

# How To Add Team Members To Managed Missions

## **STEP 1: SEND the application link**

Copy, paste, edit, and send the Email Template below. **Don't forget to add your trip's unique application link.**

## **STEP 2: REVIEW the application**

You should receive an email notification when applications are submitted. You can also check for applications by logging into [www.ManagedMissions.com](http://www.ManagedMissions.com) and clicking the "Missions App" tab.

Review these specific things...

- Look for "Yes" on all questions.
- Look for Statement #1 on the Statement of Faith question. If either Statement #2 or #3 is selected, please discuss this further with the potential team member.
- Look at question #12 to see if they have any questions
- If the applicant is 17 or under, confirm that the parent has also signed the application and follow up with getting a minor release form from both parents.
- Feel free to contact AO if you have a situation that needs special attention.

## **STEP 3: APPROVE the application**

When satisfied, click APPROVE. The team member will automatically be notified by email. You can then find their approved application in the "Processed" drop-down "Mission Apps".

## **Email Template For Inviting A Team Member.**

**Email Subject Line: Your First Step To The Amazon!**

Hello!

I'm thrilled you're interested in serving the Forgotten People of the Amazon River. You're taking your first step to enter a movement of God that is filling *villages with the knowledge of the Glory of the Lord as the waters cover the Amazon (AO Version, Habakkuk 2:14)*

To join, please fill out this application link... [Add Your Church Application Link.](#)

- Your information will already be populated if you have an AO Managed Missions account. However, please review and update your data and acknowledge AO's policies and waivers.
- Please fill out all the passport info; however, if you don't have a valid passport yet, for now, you are only required to provide your legal passport name.
- The sooner you can enter ALL your passport info, the better. It will be necessary to purchase your travel medical insurance and boat roster required by the Brazilian Navy.
- Please triple-check that your legal passport name (first, middle, last name) is entered correctly. We use this info to buy your tickets. If your ticket doesn't match your passport name exactly, the airline will not let you board, or you will have to pay an expensive name change fee.
- If your name has legally changed, use your former name or immediately renew your passport. The name on your passport must match the name on your airline ticket.
- IF YOU ARE A MINOR (17 or younger), there is a portion that parents/guardians need to fill out.

Once your application is approved, your Managed Missions account will be the information hub for your trip, where you can pay your deposit, find flight info, create fundraising links, and much more. You can find your account by going to [www.ManagedMissions.com](http://www.ManagedMissions.com)

Last, would you take care of your passport today by sending me a picture of the info page or letting me know you've applied for your passport...

- **IF YOU DO NOT HAVE A VALID PASSPORT**
  - APPLY TODAY: Applications may take up to 3+ months or more to process
  - Expedited passport application takes 3-5 weeks. You can go directly through U.S Passports, [http://www.travel.state.gov/passports/fri/pubs/pubs\\_854.html](http://www.travel.state.gov/passports/fri/pubs/pubs_854.html), or through a 3rd party provider like [ABRIGGS.COM](http://ABRIGGS.COM).
  - If you are within the 3-month window, we highly suggest using a 3rd party to provide better tracking.
- **IF YOU HAVE A PASSPORT...**
  - Make sure it's valid through the end of your scheduled trip
  - Make sure you have at least two blank pages for immigration to stamp approval
- **AT THIS TIME, NO VISA IS REQUIRED, THAT MAY CHANGE BEFORE YOU LEAVE.**