Most of the information in you host profile will be shared with your counselors.

Section	Description	Best Practices
Contact Information	<p>This section helps make sure that the correct person is contacted by CIEE and your counselors. There are five categories of contact information requested:</p> <ul style="list-style-type: none"> • Main Program Contact – main point of contact for CIEE; primary responsible party for overall program details, participant emergencies, etc. • Primary Point of Contact for Participants – contact responsible for day-to-day communication with program participants. • Off-Season Contact Information – best way to communicate with off season. • Summer Contact Information – address and phone number for summer months. • Billing Contact – contact responsible for receiving and reconciling billing statements 	<ul style="list-style-type: none"> ▪ Double-check all contact information before submitting!
Your Camp	<p>This section is critical for helping CIEE understand your organization, advertise your camp to candidates and set expectations for your counselors.</p>	<ul style="list-style-type: none"> ▪ Consider your audience and make sure the information is directed at counselors (NOT parents or campers) ▪ Short, sweet, and engaging. What makes your camp an amazing place to work? ▪ Ask “Does my 19-year-old-self want to work at this camp?”
Photos and Videos	<p>These photos and videos will be used market your camp to candidates.</p>	<ul style="list-style-type: none"> ▪ 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)
Meet & Greet Agreement	<p>CIEE offers Meet & Greet orientation to first time CIEE placement counselors.</p>	<ul style="list-style-type: none"> ▪ Your selection will apply to ALL first-time counselors at your camp ▪ Check the Meet & Greet dates listed on the Agreement. Counselors arriving before or after these days will travel direct to camp
Cultural Opportunities	<p>Host organizations participating in the J-1 Camp Counselor program are required to provide opportunities for cultural exchange for participants. Information in this section will be shared with prospective participants to advertise your camp and with the U.S. Department of State for data gathering and auditing purposes.</p>	<ul style="list-style-type: none"> ▪ Selection “Add Custom Cultural Opportunity” to add opportunities unique to your camp.
Arrival Information	<p>Details in this section are shared with hired participants pre-arrival and help them plan their travels.</p> <p>Participants book flights based on this information!</p>	<ul style="list-style-type: none"> ▪ Include general information about traveling to your camp: preferred U.S. arrival airport, closest bus station, affordable convenient accommodation in close proximity should there be any unexpected travel delays. ▪ Add notes on how and when first time counselors will receive their pickup details.
Camp Policies and Housing	<p>This section helps set expectation with participants related to vaccination requirement, grooming, time-off policy, counselor compensation, etc.</p>	<ul style="list-style-type: none"> ▪ Prepare your counselors before arrival! ▪ Be detailed!
Worksite Documentation	<p>Submit your Worker’s Compensation Policy and Business License required for host vetting and approval.</p>	<ul style="list-style-type: none"> ▪ If you don’t have valid documentation, contact CIEE team

Documents Upload Please upload additional documentation to support your host profile (e.g. proof of non-profit status) or to share with counselors pre-arrival

- Select document type from a drop-down menu to help identify each document: staff handbook, camp medial form, Non-Profit status confirmation, activity calendar, pre-arrival information,

Placement Profiles

Placement profile is a summary of a type of placement available to candidates at your camp. Placement Profiles help:

- Recruit candidates to meet Camp's needs
- Advertise positions available at your camp before hiring events
- Find the right people for each position
- Save time when making a placement offer

Click to access your placement profiles

Host Profile **Placement Profiles** Candidates

ciee
CAMP RIVERDALE
Camp Exchange USA Host 2020
EXCHANGES ID: 2031030855

Under Final Review
Final profile details have been submitted to CIEE for review

[Print Terms and Conditions](#)

10 Hanson Road, Riverdale, 11122

CIEE Camp Consultant
Kristen Bousquet

Main Program Contact
Betty Cooper

Primary Point of Contact for Participants
Betty Cooper

[+ Add a Placement Profile](#)

