



Teams Management Website Guide

Team Member

Team Member Guide



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Nazarene Missions Teams is a ministry that has changed the face of missions in the Church of the Nazarene. Thank you for being a part of this missions opportunity and reaching people around the world with the love of Christ.

This guide is to help you as you navigate the Teams Management Website. Double checking the information your team leader entered and uploading the necessary documents promptly will be a great help to your team leader. This website allows your team leader to easily manage the many details for you and your teammates: documents, team members’ contact information and emergency contacts.

Your information will only be accessed by your Team Leader, but in the case of an emergency, Regional NMT Coordinators are able to access the information as well.

If you have any questions or come across an error, please reach out to us at missionsteams@nazarene.org. May the Lord bless you as you prepare to serve through your Nazarene Missions Team!

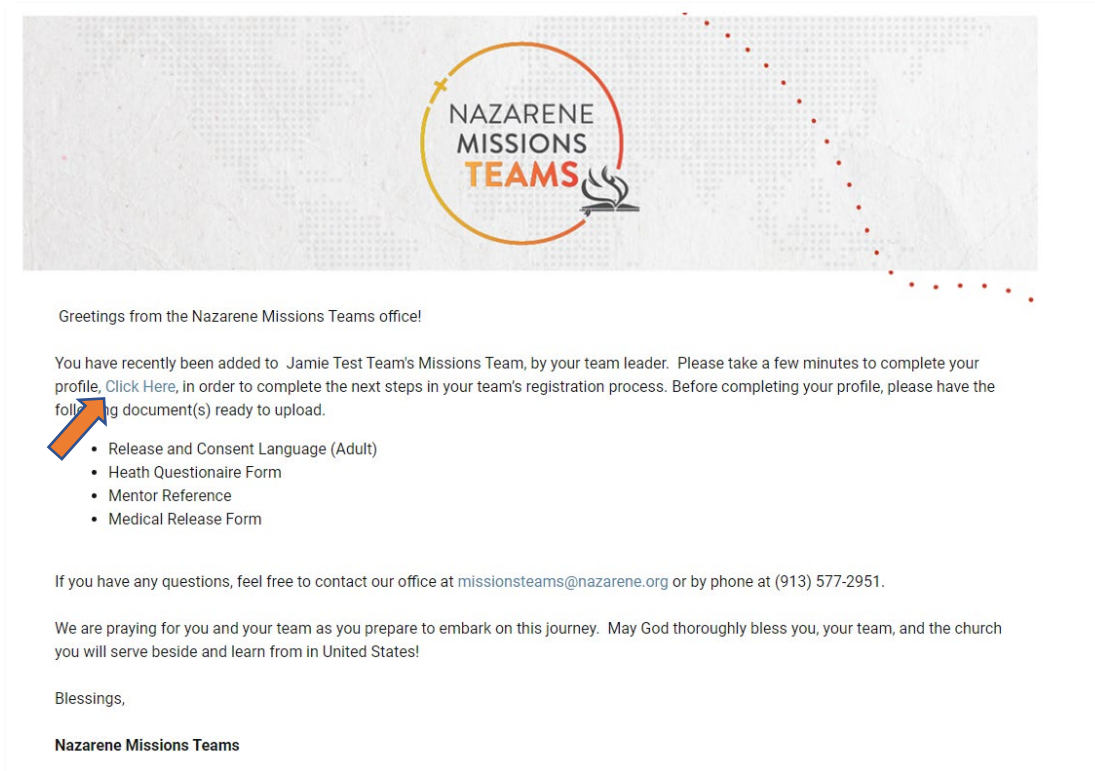
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Step 1: Accessing Your Team Member Profile Page

- **Email from Nazarene Missions Teams**

You will receive an email from the Nazarene Missions Teams Office



Clicking the hyperlink in the email (indicated by the arrow in the screenshot above) will take you to your profile page. On your profile you can verify your information and upload your completed required documents. The required documents are attached to the email.

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- **Documents to Complete**

The following documents must be filled out and uploaded into your Team Member Profile:

1. NMT Medical Release
2. NMT Mentor Reference
3. NMT Health Questionnaire
4. NMT Release and Consent (adult) if over 18 years of age
5. NMT Release and Consent (youth) if under 18 years of age

If you are a minor and your parent or legal guardian will not be traveling with you, a “NMT Unaccompanied Minor Form” must be completed, notarized and uploaded into the system.

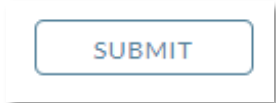
Step 2: Team Member Validation

- **Validating your Team Member Profile**

This is the first page that will open.

| | | | |
|------------|-------------------------|-------------|-----------|
| Given Name | Kevin | Family Name | Malone |
| Email | jamiemcdorman@gmail.com | | |
| Team Name | Jamie Test Team | Team Number | NMT000076 |

Click “Submit” at the bottom of the page.



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The next window allows you to change any incorrect information and fill in any missing information.

Personal Information

| | | | |
|-----------------------------------|-----------------------------|------------------------------|----------------------|
| *Given Name Kevin | Middle Name | *Family Name Malone | *Gender Male |
| *Email jamiemcdorman@gmail.com | | *Age (at time of trip) 32 | |
| *Address 1 555 Chili Ave | | Address 2 Apt 9 | |
| *Country United States | *Postal Code | *City Scranton | State/Province PA |
| *Phone Type Work | *Phone Number 5301237890 | | |

Emergency Contact Information

| | | | |
|--------------------------------|--|---|-----------------------------|
| *Given Name Stacy | *Family Name Howard | *Email vancerefridgeration@gmail.com | |
| *Relationship ex-girlfriend | *Country of Residence United States | *Phone Type Mobile | *Phone Number 5306932252 |

I acknowledge that the provided information is accurate.

Click the box indicating the information is correct, and then Before you click "Submit."

I acknowledge that the provided information is accurate.

- Travel Date Verification**

The next page allows you to verify your travel dates are correct.

| | |
|----------------------------|--------------------------|
| Departure Date 3/1/2023 | Return Date 3/13/2023 |
|----------------------------|--------------------------|

After verifying the dates, click "Next" on the bottom right of the page.

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- **Upload Documents**

The next page shows the required documents to upload to your profile.

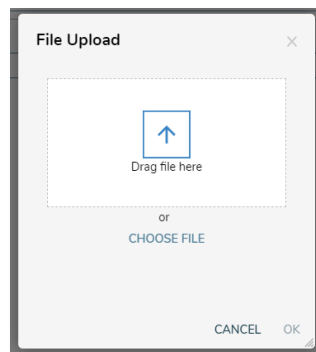
| | |
|---|-------------------------|
| Document Type Medical Release Form | Document SELECT FILE |
| Document Type Mentor Reference | Document SELECT FILE |
| Document Type Heath Questionnaire Form | Document SELECT FILE |
| Document Type Release and Consent Language (Adult) | Document SELECT FILE |

The blank documents were attached to the welcome email from Nazarene Missions Teams. Complete the forms and upload them here. Click “Select File” and choose the document that corresponds to the document type.

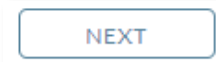
- Click “Select File”



- A window will open and allow you to drag the file into the box or select it from your list of files.



- Once you have uploaded all of the necessary documents, click “Next” on the bottom right of the screen. It will not allow you to proceed without uploading the documents.



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Once you have completed this step, you are finished.

Thank you!