



# **YEAH 201**

## Overview of the HUB

# Agenda

- Review of the HUB features
- Exploring the HUB
- Criminal Records Check/Background Check
- Demo of the HUB and Portal
- Q & A

# Features of the HUB

- Manage our program data: Students, Applicants, Host Families, & Volunteers
- Retain historical records for Inbounds, Outbounds, & Host Families
- Progress Indicators to provide status at a glance
- System-generated email and text messages
- Automated reminders and alerts: Overdue reports, Pending documents, Upcoming birthdays
- Student Arrivals & Departures
- Numerous useful reports

## Features of the HUB (cont)

- The HUB has restricted access for District Administrators and select Volunteers within the District. You must be sent authorization from your District Compliance Officer in order to access the HUB

<https://yehub.net/W02.php>

- The HUB is a secure and encrypted site!



# Log Into the HUB

- You log in to the HUB using the email on record with the HUB as your username; use the same password you set up for the portal
- If you do not have the email welcoming you to the Web Portal and/or HUB that includes a temporary password, you will need to request one from your Compliance Officer

# Rotary D5020 Youth Exchange

## Rotary Youth Exchange Administration Hub

Login ID:

Password:

[Forgot Password?](#)

Login


Cancel

powered by  
**APPX**

5.4.2.beta4

ROTARY  
**YEAH!**  
YOUTH EXCHANGE  
ADMINISTRATION HUB

# Allow pop-ups

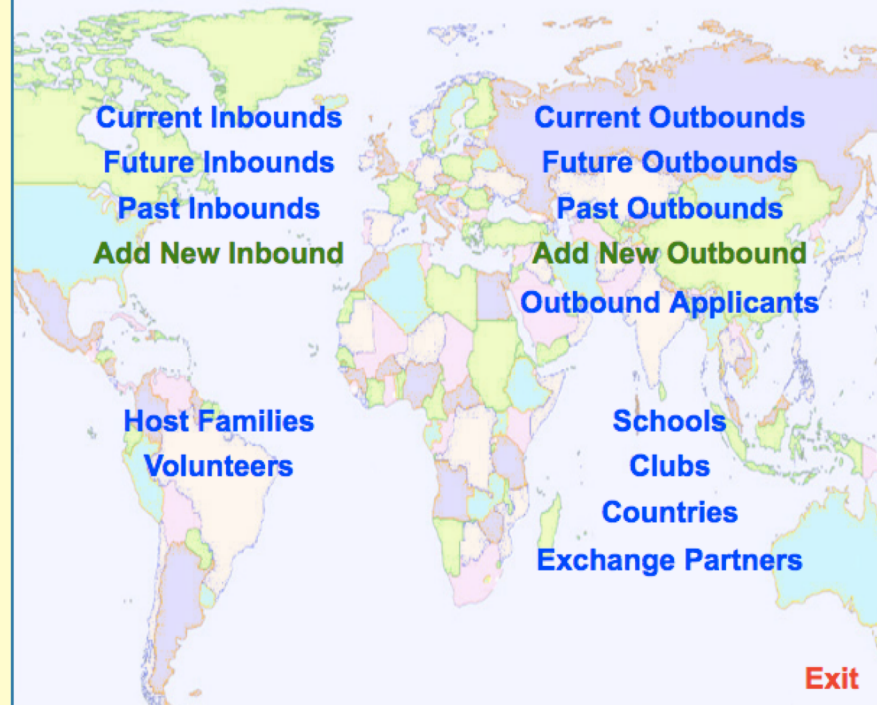
- This is a secure encrypted site
- All documents appear to your computer as pop-ups
- You must allow pop-ups for this site on your browser in settings to upload or view any documents.
- For Chrome:
  - On your computer, open Chrome.
  - Go to the page where pop-ups are blocked.
  - In the address bar, click Pop-up blocked . 
  - Select 'Always allow pop-ups from [site]'

