CIVIL AIR PATROL
U.S. AIR FORCE AUXILIARY





Slotting Training for NCSAs

Thank You

NCSA Coordinator Team

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Expectations



- Follow the Core Values
- Commit to Executing a Safe and Fun Activity
- Fiscal Responsibility: Stay on Budget
- Use the Tools in the Tool Box
- Communicate! Ask for help

Webinar Schedule

UPDATED Monthly Training Webinars

Sundays at 7pm Central via Teams



Dec 7: Risk Management & Safety

Jan 4: Finance

Feb 1: Slotting in Registration Zone

Mar 1: Cadet Protection at Activities

Apr 12: WMIRS (If your activity uses)

May 3: Marketing

Sept TBD: Post Summer Wrap Up/Prep for 2027

Data Snapshot for Summer NCSAs

8,815 total cadet applications

2,941 individual cadet applicants

1,837 available cadet slots

33,482 cadet members



Data Snapshot

Agenda

- Slotting Expectations Overview
- Business Rules for Slotting Applicants
- How Email Notifications Work for Slotted & Not Slotted Applicants
- Cancellations: How to Handle Slotting Gaps
- Live Demo
- Questions

Timeline

Activity Director Timeline

Feb 1	Wing Approval & Highly Recommended Due Welcome Letters and Form 160 Due
Feb 2-8	Supplemental Applications Review. Begin Slotting Senior Staff
Feb 9-15	Manual Slotting for Senior/Cadet Staff Activities with explicit permission for Manual
Feb 17-18	Autoslotting conducted by CP
Feb 19-20	CP begins business rules quality check
Feb 23-27	Finish quality check/Financial Aid Decisions

Activity Director Timeline

Timeline

Mar 2	Slotting Notifications Sent to all Applicants by Cadet Programs through Registration Zone
NLT Mar 3	Activity Director sends Welcome Letter to Slotted cadets
Mar 14	Deadline for Slotted cadets to accept slots in writing
Mar 15	Unslot anyone who has not accepted slot Fill from Alternate list

Slotting Expectations

- Senior Staff may be slotted beginning Feb 2
- Cadet Staff may not be slotted until Feb 8

Business Rules for Slotting Cadet Staff

- Cadet applicants should select your activity as their #1 choice to be slotted as staff
- Use the visual indicator in the Slotting Module to confirm an applicant's Slotting Preferences

Business Rules for Slotting Cadet Staff

CADET - 708144 - Big Goals - 20 - 1 - 0 - 2/2 - M - C/A1C - NC-300 - 13 - ACTIVE

Legend

X - **Slot Score:** The current Slot Score is geared towards the Cadet Member Type. It takes into account Age, highest achievement in the Cadet program, longevity with CAP, Events that you have attended in the past, and being Highly Recommended by the Wing.

X - Number of Events Slotted in Group as a Participant

X - Number of Events Slotted in Group as Staff

X/X - Preference Ranking of Event / Number of Events Registered for in Slotting Group

M/F - Gender

After Autoslotting:

- Autoslotting will take place on Feb 17-18.
- You may not unslot cadets without conferring with Cadet Programs
- Cadet Programs will quality check all slots to confirm business rules are being met
- Cadets may only receive 1 staff and 1 participant activity
- Example: If we have 1 cadet slotted for 2 staff activities and/or 2 participant activities, I will coordinate with Activity Directors to make changes.

Cancellations: How Do I Fill Gaps?



- If a cadet cancels, you have a gap to fill at your activity
- Look at your Alternate list
  - Sort by Slotting Score
  - Look for Alternates with a zero (0) in the blue box. This indicates they have not been accepted to another NCSA
  - Look at the green box. Are they highly interested in your activity?



What about Last Minute Participant Cancellations?

- Activity Directors may use discretion to fill last minute cancellations from local applicants who are more likely able to attend an activity
- Ultimately, we want all available activity spots to be filled from your applicant pool.



What about Last Minute Participant Cancellations?

- Example: AF Civil Engineering Academy based in FL has a cancellation due to illness 5 days before the activity.
- AD may use discretion to contact a FL-based cadet applicant from the CEA Alternate list to fill a gap.

