

What you need to know before registration opens Friday, January 26th

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Online Community Tips & Tricks

Dear Advisors,

Happy New Year! I hope you enjoyed the break. I'm sending this *lengthy* email in hopes that it *saves you time* and confusion later during KUNA registration. Please take the time to read through this whole email (even if you attended KYA) and if you still have questions, I'm here to help at starla@kyyymca.org.

First Step: Managing Students and Adults

When a student or adult is entered via the online community they are now a part of your school's roster. This doesn't make them Student YMCA members or register them for conference. **Start adding them now for KUNA so they can get their *required* Info Form links completed prior to registration opening on January 26th.** Students and adults who attended KYA are good-to-go.

Emails should belong to the individual (not a school email) because this email will be able to follow them through their time as a participant in KY YMCA Programming. Additionally school emails sometimes block us and then they can't complete their Info Form.

Once a student or adult is in the system, you **NEVER HAVE TO TYPE THEIR NAME AGAIN. YAY!**

Students may appear that you didn't personally enter as they have applied or participated in other KY YMCA programming such as Y-Corps, GFI, MYA, or for Financial Assistance. We will not delete these names.

It's not perfect, but there is a sort feature if you click on the column headers to make managing everyone easier.

EDITS: If a name, grade, or email needs edited you can do so by clicking the edit symbol on the view page and re-sending the Info Form to that individual. Pay attention to spelling, capitalization and preferred name; it's printed that way on conference materials.

DUPLICATES: Duplicates occur for a variety of reasons, but the most common is any difference in the spelling of names or email addresses. If a student completes a KY YMCA form, but uses a different email address, then that causes a duplicate. (Again, personal emails from the start help reduce this issue.) **If there is a duplicate, please contact me at Starla@kymca.org so I can fix that. Duplicates will cause errors in your registration very quickly.**

The **REQUIRED** Info Form

When someone is added an email is automatically sent to them requesting them to complete an Info Form. This info form is **REQUIRED** for participation in Student YMCA and any assembly we hold. **You CANNOT even begin to register someone without this completed form.** They won't appear as an option to be added to your roster, which affects later steps of registration.

The link to the form is *unique* and cannot be shared. You can resend to the students/adults as needed using the edit symbol in the online community.

The Info Form needs completed by students and adults only once per school year.

Student YMCA Membership

Create a Student YMCA Memberships by adding students by clicking Affiliate on the homepage.

As you add students you will reach an invoice page. Please print this or save the page to print later in order to present it to your bookkeeper. It is NOT available later via the online community.

In order to run a candidate all participating students must be Student YMCA members.

Safety & Code of Conduct Form

All students and adults must complete a **PAPER form** in addition to the Info Form. This form needs completed for each conference they attend and is available at kymca.org/kuna/registration.

What does Registration look like?

When registration opens on January 26th, a button will appear on your homepage that allows you to start your delegation's registration.

View the **walk-through PDF [here](#)**. There are comment boxes throughout that help elaborate on what you're seeing and tips for the best experience.

Registration Guidelines

The online community has logic that supports KY YMCA guidelines regarding country representation, candidates, presiding officers, and supporting officers. Please be sure to visit the KY YMCA website to be sure that you are aware of these guidelines. Many have required trainings before they can serve; make sure they get signed up!

Before Submitting - Rooms and Resolutions

You cannot see your roster, resolutions, or rooming after you submit. Please be sure to save, print, or write down this information prior to submitting. Y-Staff will do our best to send you any information you request, but it's much better to save it before you submit.

Registration Invoice

When you complete your registration you will be taken to a Registration Summary page. This page is your invoice for your school and can be printed and submitted to your bookkeeper. It will be available as a link to review until your conference.

If there is an inaccuracy, please reach out with explanation to ph@kyyymca.org to receive an corrected invoice.

Everything Else

If you're having trouble, run into a snag, please feel free to reach out via email to myself or your regional coordinator and we'll do our best to help you in a timely manner. Please get started early so that we can support you before the deadlines hit.

Thank you so much for giving so much of your time to help students attend our programming -- and for reading this email and the walk-through. As a staff, we are truly grateful for everything our advisors do.

Sincerely,
Kentucky YMCA Staff

-January 10, 2018

See Next Page for Upcoming Dates!

Upcoming Dates:

January 25:

Financial Assistance Deadline for HS 1, HS 2, and MS 1

January 26:

Registration Opens!

February 6:

Financial Assistance Deadline for HS 3, MS 2, and MS 3

February 8:

Registration Deadline for HS 1, HS 2, and MS 1

February 20:

Registration Deadline for HS 3, MS 2, and MS 3

Handy Links:

[Online Community](#)

[Registration Walk-Through \(PDF\)](#)

[KUNA Page](#)