

Moving School Tutorial

For this tutorial, I am a student “Testy Testerson” and I am now a 9th grader at **Corbin HS**. Last year, I filled this Info Form out as an 8th grader at **Corbin MS**. This tutorial will follow the steps required to update to my new school!

First, I have to write the information on the first page that reflects the last time I filled out the info form. That way, the system can look me up. It doesn’t know I’ve moved yet, so I have to tell it where to find my account. In this case, the last time I filled this out, I was attending **Corbin MS** in **Whitley** county.

I will then be able to put in the correct county and school in new boxes that appear (for this example, Whitley and Corbin HS)

County: in which county do you attend school? *

Whitley

Out-of-State: Indiana is listed as a county, otherwise select Out-of-State.
Other: Select Other if your school does not appear in the next question as an option.

School: *

Corbin MS

I then put my name in below, which auto-fills.

I then click Next Page button below.

Note, do not check the “Click here for the option to add your name to the system...” it will create a duplicate and cause issues. If you have filled out an Info Form at any point, you will **NEVER have to check that button*

Name and Email

First Name: *

Testy

Legal first name. If you cannot find your legal first name and go by a different preferred name, try searching it. If your name is not here, please use the checkbox option below.

Last Name: *

Testerson

Testerson and go by a different preferred name, try searching it. If your name is not here, please use the checkbox option below.

Please check here if your name is not available or you are receiving an error on the next page that says "Lookup Returned No Record."

Click here for the option to add your name to the system and complete the form.

Next Page

Now that I have gone to the Next Page, I see it has auto-filled my information from last year.

Please confirm your current county and school.

County: The county in which you attend school. *

Whitley

School: *

Corbin MS

If this field has loaded blank, please visit kymca.org/info-form or reach out to dustin@kymca.org

These are correct for my **current county and school.** *

Yes

No, I need to move my contact record to the correct school.

Name and Email

Participant First Name: *

Testy

Student's Legal First Name

Participant Last Name: *

Testerson

Preferred First Name: (double check that this is correct)

Now, I can change from Corbin MS to Corbin HS! YES!

First, I will click the button that says “No, I need to move my contact record to the correct school.” Under “These are correct for my **current county and school.**”

These are correct for my **current county and school.** *

Yes

No, I need to move my contact record to the correct school.

This will cause new boxes to pop up below it. There I will write my new information: **Whitley** for county and **Corbin HS** for school.

**Note: I always make sure that the school and county I'm entering appears in the drop-down menu. Otherwise, it will cause errors. Even if I know I attend Corbin High School and that's how I like to write it, I see that it's written as Corbin HS in the drop-down, so I select that. This allows the system to connect the student to the correct school without having to create instances for every different possibility (Corbin High, Corbin High School, Corbin HS, High School of Corbin, etc.)*

County: This is the county in which I currently attend school.



Out-of-State: Indiana is listed as a county, otherwise select Out-of-State.

Other: Select Other if your school does not appear in the next question as an option.

School



Corbin HS

Name and Email

At this point, I simply go through the rest of the info form, filling out information as needed. Once this has been done, the correct information will appear on registrations!