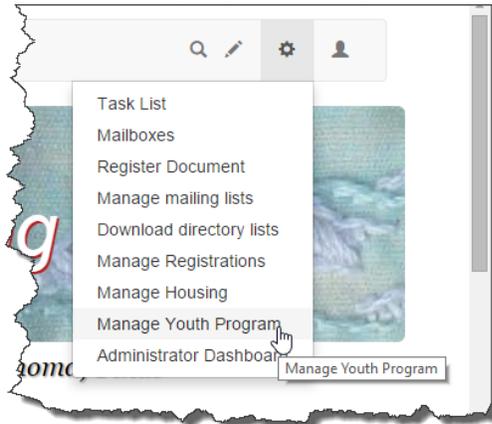


SCYM Youth Program Management Program Handbook

1 THE YOUTH PROGRAM MANAGEMENT PROGRAM

The youth program coordinator and staff can use this program to assign youth participants to age groups. And print reports.

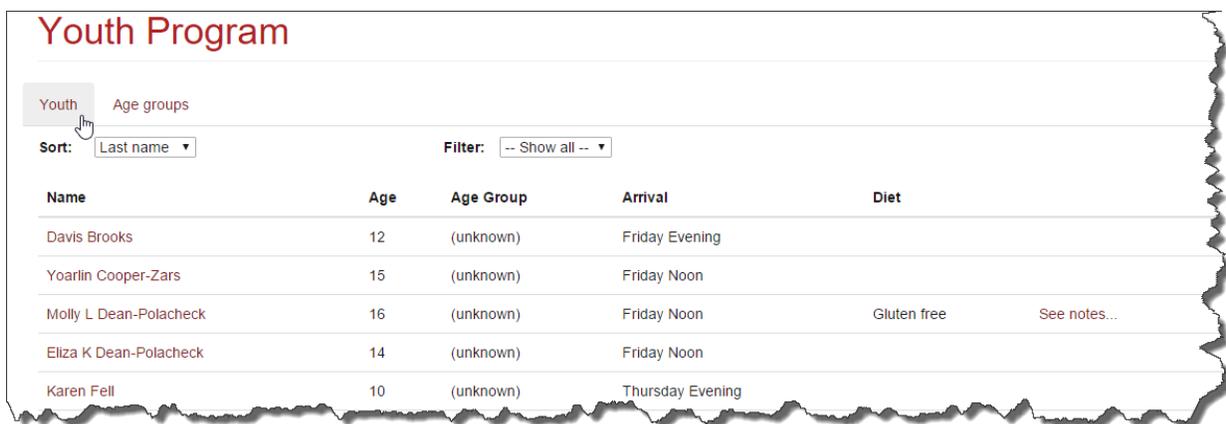
You access the program through the tools menu:



Or you can go directly to:

<http://local.scym.org/registration/youth>

The “Youth” tab present a list of kids with age, age group, expected arrival time and diet.

A screenshot of the SCYM Youth Program management interface. The page title is 'Youth Program'. There are two tabs: 'Youth' (selected) and 'Age groups'. Below the tabs, there are controls for 'Sort: Last name' and 'Filter: -- Show all --'. A table lists youth participants with columns for Name, Age, Age Group, Arrival, and Diet. The table contains five rows of data.

Name	Age	Age Group	Arrival	Diet
Davis Brooks	12	(unknown)	Friday Evening	
Yoarlin Cooper-Zars	15	(unknown)	Friday Noon	
Molly L Dean-Polacheck	16	(unknown)	Friday Noon	Gluten free See notes...
Eliza K Dean-Polacheck	14	(unknown)	Friday Noon	
Karen Fell	10	(unknown)	Thursday Evening	

You can view details by clicking a name. The form that appears also allows you to enter the sponsor name, age group, indicate if permission forms were received and enter notes.

Molly L Dean-Polacheck ✕

[Save changes](#) [Cancel](#)

Registration:
Kirsten Dean

Sponsor:

Youth Program Notes

Attender Notes
Gluten-free diet

Permission and health form recieved. **Age group:**

Dietry preference: Gluten free **Generation:**
Youth (age 4 through 18)

Special needs: Other, see notes **Diet:** Gluten free

Meeting:
Friends Meeting of Austin **Date of birth:** 1999-03-19

Age: 16 **Grade level:** 8

Arrive: Friday Noon

[Save changes](#) [Cancel](#)

The 'Notes' link presents any notes that came with the registration as well as the notes entered by the youth program staff.

The 'Age Groups' tab is used to define age groups and apply automatic assignments – more about that in the next section.

