



Texas YG Registration



Advisors, Please Complete These Three Registration Steps in Order!

1. Register your club beginning May 1.
2. Individually register as an advisor after completing or signing up for an advisor training starting mid to late August.
3. Remind your students to check their emails for instructions on registration and the link to the registration form from the State Office, and assist them with registration as needed. Registration instructions for students with attention to the parental authorization process are available in the Advisor Tools section of the Texas YG website Resource Portal.



Club Registration for Advisors

- Advisors will fill out the following form to register their clubs: <https://www.tfaforms.com/4729761>
Only one advisor per club needs to register the club if there are multiple advisors.
- Information needed:
 - District, branch, type of club, sections offered
 - Advisor contact information
 - Club meeting information (locations and times)
- *After the State Office receives club registration forms from advisors and verifies that advisors have completed training, Y staff liaisons will receive a list of expected returning students' unique ID numbers and registration links. The State Office will email students in registered clubs their unique ID numbers and registration links. Students may then begin to register for the program.*



Individual Registration for Advisors

- Advisors MUST complete training or be scheduled to attend a training before they submit individual registrations.

Participant Type *

Club Advisor/Adult Volunteer ▼

I certify that I have completed the club advisor training for my District or am scheduled to attend a training. Advisors must complete this training before they can register their clubs. I certify that I have read the [Advisor Code of Conduct and Responsibilities](#). *



Yes No

Individual Registration for Advisors

- *New advisors* use the following link to access the registration form:
<https://www.tfaforms.com/4731996>
- *Returning advisors* use the following link:
[**https://www.tfaforms.com/4731996?cId=YOUR UNIQUE ID NUMBER**](https://www.tfaforms.com/4731996?cId=YOUR UNIQUE ID NUMBER)
 - Example: if the advisor's unique ID number were 0033600000UQLJ9AAP, that advisor would paste the following link into his or her browser:
<https://www.tfaforms.com/4731996?cId=0033600000UQLJ9AAP>
Unique ID numbers/registration links can be obtained from YMCA branch staff liaison. Please consult District Director or State Office only after checking with local Y staff.

Individual Registration for Students

- *New students* use the following link to access the registration form:
<https://www.tfaforms.com/4731996>
- *Returning students* use the following link: [https://www.tfaforms.com/4731996?cId=YOUR UNIQUE ID NUMBER](https://www.tfaforms.com/4731996?cId=YOUR_UNIQUE_ID_NUMBER)
 - Example: if a student's unique ID number were 0033600000UQLJ9AAP, that student would paste the following link into his or her browser: <https://www.tfaforms.com/4731996?cId=0033600000UQLJ9AAP> Students should enter or verify the information requested on the first page of the form. They should then proceed to the second page to read and agree to the Code of Conduct, enter or verify parent/guardian contact information, and submit.
- *Please emphasize to your students that their parents/guardians must check email and complete a three-part authorization process (explained in slides that follow and instructions for students). If parents/guardians do not have email, they may visit the following link to print out a hard copy registration/parental authorization to return to the State Office:*
<https://ymcatexasyg.org/registration/participant/>. *Students using this option will need to fill out this hard copy registration form (the same information submitted electronically) before asking parents/guardians to sign it.*



Three-Part Parent/Guardian Authorization: Step One

- Parent/guardian will receive an email from Texas YG with the subject line “[**Current School Year**] **Texas Youth and Government Participant Registration Confirmation.**”
- Parent/guardian will click on the [link](#) to the child’s registration form.
 - On the first page, verify information the student has entered and add medical information.
 - On the second page, review the Code of Conduct and click submit.
 - On the third page, review the responses one final time and add signature.

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](#).

Please note this registers your child for the program only, not for the District or State Conferences. A separate email will be sent to your child later this fall to sign-up for their local District Conference.

Find additional program information on the [Texas Youth and Government Website](#)

Angela Castilleja
Texas Youth and Government State Director

By my signature, and of my free will I assume all risks and hazards incidental to this program/event. I do further release, absolve, indemnify and hold harmless, now and for all time, YMCA of Austin, the sponsoring YMCA, the organizers, sponsors, supervisors, volunteers and their agents, board of directors, representatives or assignees (collectively "The Parties"). I hereby waive all claims, now and for all time, against the Parties, for any injury to myself/my child any loss due to theft of or damage to his/her personal property or for any other consequential or incidental damages caused in any manner whatsoever where any such liability is attributable to the absence of ordinary or even slight care by the program/event organizers and the conduct of this program/event. The YMCA is hereby granted permission to use any individual or group photographs and/or videotapes showing me/my child in YMCA activities for use in public relations, promotional or advertising purposes. The YMCA has my permission to transport me to, from, and during YMCA sponsored events/activities. In the event I cannot be reached or unable to make arrangements for emergency medical attention, I authorize the YMCA staff to take me to the nearest hospital/clinic for treatment or to the one listed elsewhere on this form.

I give consent for all necessary treatment for myself when in the care of this physician and/or hospital/clinic.

[Previous Page](#)

[Submit](#)

First parental submit—process not yet complete!



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.

[Submit Signed Response](#)

[Make a correction](#)

Incomplete response? See step 2!
Second submission button—must click here!





Three-Part Parent/Guardian Authorization: Step Two

Parent/guardian will receive another email from Texas YG with the subject line **“Verify: Signed Response for Form “[Current School Year] YMCA Parental Approval”.**” They must visit the included URL to finalize their signed responses and confirm student 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.formassembly.com/signatures/verify_endorsement/76h3QZvhsXruwT3ZvialPI0/HYRS4PhdNgnVmdaSxRTGxJ0?access=fcf0da5fca05cca0d9031d295df4c6b076c3138e0ee21f6ea7394d6e2757fdcb

If you have any questions, please contact:

Name:

Email Address: angela@austinyymca.org



Three-Part Parent/Guardian Authorization: Step Three

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

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



Student Registration for District Conference

The State Office will use Salesforce to generate a list of participating students in each District and information relevant to District Conferences. This information will be sent to District Directors in the form of an Excel spreadsheet. District Directors, please review the spreadsheet and enter students' Judicial team groupings, subsections, appointed positions/roles, whether or not they will be attending District Conference, and whether or not adults attending District have passed background checks. Please return to the State Office.



Student Registration for State Conference

The State Office will use Salesforce to generate a list of students who participated in each District Conference and information relevant to State Conference. This information will be sent to District Directors in the form of an Excel spreadsheet. District Directors, please review the spreadsheet and indicate the students' nominations won at District, Judicial team groupings, whether the student qualified for State Conference or not, and whether or not adults attending State have passed background checks. Please return to the State Office.