# Rotary D5020 Youth Exchange

Jayne's Program Alerts

YEO Information

Utilities



ROTARY  
**YEAH!**  
YOUTH EXCHANGE  
ADMINISTRATION HUB

# Lets Explore!

Administrator Options

## Volunteers

	Volunteer Name	District	D Ofcr	HF?	Club	Status	Access	Appl Recd	Bkg Check	DOS Cert	NAYEN Cert	F
1	Adenau, Magdalene	5020	<input type="checkbox"/>	<input type="checkbox"/>	Port Townsend-Sunrise	Approved	HUB/WEB	08/19/2015	07/19/2016	08/28/2016	08/28/2015	A
2	Hubbard, Rita	5020	<input type="checkbox"/>	<input type="checkbox"/>	Port Townsend-Sunrise	Approved	WEB	11/16/2016	11/16/2016	12/29/2016	12/27/2016	A
3	Leeds, Nancy	5020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Port Townsend-Sunrise	Approved	WEB	07/14/2015	06/19/2016	08/16/2016	07/25/2012	A
4	Neu, Charlie	5020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Port Townsend-Sunrise	Approved	HUB/WEB	07/13/2015	10/18/2016	08/10/2016	01/10/2015	A
5	Neu, Jayne	5020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Port Townsend-Sunrise	Approved	HUB/WEB	07/20/2015	10/18/2016	08/01/2016	01/10/2015	A
6	Sherman, Stephanie	5020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Port Townsend-Sunrise	Approved		10/06/2014	08/22/2016	02/07/2017	10/08/2014	A
5	Von Volkli, Kelly	5020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Port Townsend-Sunrise	Approved	HUB/WEB	03/29/2017	03/29/2017	04/02/2017	03/12/2016	A

To view a record, click on the name. It will highlight, then select the detail tab (or double click on the name)

View 1 - 7 of 7

Detail Show All Volunteers Ext

# Volunteer Record

**Volunteer Options**

**Volunteer Detail** Documents Notes/Alerts Approval Process System User Detail

**Jayne Neu**

Last Name  Suffix

First Name

Middle Name

Nickname  Date of Birth

Street Address

City / St / Zip

Home Phone

Cell Phone

Work Phone

E-mail Address

Title/Position

District

Club

Club YEO? ☐

Active? ☒

DOS Exempt? ☐ [Check this box only if this individual does not require State Dept training & testing](#)

Include in Directory? ☒ [Check this box to include person's name, title, phone, and email in the YEO Portal organizational directory](#)

Non-Rotarian? ☐

Key No. 7  
DOS Person ID: 502000007  
Sys User No: 77

# Volunteer Options Tab

**Volunteer Options**

Messages  
Send VOL Application Link by E-mail  
Upload Document  
Authorize for System Access  
Resend System Authorization  
Administrative Options

Documents   Notes/Alerts   **Approval Process**   System User Detail

First Name: Jayne   Suffix:   
Middle Name:   
Nickname: Jayne   Date of Birth: 11/04/

Street Address: 5337 Landes Street  
City / St / Zip: Port Townsend WA 98368

Home Phone: 360 385 0764   
Cell Phone: 360 301 4101   
Work Phone:   
E-mail Address: neuimage@olypen.com

Title/Position: RYE D5020 Admin Coordinator  
District: 5020  
Club: Port Townsend-Sunrise  
Club YEO? ☐

Active? ☒  
DOS Exempt? ☐ Check this box only if this individual does not require State Dept training & testing  
Include in Directory? ☒ Check this box to include person's name, title, phone, and email in the YEO Portal organizational directory  
Non-Rotarian? ☐