[+ - LIFEGUARD](#) 5 POSITIONS

Click to add a new placement profile. Add position title and the number of these positions you are seeking to fill

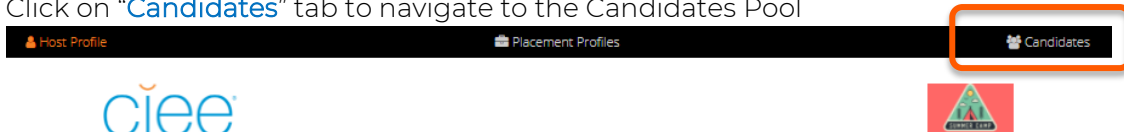
Click to expand and add more details: desired skills, minimum age requirements, start and end dates, etc.


Candidate Pool

Navigating to the Candidate Pool

Hosts get access to candidate pool once their profile is in “Placement Ready” status.

- Make sure that you are in the Host Profile of the Site of Activity for which you are searching for candidates
- Click on “Candidates” tab to navigate to the Candidates Pool



- Click the dropdown menu to view:
 - [Candidates](#) – applicants available in the pool
 - [On Review](#) – candidates you are considering
 - [My Counselors](#) – counselors placed at your camp
- Click the card next to the candidate’s image to see the application details
- You can scroll through candidate applications in this view by using the arrows in the top right/left of the window.
- Click [blue arrow](#)  in the top left of the page to navigate back to the grid view.

Filtering


Use filters to narrow down the candidate search.

- You can filter candidates by dates available, skills, gender, minimum age, etc.
- **The filters are persistent**, meaning the next time you log in the system will remember your most recent search.
- We recommend undoing filters on a regular basis by clicking “[Clear All Filters](#)” in the bottom right of the window.

Placing a Candidate on Review

If you are interested in a candidate, put them on review immediately and click “close” to refresh the candidate pool. Multiple hosts can view candidates at the same time. Placing a candidate on review allows a Host to have exclusive access to this candidate for a set period of time.

Beacon User Note: Standard “On Review” period is 7 days. Review period will adjust throughout the placement season to ensure each candidate has the best chance to go to camp. Contact your Camp Consultant if you are unable to connect with a candidate and to discuss a possible extension of the “On Review” period.

- Click in the top right corner to put a candidate on review with your camp.
- Select the Site of Activity from the drop down menu (if you have multiple Sites of Activity)
- Add  “[Proposed Position Title](#)” to note what position you have in mind for this candidate or pick from an existing placement profile.

BEACON HOST PORTAL USER GUIDE

PLACE ON REVIEW

Site of Activity: Camp Riverdale
Account: Camp Riverdale
Camp Account Manager: Kristen Bousquet

Place on review?
Your review period will expire on **August 12th, 5:52pm**
** Please make your hiring decision prior to the review expiry date above.

Current: On Review limit **0/10**

On Review Notes (optional)
** Participants will not see this information. These are for your reference only.

Proposed Position Title **Add New**

Lifeguard
Maximum 50 characters

Proposed Contract Start Date: 06/01/2020
Proposed Contract End Date: 08/01/2020

Contract period: 62 days

Review and Interview Notes
extensive lifeguard experience
30 characters **** Maximum 2000 characters**

Note the review expiration date and time

The limit on how many candidates you can have on review at one time

Toggle to select from existing placement profiles. This will prepopulate placement offer if an offer is extended.

Capture any notes from the application review. This is visible only to you.

Beacon User Note: Participant can view host details in the system while they are on review with a host

ciee BEACON

Click to remove from review

Joshua Matthew William Pitt
20, United Kingdom
On Review - Suggested by CIEE

6d, 05h, 28m Remaining

Camp Takajo
Expires 12/26/2019 05:15 PM
Placed on Review by Griffin Davey, 12/19/2019 05:15 PM

AVAILABILITY
June 15th - September 20th


DATE OF BIRTH
01/02/2000, Age as of June 1, 2020: 20

Email: joshua_pitt@aol.co.uk
Skype: live:dd.9e7cd0ba59d15c7b
Primary Phone: +44 7951064389 (Mobile) SMS
Social Messaging: Facebook Messenger: m.me/joshua.pitt128

Click to offer placement

Removing Candidates from Review

If you decide that a candidate is not the right fit, remove them off review as soon as possible.

