

CREATING AN AFS ACTIVITY

1. Click on “Activity USA” in the left panel.
2. Scroll down until you see “New” at bottom right, click it and a new screen will appear in which you will insert your information

The screenshot shows the AFS Global Activity Search interface. The left sidebar contains navigation menus for Search, Incoming Info From Customer, Incoming Info From Partner, Chapter Matrix Management, Reports, Miscellaneous, and Help. The main content area is titled 'Activity: Search' and contains a complex form with fields for IOC, Activity Ref., Activity Name, Activity Type, Activity Mode, Status, Activity Level, Event Region, Activity Focus, Activity Sub Focus, Training Code, Activity Location, Start Date, End Date, Event Housing Location, Responsible Name, Alternate Contact Person, Host Distribution Code, Arrival Welcome Site Code, Owner, and Main Organization. Below the form is an 'Assigned Person' section with fields for Native First Name, Native Last Name, Person Ref., Country, and Affiliation. A 'Max Result' dropdown is set to 50. A 'Search' button and a 'New' button (highlighted with a red arrow) are located at the bottom right of the search form. Below the search form is a table with the following data:

No.	IOC	Type	Activity Ref.	Activity Name	Activity Focus	Activity Sub Focus	Location	Activity Level	Event Region	Event housing Location	Start Date	End Date	Status
1	USA	Host distribution	10-00019	SH10 DTW		Hosting Distribution	Detroit	N-national	New York Region				Open
2	USA	Host distribution	10-00032	SH10 ACV		Hosting Distribution	Eureka	N-national	Los Angeles Region				Open
3	USA	Host distribution	10-00044	SH10 MLI		Hosting Distribution	Moline	N-national	Chicago Region				Open

1. Fill in all asterisked blanks (most are drop downs)
2. Title the event in this manner: “San Diego PDO-SH-2011” This will allow staff to pull the activity easily.
3. Because students and parents often call the staff for PDO information we ask you to also, though not asterisked, to fill in responsible person (alternate if there is one), date and times of orientation (remember we ask that the minimum be 6-1/2 hours though smaller numbers of students can be done more quickly). Then...

ENTER THE LOCATION

The screenshot shows the 'Activity: Detail' form in the AFS system. A red arrow points from the 'Activity Location' field to the magnifying glass icon. A red box highlights the text: 'Once the info is inserted, click on the magnifying glass to enter location'. The form includes fields for IOC (USA), Activity Ref. (11-00476), Activity Name (San Diego PDO NH 2011), Activity Type (Orientation), Activity Mode (In-Person), Status (Closed), Activity Level (L - local), Event Region (Los Angeles Region), Activity Focus (Sending), Activity Sub-Focus (Sending Pre-Departure), Training Code, Start Date (May 28, 2011), End Date (May 28, 2011), Start Time (09:00 AM), End Time (04:30 PM), Max Registration Date, Responsible Name (Van Weelden, Floyd), Alternate Contact Person, and Material Mailing Address. There are also fields for Event Description and Directions.

A NEW SCREEN WILL OPEN

The screenshot shows the 'Activity: Detail' form with a dialog box titled 'Activity Location' open. A red arrow points from the 'Activity Location' field in the background to the 'Search' button in the dialog box. A red box highlights the text: 'Click on "search" to see if your location is already in the system since hosting and sending often use the same locations.' The dialog box has fields for IOC (All), Location Type, and Location Name, and buttons for 'Search', 'New Location', 'OK', and 'Cancel'. The background form is dimmed.

IF THE LOCATION IS THERE...