Key No. 7  
DOS Person ID: 502000007  
Sys User No: 77

Edit Save Exit

# View or Upload a Document

Volunteer Detail
Documents
Notes/Alerts
Approval Process
System User Detail

Jayne Neu

Key No. 7

No	Uploaded	Document Type	Mo/Yr	Comment	Uploaded By
1	09/30/2014	E-mail Message		Subject: Welcome to the Rotary Youth Exchange Web Portal; Attachment: YEO P	Mike Cloutier
2	10/03/2014	E-mail Message		Subject: Welcome to the Rotary Youth Exchange Web Portal and Rotary YEAH Da	Mike Cloutier
3	12/15/2014	Background Check			Mike Cloutier
4	07/20/2015	E-mail Message		Subject: Rotary Youth Exchange Volunteer Application	Jayne Neu
5	07/20/2015	E-mail Message		Subject: Thank you for your application; Attachment: Volunteer Training	
6	07/20/2015	E-mail Message		Subject: Request for a Personal Reference (Ref #1 Becky Fontaine)	
7	07/20/2015	E-mail Message		Subject: Request for a Personal Reference (Ref #2 Rusty Wire)	
8	07/20/2015	E-mail Message		Subject: Request for a Personal Reference (Ref #3 Scott Smith)	
9	07/20/2015	Volunteer Affidavit			
10	07/20/2015	Personal Reference		Referral from Scott Smith (reference #3)	
11	07/20/2015	Personal Reference		Referral from Rusty Wire (reference #2)	
12	07/20/2015	Personal Reference		Referral from Becky Fontaine (reference #1)	
13	09/14/2015	E-mail Message		Subject: Message from Rotary Youth Exchange; Attachment: Test.txt	Mike Cloutier
14	11/15/2015	E-mail Message		Subject: Background check renewal required	
15	11/18/2015	Background Check			Mike Cloutier
16	08/12/2016	NSOR			Charlie Neu
17	10/18/2016	E-mail Message		Subject: Background check renewal required	
18	10/18/2016	Background Check			Mike Cloutier
19	11/28/2016	E-mail Message		Subject: Rotary Youth Exchange Volunteer Application	

View Selected

Upload New

eBridge Link

Edit

Exit

Highlight selected document and choose either the “view selected” or “upload New” tab at the bottom of the screen – Remember these are viewed as “Pop-Ups” on your browser – you must allow pop-ups in order to view them



# CRC/Background checks are uploaded by your Compliance Officer

**Volunteer Options**

Volunteer Detail Documents **Approval Process** Notes/Alerts System User Detail

**Jayne Neu** Status: **Approved**

Volunteer Application: Rec'd: 07/20/2015 Eval: Approved By: M. Cloutier Date: 07/21/2015

Background Check: **Upload** Rec'd: 10/18/2016 Eval: Approved By: M. Cloutier Date: 10/18/2016

Reference #1 Becky Fontaine Rec'd: 07/20/2015 Eval: Approved By: M. Cloutier Date: 07/21/2015

Reference #2 Rusty Wire Upload the Volunteer's Background Check By: M. Cloutier Date: 07/21/2015

Reference #3 Scott Smith Rec'd: 07/20/2015 Eval: Approved By: M. Cloutier Date: 07/21/2015

**Training Summary**

	Course Name	Registered	Completed	Reqd
1	Secondary School Program Annual Renewal	06/16/2016	08/01/2016	<input checked="" type="checkbox"/>
2	NAYEN Youth Protection Awareness	07/20/2015	01/10/2015	<input checked="" type="checkbox"/>
3	NAYEN Youth Protection Certification	12/04/2015		<input type="checkbox"/>
4	NAYEN US Host Family Orientation			<input type="checkbox"/>
5	NAYEN Non-US Host Family Orientation		08/21/2016	<input type="checkbox"/>
6	NAYEN Non-US Volunteer Training			<input type="checkbox"/>

**Test Results**

	Test Name	Date Time	Result	Score
1	Local Coordinator Training 2011-12 Acade	2011-09-21 13:20:14	Pass	96.67
2	Local Coordinator Training 2012-2013	2012-09-12 17:13:44	Pass	100.00
3	Local Coordinator Training 2013-2014	2013-09-01 11:49:33	Pass	96.67
4	Local Coordinator Training 2014-2015	2014-08-14 00:26:56	Pass	93.33
5	NAYEN Youth Protection Awareness	2015-01-10 11:38:05	Pass	100.00

DOS Training: 08/01/2016  
 NAYEN Training: 01/10/2015  
 Local Training: 03/23/2013  
National Sex Offender Registry Check  
 Completed: 08/11/2016 **Check Now**

Details from DOS training file upload:  
 Person ID: 502000007 Exempt? N

**Edit Save Exit**

7

Last Training Dates

# US Records Check

- All Volunteers and Host Family members who will be over the age of 18 during the exchange will be sent an email with a link to complete their request for criminal records/background check.
- Once completed and submitted, the results are reviewed by the Compliance officer prior to acceptance.

