

# RYEDS Accounts and Direct V1 Completion

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Inbound Coordinators  
Rotary Youth Exchange  
District 6000



# RYEDS Accounts & Direct V1 Completion

- **Inbound Coordinators are provided with basic information including:**
  - Name | Address | Phone Number | Email Address
  - Information is sent to: [inbound@rye6000.org](mailto:inbound@rye6000.org)
- **Coordinators will create your account in the RYEDS database and send a message from the database to the individual's specified email address with temporary log in credentials**
- All Volunteers will enter their own information for V1 forms into the RYEDS database
  - This includes Club and District Volunteers as well as Host Family Members aged 18+
- Self entry allows you to transmit your personal information through secure methods
- Use the following pages as a guide for account set up, entry and follow up procedures after requesting and receiving database access from the Inbound Coordinators



# Individual Volunteer Account Set Up

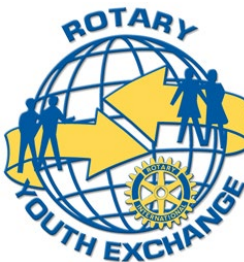
- The volunteer will receive an email from the RYEDS database with the message shown to the right from [notifications@ryeds.org](mailto:notifications@ryeds.org) with the subject: RYE District 6000 User Credentials
- The volunteer should follow instructions to set up a personal log in account at <https://ryeds.org>.
- The next step is to self-enter V1 information as outlined on the following slides.

"Attached are your temporary credentials to log into the Rotary Youth Exchange Data System. You will be asked to change your password when you first login. Please keep your password in a secure and safe place - you are protecting the personal information of yourself and all of the students and volunteers in our system. To log in, go to <https://ryeds.org>"

This is Beth Saxton from the District RYE Committee. Setting up a login to the database will allow you to enter your information directly into our system so the background and reference check may be completed. You will also receive an instruction guide to aid in completion. Thank you, Beth

User Name: [yourprovidedemail@host.com](mailto:yourprovidedemail@host.com)

Password: temporary auto-generated password



# How to Self Enter a V1

- Use the left navigation pane and go to: Account & Training
- Click: Your Credentials, Training & Certifications
- Under V-1 Criminal Background Check
- Click: Complete under option 1 (Complete or upload a CBC request form)

## V-1 Criminal Background Check (CBC)

DOS(d)(3)

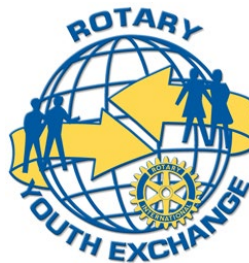
A CBC request (and supporting documentation) is good for 5 years before it MUST be revised. It is good practice to review the form each year. Although the district compliance officer may be reviewing and updating CBCs as necessary **IT IS UP TO THE USER TO ENSURE THEIR CBC (the background check, not the form) IS RENEWED EACH YEAR THEY PARTICIPATE IN RYE.**

**This is a three step process:**

**1** Complete or upload a CBC request form for Beth Saxton

Latest Form: 11-Feb-22

Complete



# Input Form Data

- Scroll down and complete all fields necessary
  - Pay special attention to:
    - Residence is for last 7 years only
    - Be sure to check /update Birth Date – form may default to another date automatically
    - Employment is for last 5 years only
    - References: Include email addresses for your references as that is how they most often respond. If your reference does not have a home phone, add their cell phone number to that field as well as the cell phone field
    - Electronically sign and date
- Click: Create and Complete Form
- You will return to Your Training & Credentials

INPUT FORM DATA Back

- complete all required fields
- mouse over fields for detailed instructions
- VERIFY ALL DATES AND SIGNATURES - some may have incorrect defaults
- To create, sign, and save the Form - completely on-line - use "Create and Complete Form"
- If you have a completed Form\* and are only entering the data, use "Upload Completed Form"

\*A Form completed by hand needs to be scanned and saved as a .pdf. Be very careful when entering information directly into the .pdf file. This process sometimes does not save entered data. For more information see the "Filling Data in .pdf Forms" article in the [Knowledge Base](#)

eV-1 Volunteer Application

submit options

: 39 required fields - OR -  : 24 required fields


Create, sign and save the form completely on-line      Save only required data and upload a completed form file



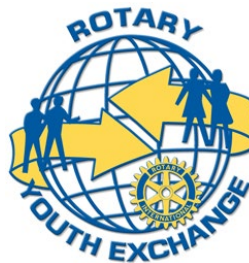
# Final Step in the Database

- You do NOT need to complete Step 2 with other documentation unless you are providing information related to a Crime Charge or Court Order
- Click the Send button under Step 3

3 Send a request to your district compliance officer to run the CBC for Beth Saxton  
Last Request: 11-Feb-22



Send 

- Send an email to us at [inbound@rye6000.com](mailto:inbound@rye6000.com) to be sure we are aware you have completed the V1 online. This will allow us to follow up with our CBC and Reference check volunteers.



# Reference Check

- LET YOUR REFERENCES KNOW they will receive an email from our D6000 volunteer, Vernette Knapp:
  - References need this information so they can look for the message in their inbox or be ready to check their junk folder and/or spam filter
  - Her email address is: [vernetteknaapp@gmail.com](mailto:vernetteknaapp@gmail.com)
  - The email Subject will be: Rotary Youth Exchange Reference for <your name>
- She will ask your reference for the information required in the HFV-1 – Reference Report form shown at right, questions 1 - 6.

Applicant Name (Host Family Member or Other Volunteer)		Club	District	HFV-1
		<b>Reference Report</b> For Volunteer in Rotary Youth Exchange (Updated 26Jan2017 – G)		
_____ has submitted your name as a reference in his/her application to serve as a host family member or other volunteer work in the Rotary Youth Exchange Program. Your assistance by answering the questions below would be appreciated. <i>The completed form should be sent to the program representative designated at the bottom of this form, <u>not</u> the applicant. Thank you very much.</i>				
Reference for		provided by person named below		
Name	Phone	E-mail Address		
Street or PO Box	City	State	Zip	
1. Are you a relative (Cousin, Stepfather, Mother-in-law, etc) of the applicant named above? Yes <input type="radio"/> No <input type="radio"/> <u>If yes, please STOP here and return the form.</u>				
2. Are you a member of a Rotary Club? Yes <input type="radio"/> No <input type="radio"/> <u>If yes, please STOP here and return the form.</u>				
3. How long have you known applicant?				
4. What is your relationship with this applicant? (Friend, coworker, know them well, not well, etc.)				
5. What about this applicant best qualifies him/her to be a youth exchange volunteer or host parent?				
6. Do you have any concerns about the applicant interacting with youth? If so, please explain.				
<b>Validation Signature</b> (If you completed this form, please check appropriate box and complete next line)				
Form completed by: Program Representative <input type="radio"/> Person Providing Reference <input type="radio"/>				
Note: The typing of my name in the signature block below is intended to be my electronic signature.				
Name	Signature or E-signature	Date		
	/S/			
<b>Return completed form to the following program representative:</b>				
Name	Phone	E-mail Address		
Street or PO Box	City	State	Zip	