AFS Connecting Lives, Sharing Cultures [AFS-USA] AFS Directory AFS Calendar | AFS Global Van Weelden, Floyd Settings Sign out Program Module Global Link Resources

Activity: Detail

Activity Location: click here to see details Clear
Riverview Evangelical Free Church

Activity Location

IOC	Location Type	Location Name
USA	All	
		Redeemer Lutheran Church
		Redlands First Presbyterian Church
		RIC-Richmond
		Ridge Point Park
		Rita Fagan
		River of Life Church
		Riverview Evangelical Free Church
		Riverview Evangelical Free Church
		RNO - Reno
		Robinson Home

In this case the location is already there, so highlight it, and click "OK" and the location info will transfer up to your activity.

IF THE LOCATION IS NOT THERE...

AFS Connecting Lives, Sharing Cultures [AFS-USA] AFS Directory AFS Calendar | AFS Global Van Weelden, Floyd Settings Sign out Program Module Global Link Resources

Activity: Detail

Activity Location: click here to see details Clear
Riverview Evangelical Free Church

Location

IOC	Location Type	Location Name
USA	All	

Hit the New Location button to open a new screen to enter the info about your new location.

ENTER YOUR LOCATION INFORMATION

The screenshot displays a Windows Internet Explorer browser window with the AFS GLOBAL website. A pop-up window titled "Travel: Location Detail" is open, showing a form for entering location information. The form includes the following fields:

- IOC: USA (dropdown)
- Location Ref. (text input)
- Code (text input)
- Location Name (text input)
- Location Type (dropdown menu)
- Orientation (dropdown menu)
- Address1 (text input)
- Address2 (text input)
- City (text input)
- State (dropdown menu)
- Zip Code (text input)
- Phone Number 1 (text input)
- Phone Number 2 (text input)
- Location Contact Name (text input)
- Location Contact Email (text input)
- Location Contact Phone - cell (text input)
- Gateway City (for use by travel staff ONLY) (dropdown menu)
- Related Airport (text input)
- Location Comment (text area)

At the bottom of the form, there is a "Last Updated:" label and "Save" and "Cancel" buttons. The background website shows a navigation menu on the left with categories like "Search", "Incoming Info From Customer", "Incoming Info From Partner", "Reports", "Miscellaneous", "Outgoing E-mails Log", "Local Settings", and "Help". The top right of the website displays "AFS Directory", "AFS Calendar", and "AFS Global Van Weelden, Floyd". The system tray at the bottom shows the date and time as 2:45 PM on 11/30/2011.

AND THEN...

The screenshot shows a web browser window with the URL <https://usa.afsglobal.org/AFSGlobal/GlobalLink/NewTravel/OrientationDetail.aspx?module=popup&btn=btnOrientFill>. The page title is "Travel: Location Detail". The form contains the following fields:

IOC	Location Ref.	Code
USA		
Location Name	Location Type	
Riverview E Free Church	Orientation	
Address1	Address2	
7890 Sweetgrass Lane		
City	State	Zip Code
Bonsall	CA	92016
Phone Number 1	Phone Number 2	
Location Contact Name	Location Contact Email	Location Contact Phone - cell
Gateway City (for use by travel staff ONLY)	Related Airport	
Location Comment		
Last Updated:		
		Save Cancel

Once your info is in the location detail, click on "save"

SINCE THIS IS THE FIRST TIME THIS LOCATION IS PUT INTO THE SYSTEM,
IT IS NECESSARY TO SAVE IT ONE MORE TIME



Connecting Lives, Sharing Cultures

[AFS-USA]

Program

Search
Person
Organization
Service Case
Affiliation
Activity (USA)

Incoming Info From Customer
Lead (Inquiry)
Participant Application
Host Family Application
Reference Forms
Alumni Registration

Incoming Info From Partner
Hosted Participant
Placement of SentPax

Chapter Matrix Management
Chapter Matrix - Hosting

Reports

Miscellaneous
Monthly Contact
Finance and Payment

Outgoing
Local

Help
Program

Activity: Detail

Activity Detail

IOC: USA, Activity Ref: 11-00476, Activity Name: San Diego PDO NH 2011, Activity Type: Orientation, Activity Mode: In-Person

