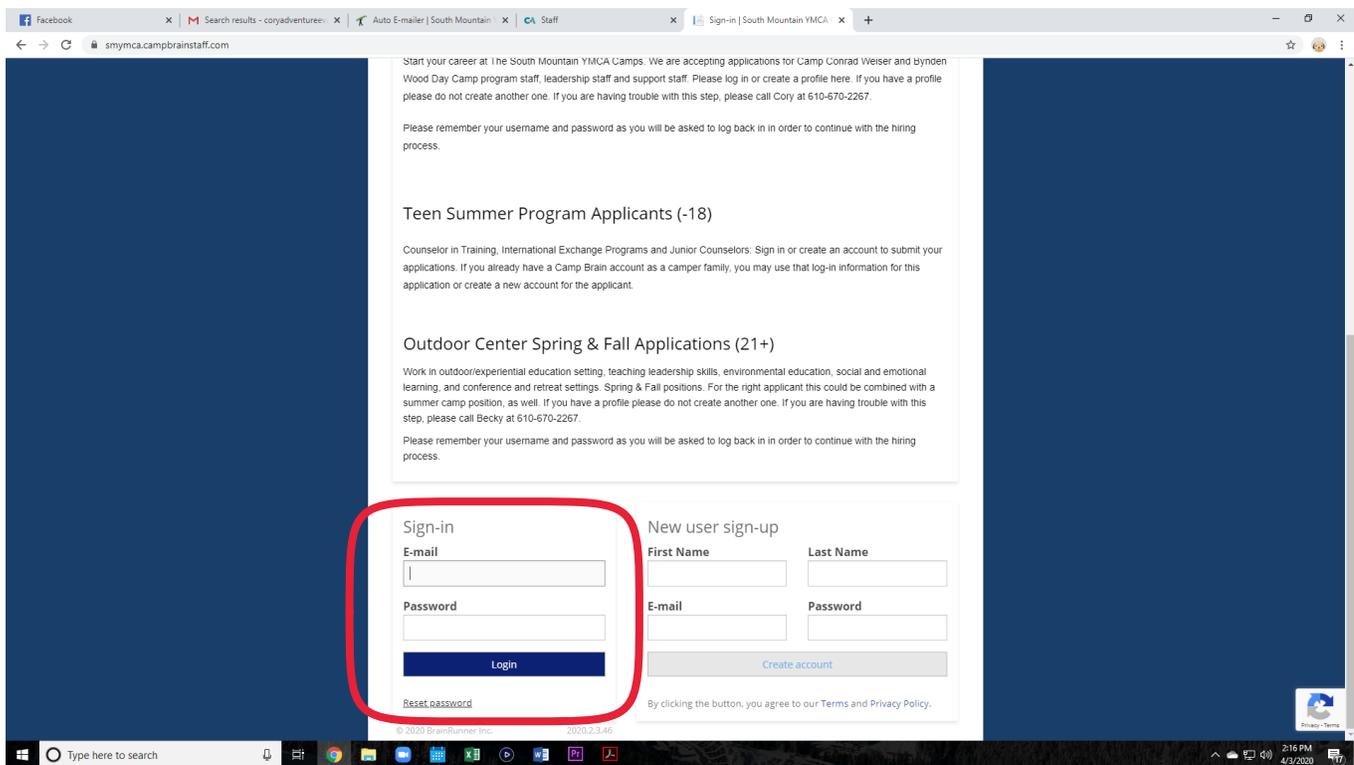


How to Upload Staff Paperwork

Step 1) Visit <https://smyca.campbrainstaff.com/>

Step 2) Log in using the credentials that you used to create your initial staff application. If you forgot your password, you can reset it. If you forgot the email that you used, email cevans@smyca.org and I will send it to you.



The screenshot shows the website smyca.campbrainstaff.com in a browser window. The page has a dark blue header and a white main content area. The main content area contains the following text:

Start your career at the South Mountain YMCA Camps. We are accepting applications for Camp Conrad Weiser and Bynden Wood Day Camp program staff, leadership staff and support staff. Please log in or create a profile here. If you have a profile please do not create another one. If you are having trouble with this step, please call Cory at 610-670-2267.

Please remember your username and password as you will be asked to log back in in order to continue with the hiring process.

Teen Summer Program Applicants (-18)

Counselor in Training, International Exchange Programs and Junior Counselors: Sign in or create an account to submit your applications. If you already have a Camp Brain account as a camper family, you may use that log-in information for this application or create a new account for the applicant.