# Canadian Records Check

- Clubs can establish a free club account with the Ministry of Justice (or send vol/HF to the RCMP)

<http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/crr020-enrol.pdf>

- Once you have an account you can access the CBC process from this online link:

<http://justice.gov.bc.ca/eCRC/>

- Forward the completed documents to your Compliance Officer

# Host Family Records

**Host Family Options**

- Messages
- Send HF Application Link by E-mail
- View map in Browser
- Administrative Options
- Host Family Summary

**Approved Students: 4** | Documents | Photos | Notes/Alerts | **Approval Process**

**Neu, Charlie & Jayne**

**Home Information**

Street Address: 5337 Landes st  
City / St / Zip: Port Townsend WA 98368 Country: USA  
Home Phone: 360 385 0764  
Active? ☒ District: 5020 Host Rotary Club: Port Townsend-Sunrise  
School: Port Townsend High School

**Mailing Address (if different)**

Postal Address:  
City / St / Zip:  
Country:

**Host Parent #1**

Last Name: Neu First Name: Charlie Middle: Suffix (Jr, III, etc.):  
Cell Phone: 360 301 2356 Work Phone:  
E-mail Address: candjne@gmail.com  
If parent is a Rotarian, select the club: Port Townsend-Sunrise

**Host Parent #2**

Last Name: Neu First Name: Jayne Middle: Ruth Suffix (Jr, III, etc.):  
Cell Phone: 360 301 4101 Work Phone: 800 745 7923  
E-mail Address: neuimage@olypen.com  
If parent is a Rotarian, select the club: Port Townsend-Sunrise

295 Status: **Approved** Edit Save Exit

# Approval Process Tab

Host Family Options

Regenerate Documents
Replace References
Register family for NAYEN Training

Reference #1
Reference #2
Reference #3

Documents
Photos
Notes/Alerts
Approval Process

## Neu, Charlie & Jayne

HF Application:	Rec'd: 05/28/2016	Eval: Approved	By: M. Cloutier	Date: 05/28/2016
Reference #1 Marianne Walters	Rec'd: 06/07/2016	Eval: Approved	By: M. Cloutier	Date: 06/07/2016
Reference #2 Patty Spencer	Rec'd: 05/28/2016	Eval: Approved	By: M. Cloutier	Date: 05/28/2016
Home Visit/Interview Report:	Rec'd: 05/29/2016	Eval: Approved	By: M. Cloutier	Date: 05/30/2016
Follow-up Visit Report:	Rec'd: MM/DD/CCYY	Eval:	By:	Date: MM/DD/CCYY
HF Orientation	Rec'd: 06/18/2016	Eval: Approved	By: M. Cloutier	Date: 06/18/2016

Host Family Members						
Full Name	Birth Date	Bkg Check	NSOR Check	At Home?	Status	Parent?
Neu, Charlie*	:	06/09/2016	06/09/2016	<input checked="" type="checkbox"/>	Approved	Host Parent
Neu, Jayne Ruth*	:	06/09/2016	06/09/2016	<input checked="" type="checkbox"/>	Approved	Host Parent

Upload Background Check
Edit Host Family Member
Add Host Family Member
Delete Host Family Member
Rearrange Host Family

\* Host Family member is also in Volunteer file

View HF Test Results

Local Training: 08/21/2016

Host Family Status: Approved

Submit Home Interview Report
Submit Follow-up Visit Report

Edit
Save
Ext

# Individual HF Members Details

Host Family Detail	Hosted Students: 4	Documents	Photos	Notes/Alerts	Approval Process
<b>Neu, Charlie &amp; Edit Host Family Member</b> <span style="float: right;">x</span>					
HF Application:	First Name	Jayne	2	Date:	05/28/2016
Reference #1 Marianne V	Middle Name	Ruth		Date:	06/07/2016
Reference #2 Patty Sper	Last Name	Neu		Date:	05/28/2016
	Suffix(Jr, III, etc.)				
Home Visit/Interview Rep	Sex	F		Date:	05/30/2016
Follow-up Visit Report:	Date of Birth			Date:	MM/DD/CCYY
HF Orientation	Email Address	neuimage@olypen.com		Date:	06/18/2016
	Host Family Position	Host Parent			
	Lives at Home?	<input checked="" type="checkbox"/>			
	Status	Approved			
	Last Background Check	06/09/2016			
	Last YPA Training	05/29/2016	Register for NAYEN Training		
	Last Submitted:	05/28/2016			
	Last NSOR Check	06/09/2016	Check Now		
	Associate Volunteer	Remove Association	View Volunteer		
	Cancel	eBridge Link	Save		
<div> <div> <div>Full Name</div> <div>Neu, Charlie*</div> <div>Neu, Jayne Ruth*</div> </div> <div> <div>Local Training:</div> <div>08</div> </div> <div> <div>Host Family Status:</div> <div>Ap</div> </div> </div>					
<div> <div>Submit Home Interview Report</div> <div>Submit Follow-up Visit Report</div> <div>Edit</div> <div>Save</div> <div>Exit</div> </div>					