Activity Level: L-local, Event Region: Los Angeles Region, Activity Focus: Sending, Activity Sub-Focus: Sending Pre-Departure, Training Code:

Activity Location: Riverview Evangelical Free Church

Event Housing Location: Riverview E Fr

Responsible Name: Van Weelden, Floyd (vanweelden@afs.org 612-735-09)

Material Mailing Address: Riverview E Free Church

Start Date: May 28, 2011
Start Time: 09:00 AM

Directions (can be merged with e-mail):

Location

IOC: USA, Location Type: All, Location Name: Riverview E Fr

Search New Location

Riverview E Free Church

OK Cancel

Program Related Information

Highlight the location name and then click on "OK"

IT IS NOW TIME TO SAVE THE ENTIRE ACTIVITY. GO BACK TO THE MAIN SCREEN

Responsible Name: Van Weelden, Floyd (vanweelden@afs.org 612-735-09)
Alternate Contact Person: Clear
Max Registration Date:

Material Mailing Address: click here to see details

Meals: Event Description (can be merged with e-mail)

Comment (can be merged with e-mail)

Program Related Information
Int'l Airport (Required for Arrival and EOS): Owner:

Activity Organization Information | New Activity Organization

No.	Year	Cycle	Content	Duration	Organization Name	Status	Auto Link
1	2011	NH	*	*	AFS Area Team: San Diego Area Team		View

For Travel Staff Only
Host Dist Site Code Go Arrival Welcome Site Code Go

Created: Van Weelden, Floyd, 2/7/2011
Last Updated: Van Weelden, Floyd, 10/13/2011

Save Delete Cancel

Scroll down until you see the "save" button and click on it. Now the entire activity is saved!

FINDING YOUR ACTIVITY ONCE IT IS CREATED

AFS Connecting Lives, Sharing Cultures [AFS-USA] AFS Directory AFS Calendar | AFS Global Van Weelden, Floyd Settings Sign out Program Module Global Link Resources

Activity: Search

IOC: USA Activity Ref.: Activity Name: San Diego PDO NH 2011 Activity Type: All Activity Mode: All Status: All

Activity Level: All Event Region: All Activity Focus: All Activity Sub Focus: All Training Code: All

Activity Location: Start Date: End Date:

Event Housing Location: Responsible Name: Alternate Contact Person:

Host Distribution Code: Arrival Welcome Site Code: Owner: All

Main Organization:

Assigned Person: Native First Name: Native Last Name: Person Ref.: Country: All

Usually you can find the activity with fewer words than used here, but if you title it with actual title it will only pull up your activity. Then click on "search."

Search **New**

Sub Focus	Location	Activity Level	Event Region	Event housing Location	Start Date	End Date	Status
tribution	Detroit	N-national	New York Region				Open
tribution	Eureka	N-national	Los Angeles Region				Open
tribution	Moline	N-national	Chicago Region				Open

3 USA Host distribution 10-00044 SH10 MLI Hosting Distribution

Internet | Protected Mode: Off 100%

VOILA! HERE IS YOUR ACTIVITY

The screenshot shows a web browser window displaying the AFS GLOBAL USA website. The browser's address bar shows the URL <https://usa.afsglobal.org/AFSGlobal/default.aspx>. The website's header includes the AFS GLOBAL USA logo, a navigation menu with 'Program Module', 'Global Link', 'Local Extension', and 'Resources', and a user profile for 'Van Weelden, Floyd'. A notification banner states: '[AFS-USA] ***For details on changes to AFS Global (PM, FM, GL, OA, etc.) effective on Wednesday, December 1st 2010, please read the monthly release notes.***'. The left sidebar contains a search menu with categories like 'Person', 'Organization', 'Service Case', 'Affiliation', 'Activity (USA)', 'Incoming Info From Customer', 'Incoming Info From Partner', 'Chapter Matrix Management', 'Travel Module', 'Miscellaneous', 'Outgoing E-mails Log', and 'Local Settings'. The main content area is titled 'Activity: Detail' and contains the following information:

