



# Texas YG Registration



# Advisors, Please Complete These Three Registration Steps in Order!

1. Register your club beginning May 1.
2. 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/4814179>  
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.



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## **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.



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## 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.