- Navigate to your “On Review” candidate grid view and click on the card of the candidate you wish to remove
- Click the  icon at the top of the page.
- Provide detailed feedback on this candidate (the candidate cannot see your comments). Your feedback is critical for CIEE to better understand your preferences and help us find the right camp for the candidate.

Beacon User Note: You can access a list of candidates that you removed from On Review by clicking “Inactive” in My Counselors” view.

Placement Process

Placement Process Flow



DS-2019 Forms are shipped when these **both conditions are met:**

- **Candidate** is fully “Accepted” in Beacon (all documents are submitted and accepted by CIEE)
- **Host profile** is fully “Accepted” in Beacon (all sections of the host profile are completed and accepted by CIEE).

Mandatory Fields


All required fields are marked by an asterisk *. Please make sure to answer the following required fields when making a placement offer:

- Position title
- Position description
- Supervisor contact information
- Contract dates

Returner/Direct Placement Details

For pocket money list the total compensation a counselor should expect at the end of the summer.

Making a Placement Offer

To make a placement offer, click the  icon at the top right of the candidate application page. Please be detailed as this information will be included in the placement offer and provided at the visa interview.


Position Title: Type or choose from an existing Placement Profile.


Position Description: Provide a clear and concise description of the position being offered. This will be shared with the candidate and included in visa paperwork.

Supervisor contact Information will automatically populate from the Primary Participant Contact in your Host Profile. If the counselor has a different supervisor, please update these fields accordingly.

Contract Start and End Date: A CIEE counselor can work no more than 120 days. Counselor pocket money is based on a 63-day standard contract term.

Additional Pocket Money: Any contract beyond 63 days requires additional pocket money to be offered to the counselor. First time participants are to be paid **\$35 per day** worked beyond 63 days.

Offer Placement 

Existing Position Title: * 

Magician

Position Description: *
** In order to best set expectations, participants will receive this description when your offer is extended.

*** Minimum 50 and Maximum 300 characters

Supervisor First Name: *
Mary


Supervisor Last Name: *
Poppins


Supervisor Title: *
Director

Supervisor Email: *
MaryPoppins@campciee.org

Supervisor Phone: *
(222) 333-4455

Supervisor Phone Ext:
ext.

Contract Start Date: * 05/15/2020 

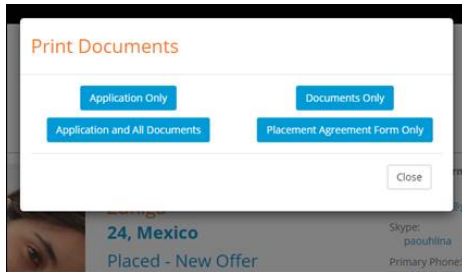
Contract End Date: * 08/21/2020 

Contract period: 99 days
** Contract periods over 63 days require a per diem Additional Pocket Money payment to participants.

Beacon User Note:

- If you would like to make any changes to a placement after the offer is made, contact your camp consultant.
Once a placement has been accepted, camps will be responsible for flight change costs if contract dates change.
- Message included in the "Additional Note"

Printing Documents for Your Counselors



Hosts can log into Beacon and export the following for each counselor:

- **Application Only** – in PDF form (excludes interview and health related sections)
- **Placement Agreement Form Only** – PAF generated in PDF form
- **Documents Only** – only documents attached to the participant application. Excludes health-related document types
- **All Documents** – Includes Application PDF, PAF and attached documents

If you have any questions about Beacon that are not addressed in this manual, please reach out to Camp Exchange USA Team at camp@ciee.org or 1-844-233-2267.