Activity Detail					
IOC	Activity Ref.	Activity Name *	Activity Type *	Activity Mode *	Status
USA	10-00761	San Diego SH 2011 PDO	Orientation	In-Person	Open
Activity Level *	Event Region *	Activity Focus *	Activity Sub-Focus *		
L - local	Los Angeles Region	Sending	Sending Pre-Departure		

Activity Location: Go

Start Date: End Date:

Event Housing Location: Go

Start Time: End Time:

Responsible Name: Alternate Contact Person:

Max Registration Date:

Meals: Event Description (can be merged with e-mail): Directions (can be merged with e-mail):

Comment (can be merged with e-mail):

Program Related Information

Intl Airport (Required for Arrival and EOS): Owner:

Activity-Organization Information:

FINDING AND ASSIGNING YOUR STUDENTS TO THE ACTIVITY

The screenshot shows the AFS Global interface. At the top, there is a navigation bar with 'Program Module', 'Global Link', and 'Resources'. Below this is a table with columns: No., Year, Cycle, Content, Duration, Organization Name, Status, Auto Link, and View. The first row shows '1', '2011', 'NH', '*', '*', 'AFS Area Team: San Diego Area Team', and a 'View' link. Below the table, there are sections for 'For Travel Staff Only', 'Created: Van Weelden, Floyd, 2/7/2011', 'Last Updated: Van Weelden, Floyd, 10/13/2011', 'Remarks', 'Attachments', and 'Assigned Persons'. The 'Assigned Persons' section has a button labeled 'Assign Persons To This Activity' which is highlighted with a red box and a red arrow pointing to it. A red box with text is also present, pointing to the 'Assign Persons To This Activity' button.

SCROLL DOWN UNTIL YOU SEE " ASSIGN PERSONS TO THIS ACTIVITY" CLICK ON IT

A NEW SCREEN APPEARS FROM WHICH YOU CAN CHOOSE YOUR STUDENTS

The screenshot shows the 'Activities: Assign Participant' screen. It has a search bar at the top right. Below the search bar, there are several search criteria: 'Your IOC' (USA), 'Service Type' (Participant), 'Selection Status' (All), 'Service Ref.', 'English First Name', 'Native First Name', 'Max Result' (50), 'Program Code' (NH12), 'Service Stage' (Preparation), 'Person Ref.', 'English Last Name', 'Native Last Name', 'Partner IOC' (All), 'Service Status' (Open), 'Main Organization' (San Diego Area Team), 'English Maiden Name', 'Native Maiden Name', 'Responsible Org.' (AFS), 'Owner' (All), 'Placement Progress', 'State', and 'Zip Code'. There are 'Search', 'Cancel', and 'Clear' buttons at the bottom right. A red box with text is present, pointing to the search criteria.

"PARTICIPANT" WILL ALREADY BE CHOSEN, DROP DOWNS FOR PROGRAM CODE (PROGRAM AND YEAR), SERVICE STAGE (PREPARATION), STATUS (OPEN), AND MAIN ORG (YOUR AFS TEAM). THEN CLICK "SEARCH."

If you have only one student, merely put his/her first and last name in the correct boxes and hit "Search."

THIS SCREEN WILL APPEAR

The screenshot shows the AFS Global web application interface. The top navigation bar includes the AFS logo, the tagline "Connecting Lives, Sharing Cultures", and user information for Van Weelden, Floyd. The main content area is titled "Search [USA]" and contains several search filters. A red box highlights the "Search [USA]" title and the "Assign Selection" button at the bottom of the table. A red arrow points from the "Assign Selection" button to the "Assign Selection" text in the red box. The table below the search filters lists students with columns for Host IOC, Legal First Name, Last Name, Gender, Service Ref., Service Stage, Status, Program Code, Selection Stage, and Main Organization.