Youth Program

Youth **Age groups**

[Save changes](#) [Update assignments](#) [Create new age group](#)

Name	Description	Cutoff age	active
Infants	Infant to 1	<input type="text" value="1"/>	<input checked="" type="checkbox"/> Active
Little Friends	Age 2 to 3	<input type="text" value="3"/>	<input checked="" type="checkbox"/> Active
Lower Elementary	Age 4 to 6	<input type="text" value="6"/>	<input checked="" type="checkbox"/> Active
Elementary	(0)	<input type="text" value="0"/>	<input type="checkbox"/>

2 ASSIGNING AGE GROUPS

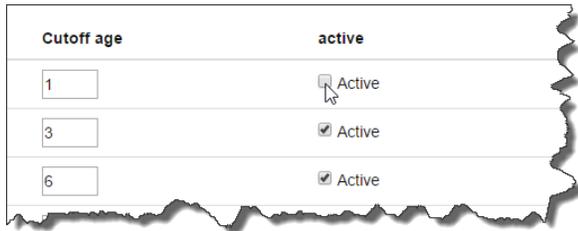
Age groups are assigned by youth program staff. Just after the registration is received the age group column will indicate “unknown”. There are two ways to assign age groups. It can be done on an individual basis, or automatically based on the “age group” table. We suggest the following procedure.

The automatic age group assignment will overwrite any changes you made individually. It is therefore best to make the automatic assignments first and then change individuals:

1. Go to the ‘Age Group’ tab and make any changes to the age groups.
2. Click ‘Update Assignments’. This will set default assignments for each person.
3. Return to the ‘Youth’ tab and make any age group changes you need to individuals.

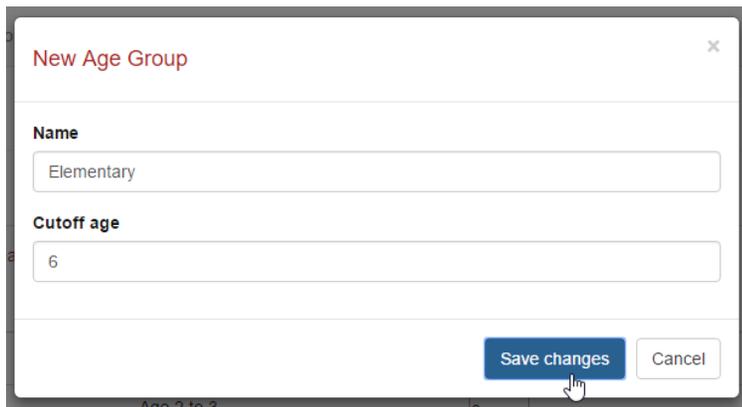
2.1 UPDATING AGE GROUPS

Each row on the ‘Age Groups’ page features an ‘Active’ column with a check box. Set the check off for any age groups you will not use.



Cutoff age	active
1	<input type="checkbox"/> Active
3	<input checked="" type="checkbox"/> Active
6	<input checked="" type="checkbox"/> Active

You may click the “Create age group” link to define a new one.



New Age Group

Name
Elementary

Cutoff age
6

Save changes Cancel

The “Cutoff age” is used to determine the automatic assignments. A child would be assigned to the group if too old for the previous group and turns that age before a selected month before yearly meeting. You determine the month. More on the further on.

The cutoff age can be set for existing age groups in the field on the table:

Description	Cutoff age	active
Infant to 1	<input type="text" value="1"/>	<input type="checkbox"/> Active
Age 2 to 3	<input type="text" value="3"/>	<input checked="" type="checkbox"/> Active
Age 4 to 6	<input type="text" value="6"/>	<input checked="" type="checkbox"/> Active
(not used)	<input type="text" value="6"/>	<input type="checkbox"/> Active

After you have made changes, click the “Save Changes” button:

Youth Age groups

Save changes Update assignments Create new age group

Name	Description	Cutoff age	active
Infants	Infant to 1	<input type="text" value="1"/>	<input type="checkbox"/> Active

Here is a hypothetical example. Suppose you want to combine ‘Lower Elementary (4 to 6)’ and ‘Upper Elementary (7 to 8)’ into a single ‘Elementary’ group. You would follow these steps:

1. Create a new age group: ‘Elementary’ with a cutoff age of 8.
2. Check active off for the other two. Your screen now looks like this:

Infants	Infant to 1	<input type="text" value="1"/>	<input checked="" type="checkbox"/> Active
Little Friends	Age 2 to 3	<input type="text" value="3"/>	<input checked="" type="checkbox"/> Active
Lower Elementary	Age 4 to 6	<input type="text" value="6"/>	<input type="checkbox"/> Active
Elementary	(not used)	<input type="text" value="8"/>	<input checked="" type="checkbox"/> Active
Upper Elementary	Age 7 to 8	<input type="text" value="8"/>	<input type="checkbox"/> Active

- Click the 'Save Changes' button and now you have this:

Infants	Infant to 1	1	<input checked="" type="checkbox"/> Active
Little Friends	Age 2 to 3	3	<input checked="" type="checkbox"/> Active
Lower Elementary	(not used)	6	<input type="checkbox"/> Active
Upper Elementary	(not used)	8	<input type="checkbox"/> Active
Elementary	Age 4 to 8	8	<input checked="" type="checkbox"/> Active
Junior High	Age 9 to 13	13	<input checked="" type="checkbox"/> Active

- You are ready to update the assignments. Click the 'Update Assignments' button and you'll see this dialog box:

Reassign youth age group ✕

If you continue, all youth attenders will be assigned age groups based on the age group list. Any previous assignments will be overwritten.

