

## ATS / Blackbaud Account Set Up Instructions

A Thousand Summers campership applications are available on a new software platform named Blackbaud. ATS family information has been imported into the new system. To activate an existing A Thousand Summers account complete the following.

### STEP 1: Accept the Connect Invitation

You will receive an email invitation with the subject 'Connect to A Thousand Summers'. You may need to check your Spam/Junk folder. Click on the Accept Invitation button to open the Sign up page.

### Connect to A Thousand Summers



A Thousand Summers <athousandsummers@myschoolapp.com> 

11:47 AM

To: [REDACTED]@outlook.com

Hello [REDACTED] Camper,

A Thousand Summers is ready for you to login via Blackbaud Services using this email address as your username.

With this invitation, you will create and use a Blackbaud ID to connect with A Thousand Summers.

[Accept Invitation](#)

Thank You!

## STEP 2: Sign In your Blackbaud ID account


On the Sign Up page, scroll to the bottom and click on 'Sign In' ( beside the yellow arrow below).

***Login emails from our previous system have been transferred to the new system. Use the email address that your BBID invitation was sent to as your BBID login email address. If you want to use a different email contact the Programs office.***

### Sign up

Email address

test@smith@outlook.com

 The user already exists.

Password

Must contain at least 12 characters and 3 of the following:

- Capital letter
- Lowercase letter
- Number
- Special character (!, #, %, etc.)

Confirm password

First name

Last name

By continuing below, you are agreeing to the Blackbaud, Inc. [Terms of Use](#) and [Privacy Policy](#).

Sign up

or



Sign up with Google



Sign up with Apple

Already have an account? [Sign in](#)



[Need help? Have questions?](#)

### STEP 3: Authenticate your BBID account

Option 1: Enter the BBID invitation email address and click 'Forgot password?' link. Follow the prompts to create a password.

Option 2: To use a Google account for authentication (a @gmail.com email is not required), select the Sign up with Google button. You will sign in using credentials managed in Google and skip to Step 5.

## Sign in

Email address  
myemail@email.com


Password


[Forgot password?](#)       Remember my email

**Sign in**

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or

 Sign in with Google

 Sign in with Apple

[Need an account? Sign up](#)

[Need help? Have questions?](#)

#### STEP 4: Sign in with your Blackbaud ID

On the A Thousand Summers sign in page, enter your email address and password. Click the blue 'Sign In' button to submit.

Sign in


Email address  
myemail@email.com


Password

Forgot password?  Remember my email

Sign in

or

 Sign in with Google

 Sign in with Apple

Need an account? [Sign up](#)

Need help? [Have questions?](#)

#### Tips:

- To ensure you receive emails, add [athousandsummers@myschoolapp.com](mailto:athousandsummers@myschoolapp.com) and [noreply@blackbaud.com](mailto:noreply@blackbaud.com) to your safe senders list in your email account. Otherwise, you will need to look in your Spam/Junk folder to find these emails.
- If you create a Blackbaud ID using Option 1 in Step 3 above, you will use the 'Forgot password?' link on the Blackbaud ID Sign in page to request a password reset email.
- If you select the 'Sign in with Google' button, you will manage your password through your Google account. A @gmail.com email is not required to create a Blackbaud account using a Google account for authentication.
- To request a new invitation email (Step 1) contact A Thousand Summers Programs office.
- When signing up, if you receive the message 'The user already exists.', that means a Blackbaud ID has already been created with your email address. Sign in with your login email/ Blackbaud ID and use the Forgot password? Link to reset your password if needed.