

Guide to Outbound Application Submission in YEAH

To start your newly selected student with a new long-form application, simply go to the YEAH HUB and "ADD NEW OUTBOUND". You'll complete the web-form and submit the information. (Country selection is not needed at this point.) This delivers to the student part 1 of the application. Send a separate email to your student and copy the parents to insure the student receives and acts on the link from YEAH. The YEO can monitor the progress of the application in the HUB. Go to "Outbound Applicants", select your student (make sure you select "show incomplete applications" at the bottom) and you will see the progress indicator lights in green for the items that have been completed. The key to the progress indicator light abbreviations is in the upper right hand corner.

The YEO should monitor part one of the application which contains the essays and photos. These items are the representation of the student to the hosting district and club and should be done with care. Essays should be evaluated and edited for appropriate content, grammar and punctuation. The photos should clearly represent the titles under which they are located. Collages are not appropriate and all photos must be sized precisely to fit the box. This can be easily done by opening the photo in Word or any photo editor and sizing the photos to have a 10 X 8 aspect ratio for the photo page and 8 X 10 for the face photo. The student photo on the front page of part one should be a clearly focused frontal face shot without any other distractions (friends, pets, hats, caps, scarves). We tell our students that this is like a job application--you want to appear at your very best.

When it is completed, YEAH triggers Part 2 of the Long Form to be delivered to the student. This is the medical, dental, RI and 5010 rules, and host family referral form. You can view this document and its' contents in the HUB or Portal document library OR email it to the student anytime from the system. The student does not need to complete Part 1 prior to starting on Part 2

After Part 1 is complete, the YEO now **MUST** send to the student a YEAH system email with instructions and a link for a school reference and country exclusion (the system calls it country selection). This can be done any time after the system processes part one of the application and not before. This is done in the student record on the student detail page in the upper left corner using "outbound applicant options", "messages", "system email message". This will take you to a screen to select your message and you will choose either "OB application-country selection form" or "OB application-send student request for school reference", select "next" and then "send email". These have to be done one at a time so you will have to repeat the process for the second email.

Once everything is completed and double checked, you may sign the documents with the parents. Our Administrator in Anchorage will need only one copy of the signed documents in part 2. She does not need you to print those in part one.

YEO should scan and upload the documents to the student's processing tab (USING THE APPROPRIATE BUTTON). There is a button for "club endorsement"---that is the guarantee form; use the button for the "signed authorization" for the RI rules and medical release form. The others are self-explanatory, but you do not need to upload a country selection form or a school reference form as they come in through the system. You can find the school reference under the document tab for the student and the country exclusion is placed into the "refused" space on the processing tab.

There is a green box on the processing tab for an outbound applicant that says accept applicant. ONLY district administrators should use this button. There is no need for a YEO to make an application package, this will be done by district administrators.

YEOs need only to send one copy of the OB application part 2 documents AFTER scanning and uploading them to the student record. Our deadline for having completed applications and the first payment to the RYE Anchorage office is Dec 1. Please monitor the progress of your student closely to assure that this deadline is met.

Many YEOs still have some paper forms left over from the Stone Age. These MUST NOT be used and uploaded. ALL of the forms needed are distributed by the system.

REV October 6, 2015