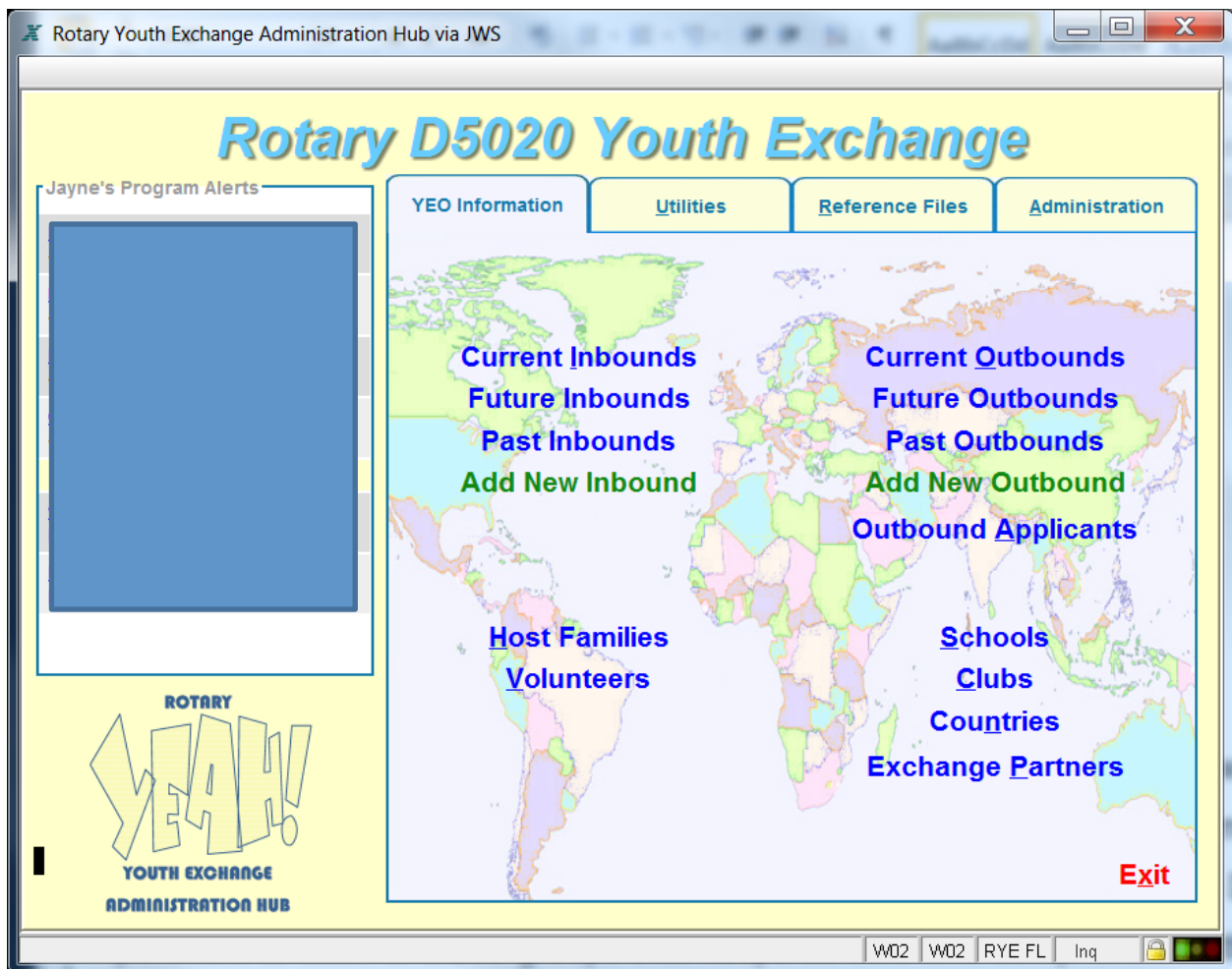# The District 5020 YEAH HUB

Advanced Instructions for RYE Committee Members

After you have read through the District 5020 YEAH HUB and Portal Basic Instructions you will have an overview of how the system works. As an RYE committee member you will have additional authorization and tasks available.

What can you see?

LOTS!

Outbound Applicants:

Let's start here: After Outbound Interviews in December and student has accepted a country placement; send them the link to the outbound application on the database. Explain to them they need to fill out the basic information and copy and paste their letters (note that the character length is limited and their entire letter may not fit).

https://yehub.net/W02-obapp

Once this is completed the application will be submitted to the district office for review and acceptance. At that time all the documents will need to be scanned and uploaded into the student's file by the assigned country officer. The district office will let the country officer know that an application is now available for them to complete. Please upload all these documents in timely manner!

- Medical Report
- Dental Report
- Transcript
- Club Endorsement (this is page 1 of the guarantee form)
- Signed Authorization (this is the one that the student, parents, and YEO have all signed)
- Copy of passport
- School Reference
- Country Selections

More details will be forthcoming on this process

This process will be more automated beginning with the 2017 applicants.

Future Outbound:

Once your student has crossed over from applicant to future Outbound you can assign a host country, district, and finally club (once the guarantee form is returned).

Upload page 2 of the guarantee form under documents when received back from your country partner.

Record travel information of departure itinerary and return itinerary (when you receive that)

Student automatically will be transferred to Current Outbound on July 15.

Current Outbound:

Once your student has crossed over to this there shouldn't be much for you to do. Keep checking in with them until you get their travel itinerary; confirm they received their visa, etc.

You can upload quarterly reports under the document tab

Inbound Applicant:

When you receive a new application from your country partner you will review application to assure it meets all D5020 requirements; if any questions seek advice from D5020 chair; if medical advice required, seek from D5020 medical advisor (currently Maureen Considine)

If applicant meets D5020 standards open "Add New Inbound Student" on home page and enter the basic information; complete steps, hit next. The YEAH system will send out a welcome letter with the required documents attached for the student to complete online and upload. You will receive confirmation when this is completed. Use your step by step instructions for all steps required.

The student will now be in "Future Inbound" – you can monitor required documents, etc. that are required prior to students arrival.

When you are filling in the inbound student information you need to go to the **contact tab** and edit to fill in your name from the drop down as the District Counselor, make sure the student's counselor is listed (if you know it) and the local coordinator is the YEO of the club.

Student Travel Info: Sometime in the late spring an email will be sent to each future inbound requesting them to enter their travel itinerary as soon as they secure their travel details. The student will be asked to NOT enter return details but you need to request a copy of the student's complete itinerary to ensure they are coming with a return ticket. Since the student will most likely be required to change this after the first of the year so another email will be sent to them to make that change and enter their return information. (Please follow up with your student during the Comox Rendezvous.)

July 15th should be the turn over to make them "Current Inbounds" and the system will automatically trigger this change over.

Schools, Clubs, Countries, Exchange Partners

You can update information on any of these groups but the only one you should be concerned about is the *Exchange Partner* – Highlight your country or district:

Select the "Detail" button

From here you can edit all the information about your country contacts. Please keep this up to date!

Under Documents you can upload the completed signed Exchange Contract

Notes can be added with requirements for our inbounds, etc.