Cancellations



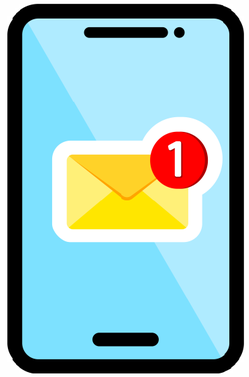
Filling a gap: Notifying a newly slotted member

- Call the cadet. Get verbal acceptance. Make cadet aware of payment expectations.
- If slotting last-minute/after Apr 23, newly slotted cadets should complete tuition payment within one day.
- Use the Manual Slotting email notification function to send confirmation in writing. This only sends once per cadet

Slotting Email Notifications



- Slotting Cadet and Senior Staff in Registration Zone does not notify them of those slotting actions
- Slotting email notifications from Registration Zone will take place after autoslotting is completed and quality checked.



Slotting Email Notifications

- Once Autoslotting is complete and quality checked, the automatic email notification will be set to go out to all Summer NCSA applicants
- This message will simply notify applicants if they are a Slotted or Alternate for each registered event

Slotting Email Notification Sample: Slotted Cadet



Slotting Email Notification Sample: Alternate Cadet



Sending Your Welcome Letter

- Welcome Letters were due today, Feb 1.
- Activity Directors will be expected to send a Next Steps email with the Welcome Letter specific to your activity within 24 hours of Slotting Notifications going out.

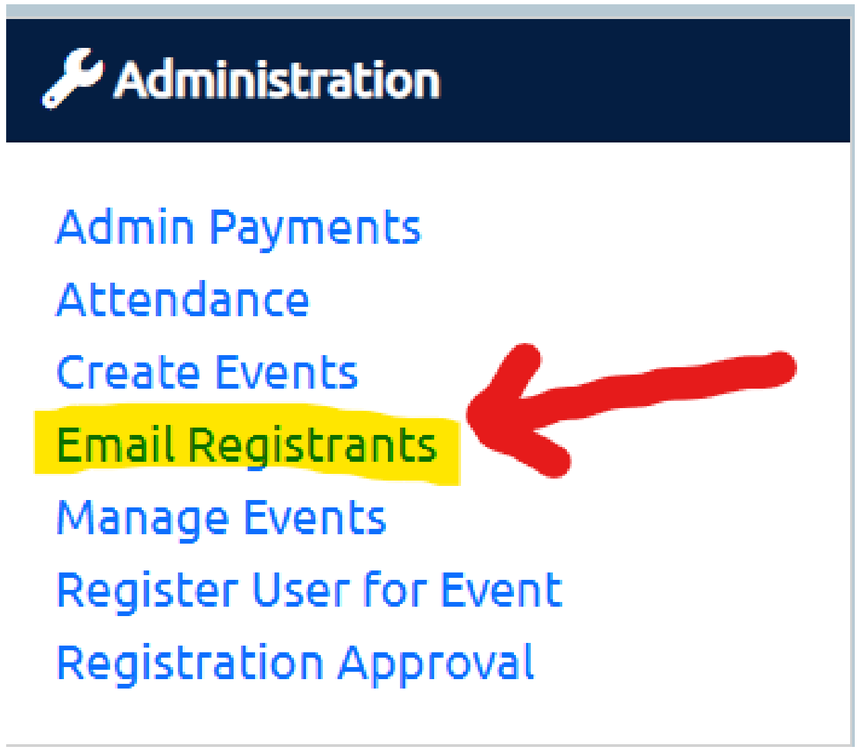


Cadets Must Accept Slots

Slotted Cadets must confirm – in writing – that they accept or decline their slot to your activity no later than March 14.