The age group assigned is based on their age as of the "cut-off month" before the Yearly Meeting session.

Cut-off Month

September ▼

- Select the cutoff month. For example if you select 'September' it means that all kids who turned 8 by last September (before yearly meeting) and are older than 3 (cutoff for 'Little Friends') go in the 'Elementary' group.

- When you click 'Continue' you will see the new assignments on the 'Youth' tab:

Name	Age	Age Group	Arrival	Diet
Davis Brooks	12	Junior High	Friday Evening	
Yoarlin Cooper-Zars	15	High School	Friday Noon	
Molly L Dean-Polacheck	16	High School	Friday Noon	Gluten free
Eliza K Dean-Polacheck	14	High School	Friday Noon	
Karen Fell	10	Junior High	Thursday Evening	
Jordan A Ferryman	13	High School	Friday Noon	
Maggie Fox	13	Junior High	Thursday Evening	
Willie Fox	10	Junior High	Thursday Evening	

- Now you can make any individual changes you wish. Click the person's name and select the age group:

n Program, boxes
 Permission and health form received.
 Setting:
 Friends Meeting of Austin
 : 15
 e: Friday Noon

Age group: High School
Generation: Little Friends
 Youth (age 4) Elementary
Date of birth: High School
Grade level: 9

3 VIEWS AND REPORTS

On the 'Youth' tab are two drop-down lists that allow you to sort and filter the list. This gives you a way to view or print 'reports'. The 'Sort' drop-down changes the order of the listing and the 'Filter' dropdown will limit the display to only the selected age group or arrival day.

Youth **Age groups**

Sort: Last name
 Last name
 First name
Name Age
 Age group
 Arrival time
 Meeting
 Davis E
 Yoarlin Cooper-Zars

Filter: -- Show all --
 -- Show all --
 Junior High
Age Gr High School
 Elementary
 Thursday
 Friday
 Saturday
 Sunday
 High School
Arrival Friday E
 Friday N
 Friday

The arrival days show those kids that **will have arrived** by and have not left that day. So you may select Friday to see the kids that will be present on Friday.

You can print a report of all kids or any sort/filter selection. Just use the browser's print function. On Chrome or IE press Ctrl-C. Chrome will show you a print preview screen like this:

2/24/2016 Youth Program | South Central Yearly Meeting

Youth Program

Elementary sorted by Last name

Name	Age	Age Group	Arrival	Diet
Thomas Jager-Cash	5	Elementary	Thursday Noon	
Griffin Jager-Cash	5	Elementary	Thursday Noon	
Carl Mason Marti	5	Elementary	Saturday Morning	
Eleanor Rose Marti	5	Elementary	Saturday Morning	
Simone Richardson	7	Elementary	Thursday Evening	Vegetarian
Lily zambrano-Wallace	5	Elementary	Thursday Evening	

Or this:

2/24/2016 Youth Program | South Central Yearly Meeting

Youth Program

All youth attenders sorted by Meeting

Name	Meeting	Age	Age Group	Arrival	Diet	
Molly L Dean-Polachek	Friends Meeting of Austin	16	High School	Friday Noon	Gluten free	See notes...
Carl Mason Marti	Friends Meeting of Austin	5	Elementary	Saturday Morning		
Eleanor Rose Marti	Friends Meeting of Austin	5	Elementary	Saturday Morning		
Eliza K Dean-Polachek	Friends Meeting of Austin	14	High School	Friday Noon		
Ariana Nichole Nipps	Friends Meeting of Austin	15	High School	Friday Noon		
Alexandra (Alex) Ivash	Friends Meeting of Austin	14	High School	Friday Noon		See notes...
Erik Ivash	Friends Meeting of Austin	10	Junior High	Friday Noon		See notes...
Yoarlin Cooper-Zars	Friends Meeting of Austin	15	High School	Friday Noon		
Ryan Lofland	Dallas Monthly Meeting of Friends	16	High School	Thursday Evening		
Luke Morrison	Houston Live Oak Friends Meeting	15	High School	Friday Morning		
Simone Richardson	Houston Live Oak Friends Meeting	7	Elementary	Thursday Evening	Vegetarian	

Many combinations are possible.