Outdoor Center Spring & Fall Applications (21+)

Work in outdoor/experiential education setting, teaching leadership skills, environmental education, social and emotional learning, and conference and retreat settings. Spring & Fall positions. For the right applicant this could be combined with a summer camp position, as well. If you have a profile please do not create another one. If you are having trouble with this step, please call Becky at 610-670-2267.

Please remember your username and password as you will be asked to log back in in order to continue with the hiring process.

The sign-in and sign-up forms are located at the bottom of the page. The sign-in form is highlighted with a red box and contains the following fields:

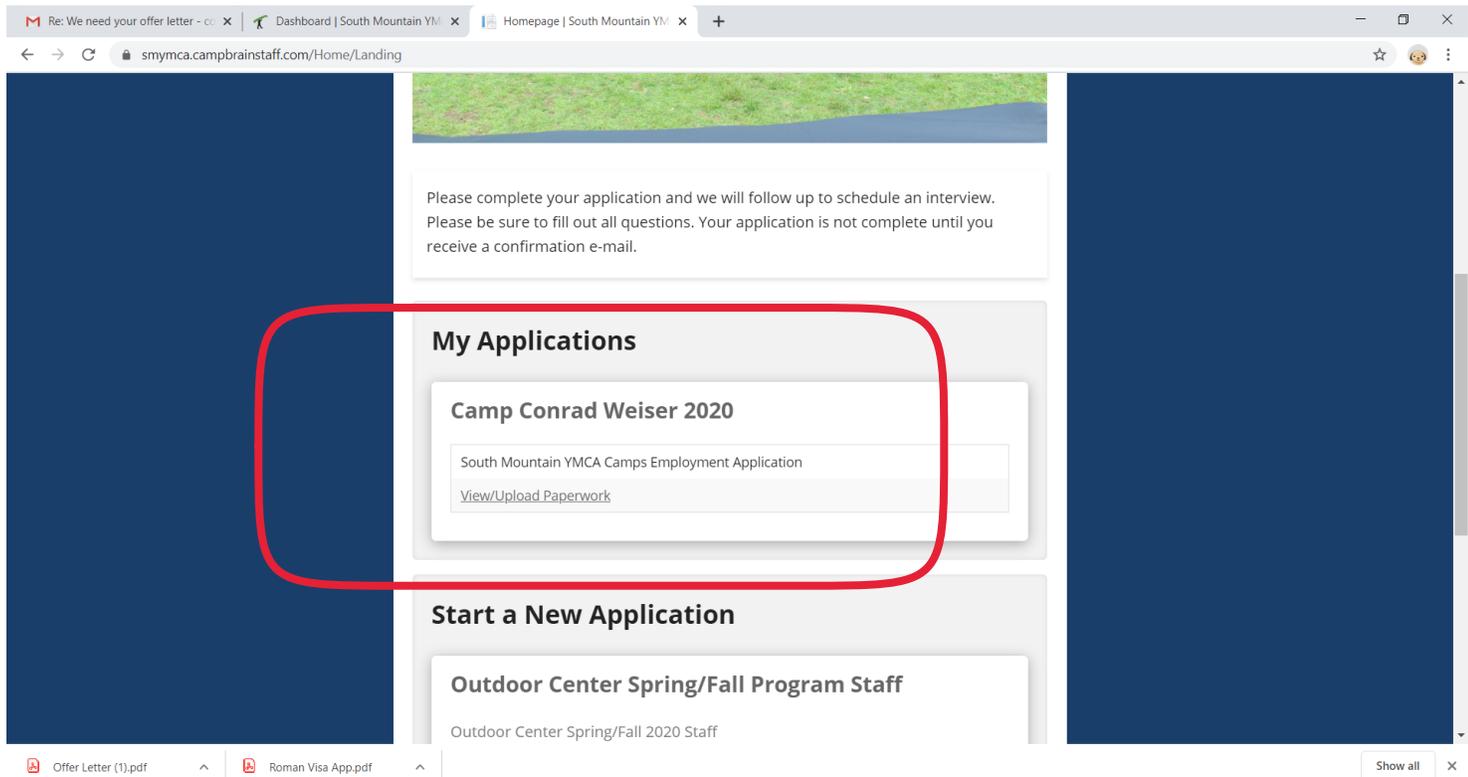
- E-mail
- Password
- Login button
- Reset password link

The new user sign-up form contains the following fields:

