

## **New Team Managed Missions Application Instructions**

To complete the application you will need your passport and a digital photo of yourself.

### **To create a NEW ACCOUNT**

1. Got to this URL in your browser:

<https://app.managedmissions.com/MissionApplication/Start/31965>

2. Choose "I don't have a login".
3. Enter your email address, and click "Send Email"
4. Check your email. You should have an email with the subject "Set Password Request."
5. Click the link "Set My Password"
6. The link will take you to a page where you will set a new password. Enter the password you choose.

### **Set up your profile**

1. You will be taken to a page to enter your personal information to build your profile. Key in the requested information.
2. The next screen is to enter your traveler information, including health information. You can save at any point during the application.
3. Next you will upload a profile image. You can upload a photo from your mobile device or from the computer you are using for the application process

NOTE: .The bottom of the screen has a unique link you can use to return to your saved application.

### **Upload your photo:**

1. Choose the file you want to upload.
2. Crop your photo if needed
3. Preview the image

**Select Your Trip:**

1. After you complete your profile picture, the next page has a link to the application for the trip by selecting your team name from the options. If you do not know your team name, please contact your team captain that provided this information to you.

**Submit your application**

1. Submit your application or you can go back and review your application if needed.
2. Your application has been submitted successfully! You will receive an email once your application has been approved.