# What Else Can You Do?





Rotary Youth Exchange Administration Hub via JWS

Inbound Student Options

**Inbound Detail** Host Families Contacts Documents Notes/Alerts Travel Info Processing

**Garcia, Laura**  
D5020 Inbound from Brazil, 2014-15

Last Name(s)  Suffix   
First Name  Middle Name(s)   
Nickname  Sex   
E-mail Address    
Local Cell Phone    
Host District  Becky Fontana, YE Chair  
Host Club   
Date of Birth  Actual Age 17 yrs, 4 mos  
Country of Birth   
City of Birth   
Citizenship   
Home Country   
Sponsor District   
Sponsor Club   
Exchange Partner   
 Upload 

**Insurance**  
Provider   
Policy No.   
ID No.

**Schools**  
☐ ☒ ☐

Status: Active  
ID No. 14007

W02 W02 RYE FL Inq

# Check Documentation on Students

- Application
- Insurance information
- Guarantee forms
- Immunizations
- Passport
- Photo
- Special Notes/ Alerts
- Confidential information only viewable by a few
- Flight information
- Contracts/ Agreements



# Inbound Student Records

- Insurance information and Card
- Guarantee Forms can be uploaded by the Country Officer or the YEO, original is returned to the Country Officer and then onto the student.
- Cell phone numbers should be added by the YEO or CC when the student gets their phone. This should always be kept up to date.

# Inbound Student Records (cont)

- Flight information: Student is asked to enter this prior to arrival – departure info is updated mid year when final plans have been made
- Student ID Cards: These are generated by YEAH and e-mailed to student with each family change.
- Student move: Club Counselor or YEO should report via the Web Portal or HUB the move within 24 hours
- Monthly report: Club Counselor and/ or the YEO, one from each is ok too. Enter the date and the person making the contact for each the HF and the student.

# Reports From the HUB

- ***Assign New Host Family:*** Go to students file, go to Host Family tab and click on “Assign New Host Family” link on the bottom
- ***Counselor Report (required at least monthly):***  
Student’s **Reporting Tab** - “Enter A Report” on the left side.
  - Reports can be filed numerous times in a month by anyone with access to the HUB or PORTAL. It is best to report something ‘minor’ before it becomes ‘major’.

## Reports from the HUB (cont)

- ***Home interview Report:*** this can be done on the HUB or the Portal.
- ***Submit Follow-up Visit Report:*** Portal or HUB on the HF processing page
- ***Submit Host Family Change Report:***
- ***Confirm Student's arrival:*** Done either from the Portal or HUB
- ***End Student Exchange:*** Done automatically by the HUB based on departure flight information.

# Confirm Inbound Arrival

This should be done on the Portal:

- Go to the student's page, at the bottom of the page you will see several options:
- Select Arrival Confirmation; you will be asked to confirm the first host family and to confirm the arrival date.
  - Be sure to change the arrival date to the actual date of arrival if logging this the next day.

# UTILITIES TAB

## Rotary D5020 Youth Exchange

### Mike's Program Alerts

Jarvis, Carmen (HF Saltspring Island (Ganges))  
**SHP requires additional documentation**

### Upcoming Birthdays

Lederhiller, Irina (Current IB South Puget  
Sound/Olympia)  
Birthday: Mon Sep 17 (16)

Long Term  
Exchanges

Short Term  
Exchanges

Utilities

Send E-mail Messages  
Send Text Messages  
Generate a Report  
Export Data to Table  
Send Program Links

Document Library  
User Preferences  
Record Subsets  
Export Documents



Exit

# Where can you find answers?

On the District Youth Exchange Website:

***[www.rye5020.org](http://www.rye5020.org)***