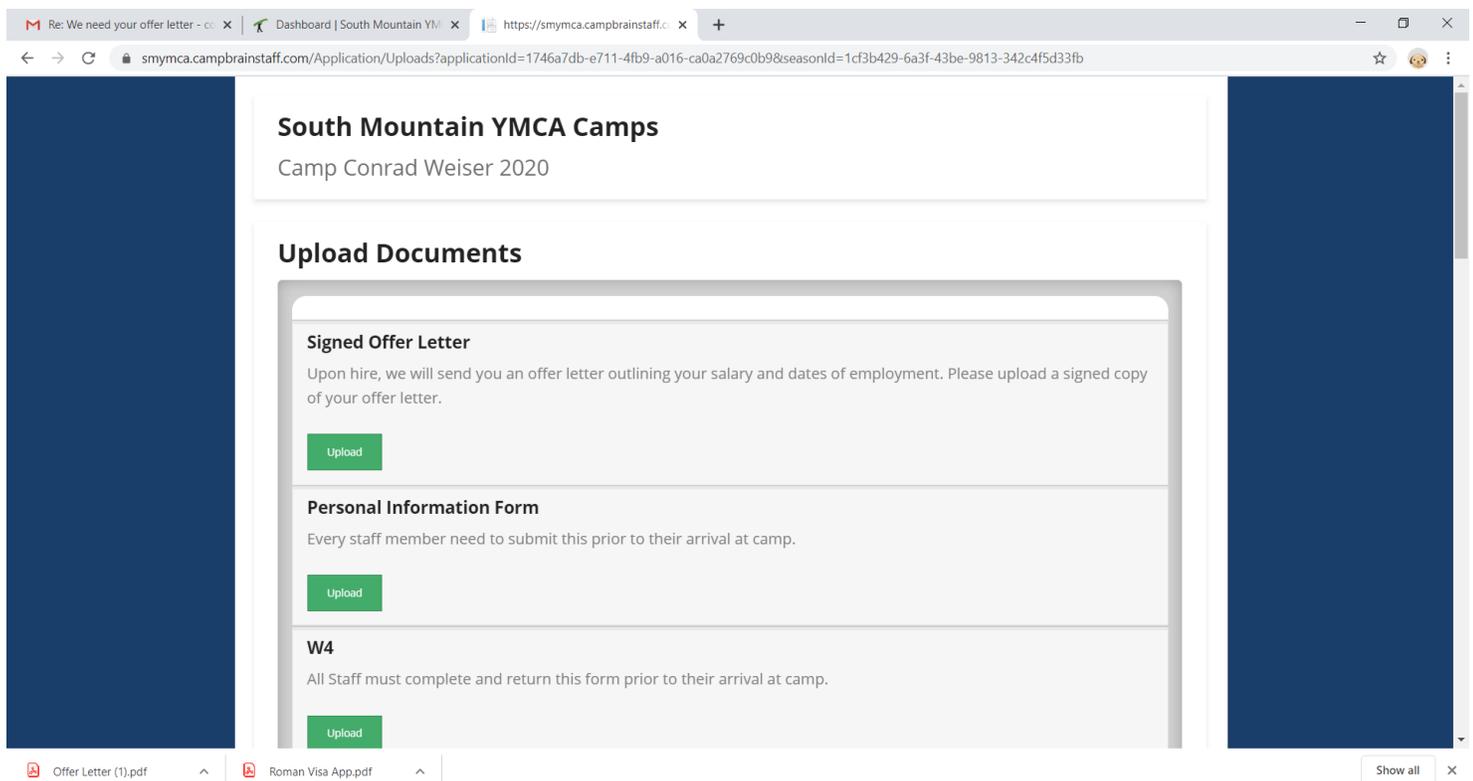
- First Name
- Last Name
- E-mail
- Password
- Create account button

At the bottom of the page, there is a copyright notice: © 2020 BrainRunner Inc. 2020.2-3-46. The Windows taskbar is visible at the bottom of the screen, showing the time as 2:16 PM on 4/3/2020.

Step 3) Look at the “My Applications” Section and look for Camp Conrad Weiser 2020. There will be no button available to fill out an application. The section is replaced with the option to upload paperwork. Click that link.