Host IOC	Legal First Name	Last Name	Gender	Service Ref.	Service Stage	Status	Program Code	Selection Stage	Main Organization	
<input type="checkbox"/>	CRC	Nicole	Parkhurst	Female	11-13909	Preparation	Open	SMscSH12	Partner Guaranteed	Massachusetts Bay Area Team
<input type="checkbox"/>	FRA	Malia	Ericksen	Female	11-05777	Preparation	Open	SMscSH12	Host Family Assigned	Massachusetts Bay Area Team
<input type="checkbox"/>	FRA	Noe	Clements	Female	11-05292	Preparation	Open	SMscSH12	Host Family Assigned	Massachusetts Bay Area Team
<input type="checkbox"/>	ITA	Alexandra	Asnes	Female	11-10324	Preparation	Open	SMscSH12	Host Family Assigned	Massachusetts Bay Area Team
<input type="checkbox"/>	JPN	Emily	Franklin	Female	11-03679	Preparation	Open	YPscSH12	Partner Guaranteed	Massachusetts Bay Area Team
<input type="checkbox"/>	JPN	Marina	Frayre	Female	11-12280	Preparation	Open	YPscSH12	Partner Review	Massachusetts Bay Area Team
<input type="checkbox"/>	NZL	Carolina	Clements	Female	11-06018	Preparation	Open	SMscSH12	Host Family Assigned	Massachusetts Bay Area Team

- You can also assign individual students by checking the boxes by that student's name
- Should a student be accepted after your activity was created, you can assign them individually by following the directions above for entering one student at a time.
- THE STUDENTS ARE NOW ASSIGNED TO YOUR PDO...BUT HAVE NOT YET ATTENDED
- AFTER THE PDO HAS OCCURRED YOU NEED TO MARK THE ATTENDANCE OF YOUR STUDENTS.
- PULL YOUR ACTIVITY AS YOU DID WHEN YOU ASSIGNED YOUR STUDENTS TO THE ACTIVITY.
- SCROLL DOWN UNTIL YOU REACH YOUR STUDENT LIST

Note: The supported file types are:

- Image file (gif, jpg, tif, bmp, png)
- Microsoft Word Document (doc, docx)
- Microsoft Excel Document (xls, xlsx)
- Portable Document Format (pdf)
- Rich Text File (rtf)

Assigned Persons Assign Persons To This Activity Attendance Update

Participant Hosted Participant Host Family Staff and Volunteer

Max Result 50 Record(s) found: 9

No	Host IOC	Legal First Name	Last Name	Service Ref	Service Stage	Status	Program Code	Selection Stage	Main Organization	Role	Has Received ID Card	Attended Date	Edit
1	<input type="checkbox"/>	CHI	Zoe	Gould	11-11043	Preparation	Open	SMscSH12	Partner Guaranteed	AFS Area Team: Colum...			Edit
2	<input type="checkbox"/>	CRC	Talon	Gerken	11-03058	Preparation	Open	YPscSH12	Partner Guaranteed	AFS Area Team: Colum...			Edit
3	<input type="checkbox"/>	ITA	Michaela	Eastham	10-11947	Preparation	Open	SMscSH12	Host Family Assigned	AFS Area Team: Colum...			Edit
4	<input type="checkbox"/>	JPN	Rachel	Cornish	11-13969	Application	Closed	YPscSH12	In Progress	AFS Area Team: Colum...			Edit
5	<input type="checkbox"/>	JPN	Sarah	Cummins	11-13323	Preparation	Open	YPscSH12	Partner Guaranteed	AFS Area Team: Colum...			Edit
6	<input type="checkbox"/>	JPN	Kailey	Groat	11-13276	Preparation	Open	YPscSH12	Partner Guaranteed	AFS Area Team: Colum...			Edit
7	<input type="checkbox"/>	JPN	Melney	Kemper	11-07888	Preparation	Open	YPscSH12	Partner Guaranteed	AFS Area Team: Colum...			Edit
8	<input type="checkbox"/>	JPN	Tabitha	Mueller	11-14038	Application	Closed	YPscSH12	In Progress	AFS Area Team: Colum...			Edit
9	<input type="checkbox"/>	JPN	Elizabeth	Weaver	11-01683	Preparation	Open	YPscSH12	Partner Review	AFS Area Team: Colum...			Edit