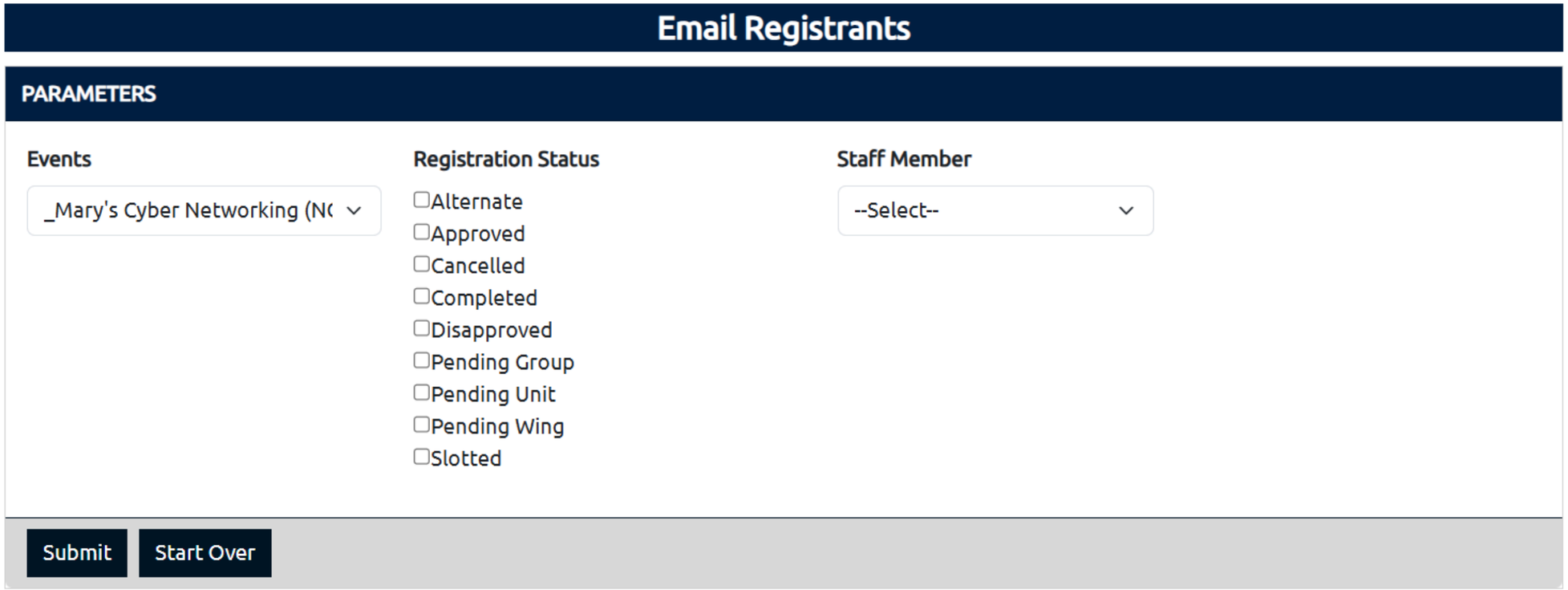
If they do not accept their slot in writing by March 14, we will move to unslot them and backfill those slots on March 15.

Email Registrant Module



Email Registrant Module

Easy to reach cadet suite of emails vs copying columns from a report



Email Registrant Module

Easy to reach cadet suite of emails vs copying columns from a report

CAPID	Full Name	Staff Member	Email
[redacted]	[redacted]	No	[redacted]
[redacted]	[redacted]	Yes	[redacted]
[redacted]	[redacted]	No	[redacted]
155313	Tammy Hallihan	Yes	thallihan@capnhq.gov
[redacted]	[redacted]	No	[redacted]
[redacted]	[redacted]	No	[redacted]
708144	Big Goals	No	biggoals@goalsfamily.net

Showing 1 to 10 of 11 entries

Previous 1 2 Next

Event Admins

Show 10 entries

Search:

CAPID	Full Name	Email
637243	Megan Ithappen (Activity Director)	[redacted]

Looking Ahead: Payment Deadlines

- There are NO DEPOSITS this year
- Standard Payment Window: March 1-April 15
- Late Payment Window: April 16-22
    - $100 late fee automatically applies to any invoice not paid in full by April 15
- Anyone not paid in full on Apr 23 is unslotted
- No refunds after April 30*

*Early Summer activities may have an earlier no refund date.

A $100 administrative fee is retained by Cadet Programs in the event of cancelation within the refund window.

LIVE DEMO

Resources

Activity Director Resources Page

Registration Zone User Guide

NCSA Coordinator Team:

ncsa@cap.gov

Questions?

QUESTIONS?