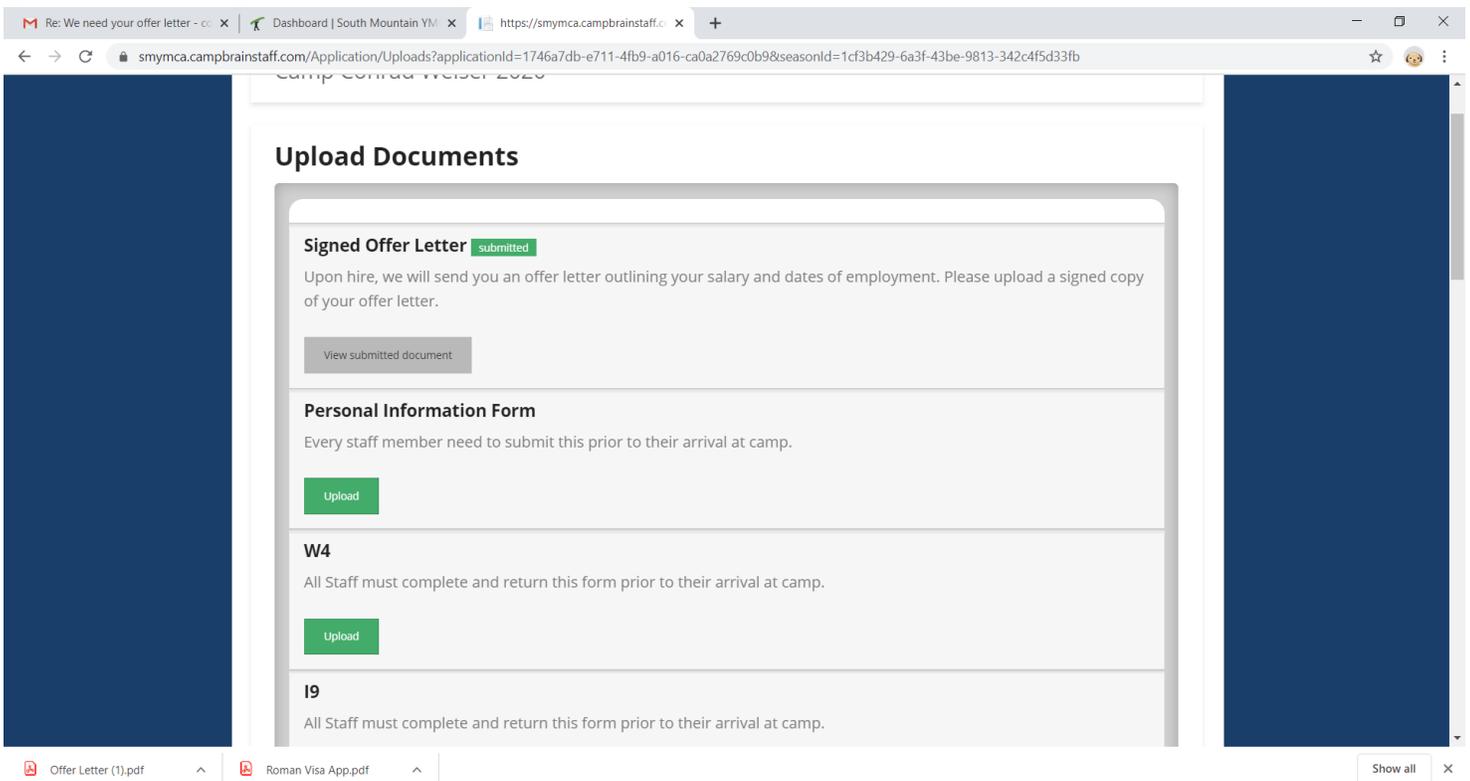
Step 4) Upload the appropriate documents to each section by clicking the upload buttons for each applicable section.



What if I made a mistake?

Once you upload a document, you will be unable to go back and change it. It is helpful to name the file correctly (IE. "Cory Evans Signedofferletter.pdf" or "Cory Evans PA State Police Check.pdf").

If you need to update or change a uploaded document, email it to cevas@smyymca.org and let me know what needs to be changed.



The screenshot shows a web browser window with the URL <https://smyymca.campbrainstaff.com/Application/Uploads?applicationId=1746a7db-e711-4fb9-a016-ca0a2769c0b9&seasonId=1cf3b429-6a3f-43be-9813-342c4f5d33fb>. The page is titled "Upload Documents" and contains three sections:

- Signed Offer Letter** submitted
Upon hire, we will send you an offer letter outlining your salary and dates of employment. Please upload a signed copy of your offer letter.
[View submitted document](#)
- Personal Information Form**
Every staff member need to submit this prior to their arrival at camp.
[Upload](#)
- W4**
All Staff must complete and return this form prior to their arrival at camp.
[Upload](#)

At the bottom of the page, there is a section for **I9** with the instruction "All Staff must complete and return this form prior to their arrival at camp." and an [Upload](#) button. The browser's taskbar at the bottom shows two open PDF files: "Offer Letter (1).pdf" and "Roman Visa App.pdf".