

QUICK START GUIDE

PARTICIPANT FORMS

This guide gives instructions on how to upload your participant forms.

PARTICIPANT FORMS



THE PROCESS FOR UPLOADING YOUR FORMS

- 1. Go to apply.focusmissions.org and log in
- 2. Click "My Applications"

Reiley Harrington Student	My Applications	Start MY19 Summer
MAIN NAVIGATION	You do not have any applications yet.	<u></u>
👥 Trips		
My Applications		

3. Click "Accepted Form" for your trip

				MY20 Winter
First Trip Preference	Second Trip Preference	Assigned Trip	Status	Action
Dominican Republic	None	Dominican Republic	Assigned Student	Accepted Form
None	None		Not submitted	View Application
None	None		Not submitted	Edit Application Delete

4. Complete the Biographical, Emergency Contacts, and Medical/Dietary tabs



5. Select "Liability Waiver" from the menu bar and download the form. Please fill out every initial and signature required.

Last Saved: Not saved yet.							Save Form Progress	Save and Finish Later	Previous Page	Next Page	Subn
Biographical	Emergency Contacts	Medical / Dietary	Passport	Liability Waiver	Financial Agreement	Deposit					
Download Liabi	lity Waiver										
This form, signed by the participant, is required to participate in the mission trip. Click the link below to download the form. You may electronically sign it or print and sign the form in ink.											
Scan or take a picture of the signed form and upload it here.											

6. Take a picture or scan ALL the pages of the form and upload it

• You must upload a PDF or JPEG. If you take a photo with an iPhone, please make sure you do not upload a live photo (.heic). We are unable to view live photos.

	Last Saved: N	ot saved yet.						Save Form Progress	Save and Finish Later	Previous Page	Next Page	Sut
	Biographical	Emergency Contacts	Medical / Dietary	Passport	Liability Waiver	Financial Agreement						
,	A valid passport is required to participate in the mission trip.											
1	An image of your passport is needed for booking travel arrangements.											
:	Scan or take a picture of your passport and upload it here.											
1	Note: your passport must be valid for 6 months from the time of entry into the country where you will be going											
	Drag and drop files here, or click to select files to upload.											
						Choose Fil	les					

7. Repeat steps 5-6 for the financial agreement, and step 7 for your passport

8. Select "Submit Form" when finished

Please submit your forms even if you do not have a passport. You can log back in and upload a picture of your passport even after you submit your forms.