



## WESSEX INSTRUCTIONS



Instructions for entering club information to the WESSEX website

Go to the website [www.RotaryWessex.org](http://www.RotaryWessex.org)

On left side click YE admin

Students, YEOs and counselors will be added as "users" to the system by district 5010.

Use your email address and password 12345 to login, click change password to enter password of your choice if you'd like.

Click on Volunteer, and ADD NEW at bottom of page - is is to add host families or others like the club president

Enter the names of your club president, president elect, counselor, host family members (anyone who requires a CBC according to our policy) Be sure and save the information after adding it.

Student information has already been entered but may be changed or corrected by the YEO

From the student view, you can view the meeting log. Information is available about the last contact with the student and family.

Host families are added by family name. After the family is created, additional family members are added from the drop down list of volunteers. Now a student can be associated with that family from the drop down menu.

**IT IS ABSOLUTELY MANDATORY THAT EITHER THE YEO OR COUNSELOR MEET AT LEAST MONTHLY WITH THE STUDENT AND DOCUMENT ON THE WEBSITE THAT CONTACT AND CRITICAL ISSUES DISCUSSED (IF ANY).**

To create a meeting log, click on meeting log tab, add new, use pull down to indicate whether you are meeting with the student or host family (HF). Indicate whether contact type, phone, in person, email. Notes can be cut and pasted from emails or any other source.