Introduction to the YEO Portal

The YEO Portal is a web-accessible secured site that presents information for Youth Exchange Officers and provides a direct way to submit monthly counselor reports, host family change notifications, and more. It is available through any browser, including those on mobile devices, and requires no special software or plug-ins.

NOTE: This document shows screenshots from the RYE-Florida portal, but applies to all organizations using the system.

Each user must log in using his or her own e-mail address and password. New users are provided with a temporary password, which they will be required to change upon first use. The login screen also offers a link for anyone who has forgotten their password; the system will send a new temporary password via e-mail.

The login page is accessed with a special URL provided for each organization ... and it looks like this:

![Login Screen](image)

After login, a simple menu offers the user access to Inbound Students, Outbound Students, or Host Families:

![Menu Screen](image)
The user just clicks on the link for whichever population is desired. We’ll look at Inbound Students, and by clicking that link, this screen appears:

![Inbound Students Screen]

Use the pull-down lists to select the record of any current, future, or prior inbound student you wish to see. Based on their qualifications, some users will see only students affiliated with their own club or district. Note that links near the top of the page allow for quick navigation to the other populations (Outbound Students or Host Families), as well as a Log Out option.

When we select a student, that student’s page is presented. Here’s a former inbound’s page:

![Student Page]

**Lorena Abreu De Barros**

E-mail: lorean_abreu@hotmail.com

Host: District 6960
Lakewood Ranch Rotary Club
Lakewood Ranch High School

Sponsor: District 4500, Brazil
Recife Rotary Club

Date of Birth: August 5, 1996

**Student Information**

- Full Name: Lorena Regina Abreu De Barros
- Exchange Year: 2012-13
- Home Country: Brazil
- E-mail Address: lorean_abreu@hotmail.com
- Host District: 6960
- Host Club: Lakewood Ranch
- High School: Lakewood Ranch High School

**Host District**

- Host District: 6960
- District YE Chair: Frank Ayey
- YE Chair Cell Phone: 239-634-2455
- YE Chair Home Phone: 239-369-9709
- YE Chair E-mail: docarny@sunshinemail.com

**Host Club**

- Club Name: Lakewood Ranch
- Meeting Day: Thursday
- Meeting Time: 12:15 PM
It contains historical information about the sponsor district and club, host district and club, and school. It also provides an e-mail address for the student and for the current YE Chair of the district.

If we look at a current inbound, there is additional information presented:

Note that this page now includes items like the student’s cell phone number, plus information on her current host family, including a link to a map of the home. If a student’s arrival or departure is within a week of the current date, this screen will also contain all of the flight details, including a link to track each flight in progress.
At the bottom of the page are buttons for submitting a Host Family Change Report or a Monthly Counselor Report. So, let’s click those buttons!

**Host Family Change Report**

![Host Family Change Report Form](image)

The Host Family Change Report is a very simple form. The YEO or Counselor who is reporting the move simply chooses the new Host Family from a pull-down list of families in the student’s district, enters the date of the move, and if there is a change in schools, selects the student’s new school. Clicking the Submit Report button causes the report to be built by the system and automatically filed with the student’s record. Simultaneously, the system can send notification and a copy of that report to the District Chair, Inbound Coordinator, or whomever is designated to receive it. Confirmations to the student, the Compliance Officer, and Rotary International may also be generated automatically.
Monthly Counselor Report

To report their monthly contact with the student and host family, the YEO or Counselor uses this form:

Fill out this simple form, click submit, and the task is complete for the month. District chairs will be notified when reports are submitted, and can follow up as needed. Note: As the history is built, an option will be provided to view prior month’s reports as well.
Outbound Students

The monthly report and host family change options apply only to inbound students, but the system also provides access to contact information and more for outbounds and host families. Here’s the Outbound Student display:

As with the Inbounds, if this student was scheduled to depart or return within a week, his flight itinerary would be displayed, along with links to a flight tracker on the day of travel.
Host Families

And this is how the host family page appears:

Note that it includes a history of hosted students. It also provides a link for submitting the Home Visit/Interview Report, and the Second Host Family Visit Report as well, if the family is currently hosting and that 60-day report has not yet been completed.

The YEO Portal also houses the online web-form applications for new or renewing Host Families and Volunteers. Access to those forms is not password protected, and the link can be provided to any potential families or volunteers via e-mail or posted on your program’s website.

We hope you find this YEO Portal useful, and welcome your suggestions on ways to expand and improve what it offers.

Al Kalter, Chairman
Rotary Youth Exchange Florida, Inc.