



YMCA TEXAS YOUTH AND GOVERNMENT (YG) 2019-20 Individual Registration Instructions Please read entirely before registering!

New Students

1. Paste the registration link (<https://www.tfaforms.com/4731996>) into your browser.
2. Answer all questions on the first page. Read and agree to the Code of Conduct and enter parent/guardian contact info on the second page, then submit the form.
3. If you entered a parent/guardian email, please ask your parent(s)/guardian(s) to check email and add electronic signature(s) to your registration form. They will receive emails at the addresses you entered when filling out parent/guardian contact info, and these emails will contain a link to your form that they can use to access the signature page. **It is crucial that the State Office obtains parent/guardian electronic signature and authorization.** Please emphasize to your parent/guardian that after they initially submit their portion of the form, they must review the information and add their electronic signature to complete registration. They must then check their email another time to click on a verification link that will finalize their signed response. **The three-part email system for parents/guardians is explained in detail below.**
4. If your parent/guardian does not have email, visit <https://ymcatexasyg.org/registration/participant/> to access a print copy of the registration form. Complete the information (the same information you submitted electronically) and ask your parent/guardian to sign. Return hard copy to your advisor.

Returning Students (previously participated in Texas YG)

1. On or around August 19, check for an email from the State Office containing your unique ID number and registration link.
2. Paste the registration link into your browser. The format for the link is as follows:
<https://www.tfaforms.com/4731996?cId=YOUR UNIQUE ID NUMBER>
 - a. Example: If your unique ID number were 003360000UQLJ9AAP, you would paste the highlighted portion of the link into your browser followed by your unique ID. You would have the link
<https://www.tfaforms.com/4731996?cId=003360000UQLJ9AAP>
3. Using your unique ID number will save you time by prefilling many of your answers on the form. Review answers to all questions on the first page. Revise as needed, and ensure all questions are answered. Read and agree to the Code of Conduct and review parent/guardian contact info on the second page, then submit the form.
4. If you entered a parent/guardian email, please ask your parent(s)/guardian(s) to check email and add electronic signature(s) to your registration form. They will receive emails at the addresses you entered when filling out parent/guardian contact info, and these emails will contain a link to your form that they can use to access the signature page. **It is crucial that the State Office obtains parent/guardian electronic signature and authorization.** Please emphasize to your parent/guardian that after they initially submit their portion of the form, they must review the information and add their electronic signature to complete registration. They must then check their email another time to click on a verification link that will finalize their signed response. **The three-part email system for parents/guardians is explained in detail below.**
5. If your parent/guardian does not have email, visit <https://ymcatexasyg.org/registration/participant/> to access a print copy of the registration form. Complete the information (the same information you submitted electronically) and ask your parent/guardian to sign. Return hard copy to your advisor.



Parent/Guardian Authorization: Three Emails

1. Parent/guardian will receive an email from Texas YG with the subject line **"2019-20 Texas Youth and Government Participant Registration Confirmation."** He or she should click on the link to your registration form.

On Wednesday, July 26, 2017 12:27 PM, Integration User <projects@kellpartners.com> wrote:



To the Parent of Test Castilleja,

Your child has registered for the YMCA Texas Youth and Government Program, a nationwide, youth led, civic engagement program for high school and middle school students. It is an exciting hands-on experience teaching students about the mechanics of government. Your child will participate in a local club, and then compete at a local District Conference in November. The culmination of their efforts is an invitation to attend a 2 or 3 day State Conference in Austin, Texas.

YOUR SIGNATURE IS REQUIRED. Parents/Guardians must provide their electronic signature acknowledging and approving their child's participation. ****Your child is not registered in the program until the State Office receives this authorization.** Please read the registration form and provide your electronic signature.

You can find your child's registration form [here](#).

On the first page, he or she should verify the information you have entered and add medical information. On the second page, he or she should review the Code of Conduct and click submit. *On the third page, he or she must review the responses one final time and add his or her signature.*



Please review your response and sign.

You MUST sign at the bottom of this page and click the 'Submit Signed Response' button to complete your signed response.

Your Signature

Please sign here _____

or type your name to sign [Reset Signature](#)

Your Name: *

Your Email Address: *

Incomplete Response

Please click the link in the verification email to complete your signature.

2. Note the "Incomplete Response" error message above. Parent/guardian will receive another email from Texas YG with the subject line **"Verify: Signed Response for Form "2019-20 YMCA Parental Approval.""** They must visit the included URL to finalize their signed responses and confirm your registration.

You recently submitted a signed response to the form "2017-18 YMCA Parental Approval". You must confirm that you received this verification email before the signed response can be finalized. Your email address can later be used to retrieve the signed response whenever you may need it.

To finalize your signed response, please visit the following URL:

https://app.forassembly.com/esignatures/verify_endorsement/76h3QZvhsXruwT3ZviatPf0/HYRS4PhdNgnVmdaSxRTGxJ0?access=fcf0da5fca05cca0d9031d295df4c6b076c3138e0ee21f6ea7394d6e2757fdcb

If you have any questions, please contact:

Name:

Email Address: angela@austinyymca.org



3. Parent/guardian will receive a third and final email from Texas YG with the subject line **"Sealed: Signed Response for Form "2019-20 YMCA Parental Approval. "" No action is required.** Parents/guardians may use the included links to access records of their signed responses at any time.



TEXAS YOUTH AND GOVERNMENT

On Wednesday, August 9, 2017 1:06 PM, E-Signature Notification <no-reply@formassembly.com> wrote:

Dear angela Castilleja,

Your signed response to the form named '2017-18 YMCA Parental Approval' has been accepted and the record has been completed.

To retrieve a record of your endorsement, visit:

<https://app.formassembly.com/esignatures/record/76h3QZvhsXruwT3ZviatPf0?t=1&access=7150b7ef111952ab4abdaeb1c5c777111e88d11f2f5755ab813bda9b8a6aba4f>

Please keep this URL private. This is a secure link generated specifically for your access. If this link is disclosed, anyone may access this record.

If you have any questions, please contact:

Name:

Email Address: angela@austinyymca.org