Check the box indicated by the arrow. The students' names will be highlighted. If any did not attend, uncheck their names and mark them later. The "Attendance Update" will then appear in black and you merely click on it to batch update all your students.

A NEW SCREEN WILL APPEAR

AFS Connecting Lives, Sharing Cultures [AFS-USA]

AFS Directory AFS Calendar | AFS Global Van Weelden, Floyd Settings Sign out

Program Module Global Link Resources

Search Person Organization Service Case Affiliation Activity (USA)

Incoming Info From Customer Lead (Inquiry) Participant Application Host Family Application Reference Forms Alumni Registration Incoming Info From Partner Hosted Participant Placement of SentPax Chapter Matrix Management Chapter Matrix - Hosting Reports Miscellaneous Monthly Contact Finance and Payment School / CPO

Note: The supported file types are:

- Image file (gif, jpg, tif, bmp, png)
- Microsoft Word Document (doc, docx)
- Microsoft Excel Document (xls, xlsx)
- Portable Document Format (pdf)
- Rich Text File (rtf)

Assigned Persons Assign Persons To This Activity Attendance Update

Participant Hosted Participant Host Family Staff and Volunteer

Max Result 50 Record(s) found: 9

Assign for Participant

Role at Activity: [dropdown]
 Has Received ID Card: [dropdown]
 Attendance Date: [calendar]

Save Complete Cancel

From the Role at Activity choose "attendee" and then choose your date from the calendar. Click "Save." All students you checked will be marked as attendees!

No	Host IOC	Legal First Name	Last Name	Service Ref	Service Stage	Status	Program Code	Selection Stage	Main Organization	Role	Has Received ID Card	Attended Date	Edit
43													Edit
48					Preparation	Open	YPscSH12	Partner Guaranteed	AFS Area Team: Colum...				Edit
47					Preparation	Open	SMacSH12	Host Family Assigned	AFS Area Team: Colum...				Edit
49					Application	Closed	YPscSH12	In Progress	AFS Area Team: Colum...				Edit
23					Preparation	Open	YPscSH12	Partner Guaranteed	AFS Area Team: Colum...				Edit
76					Preparation	Open	YPscSH12	Partner Guaranteed	AFS Area Team: Colum...				Edit
88					Preparation	Open	YPscSH12	Partner Guaranteed	AFS Area Team: Colum...				Edit
88					Application	Closed	YPscSH12	In Progress	AFS Area Team: Colum...				Edit
83					Preparation	Open	YPscSH12	Partner Review	AFS Area Team: Colum...				Edit

Done Internet | Protected Mode: Off 100%

- WHEN YOU ARE FINISHED YOU MAY CLOSE OUT OF THE ACTIVITY.
- THIS ENTRY WILL GIVE US VERIFICATION FOR COMPLIANCE PURPOSES.
- IF A STUDENT DID NOT ATTEND THE ORIGINAL PDO AND MADE IT UP LATER, GO BACK IN AND PULL YOUR ACTIVITY

- **CLICK THE EDIT BUTTON TO THE RIGHT SIDE OF THE SCREEN AND WHEN THE ATTENDANCE SCREEN APPEARS, PUT IN THE REQUIRED INFORMATION AS WE DID WITH THE BATCH UPDATE. THIS TIME YOU WILL CHOOSE THE DATE THE STUDENT ACTUALLY HAD THEIR ORIENTATION RATHER THAN THE ONE YOU ENTERED FOR THE BATCH UPDATE.**