

How to add Contact to a Student

At first, find the Student in question. Use **YEP Search** or search on name or one of the other search possibilities. Open the students account. Click the **Contacts**.

NOTE!

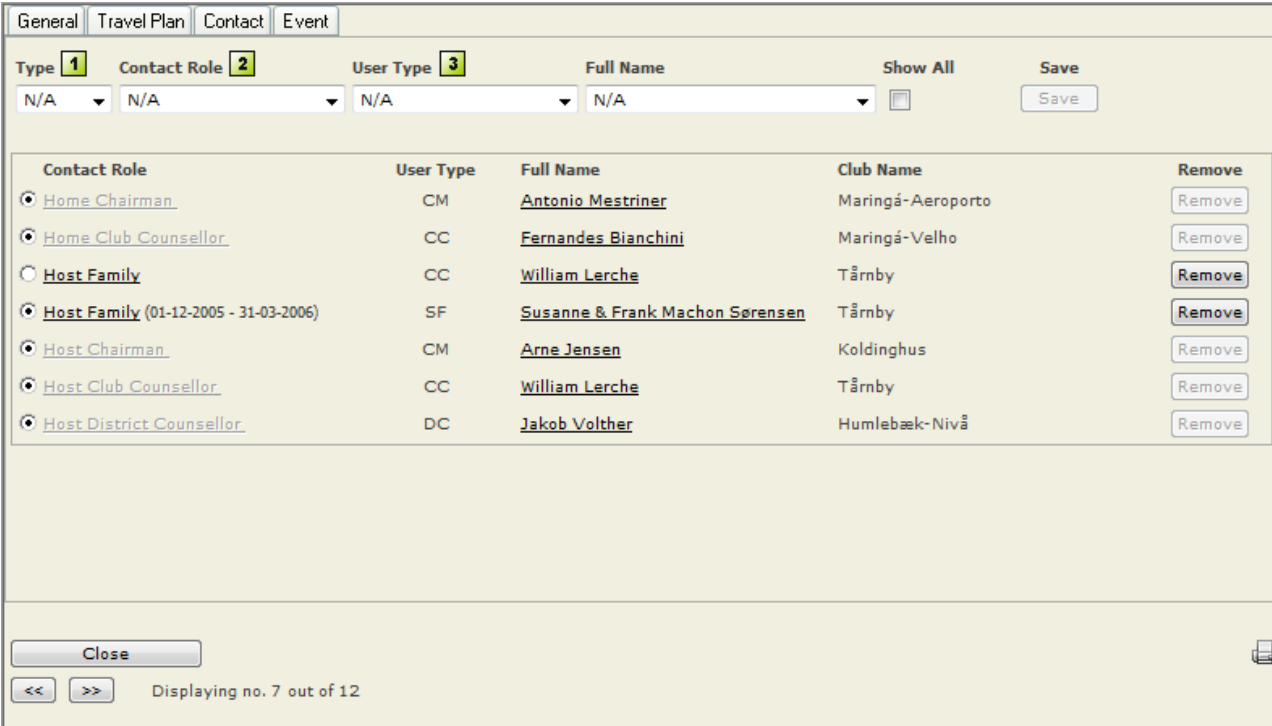
If you want to update Host Families and Host periods to your student. It's strongly recommendable to use the Host Families Guide in the Side Menu – You can also find further instruction by seeing the Online manual – How to handle Host families.

The Contacts Tab of a Student

In the Contacts tab, all official contact persons of a Student are registered. All **Host** Student Families are registered by the Club Counsellor. In some cases, the first **Host** Student Family of Inbounds will be registered by the Chairman.

How to register Contacts to your Students.

Click a Student's **Contact** tab, and the following picture is shown:



Contact Role	User Type	Full Name	Club Name	Remove
<input checked="" type="radio"/> Home Chairman	CM	Antonio Mestriner	Maringá-Aeroporto	Remove
<input checked="" type="radio"/> Home Club Counsellor	CC	Fernandes Bianchini	Maringá-Velho	Remove
<input type="radio"/> Host Family	CC	William Lerche	Tårnby	Remove
<input checked="" type="radio"/> Host Family (01-12-2005 - 31-03-2006)	SF	Susanne & Frank Machon Sørensen	Tårnby	Remove
<input checked="" type="radio"/> Host Chairman	CM	Arne Jensen	Koldinghus	Remove
<input checked="" type="radio"/> Host Club Counsellor	CC	William Lerche	Tårnby	Remove
<input checked="" type="radio"/> Host District Counsellor	DC	Jakob Volther	Humblebæk-Nivå	Remove

1. Under **Type** choose **Host** or **Home** contacts
2. Under **Contact Role**, the role of the Contact in relation to the Student is shown
3. Under **User Type**, the type of the Contact in the database is shown.

Abbreviations:

- CM** Chairman
- DC** District Chair
- ADC** Assistant District Chair
- CC** Club Counsellor
- YEO** Youth Exchange Officer
- PO** Protection Officer
- SF** Student Family
- EC** Emergency Contact

By Clicking a name, the Contact is opened in a pop-up window, and all information on the Contact in question is shown.

How to find and choose a Contact Person

Type 1	Contact Role 2	User Type 3	Full Name 4	Show All	Save
N/A	N/A	N/A	N/A	<input type="checkbox"/>	Save

1. Under **Type** choose **Host** – Click the **Arrow** and choose **Host**
2. **Contact Role** will automatically become **Student Family**
3. In **User Type** choose **Student Family**
4. Under **Full Name** choose the **Host** Student Family that you want to add to the Student.

Your selection should then look like this:

Type	Contact Role	User Type	Full Name	Show All	Save
Host	Student Family	Student Family	Janni og Bjarne Geertsen	<input type="checkbox"/>	Save

Then Click **Save** and the family chosen is added to the Student. See next page...

How to add another User Type, e.g. a Club Counsellor, as Host Student Family

The system makes it possible to add other User Types as Host Student Family of a Student.

In the following example, a Club Counsellor is added as Host Student Family. In many cases, a Student stays with their Club Counsellor for a short period after their arrival.

1. In **Type** choose **Host** – Click the **Arrow** and then choose **Host**
2. **Contact Role** automatically becomes **Student Family**
3. In **User Type** choose **Club Counsellor**
4. In **Full Name** choose the **Host** Student Family that needs to be added to the Student.

Your selection should then look like this:

Click **Save** to add Club Counsellor as **Host** Student Family. See the result next page...

The result is:

<input type="radio"/> Host Family (15-08-2005 - 31-08-2006)	CC	William Lerche	Tårnby	Remove
<input checked="" type="radio"/> Host Family (01-09-2005 - 31-12-2006)	SF	Susanne & Frank Machon Sørensen	Tårnby	Remove
<input type="radio"/> Host Family	SF	Janni og Bjarne Geertsen	Tårnby	Remove
<input checked="" type="radio"/> Host Family	CC	Thomas Knudsen	Tårnby	Remove

Club Counsellor Knudsen has now been added to the Student as **Host Family**. Click the **Remove** button to delete a **Host Family**.

Periods of stay with Host Families

You can register the periods of stay with each family (it is possible for the Student to see these periods in the database).

As you will see below, periods have been registered for two Host Families. You now have to add the period for the third Host Family: Janni og Bjarne Geertsen.

<input type="radio"/> Host Family (15-08-2005 - 31-08-2006)	CC	William Lerche	Tårnby	Remove
<input checked="" type="radio"/> Host Family (01-09-2005 - 31-12-2006)	SF	Susanne & Frank Machon Sørensen	Tårnby	Remove
<input type="radio"/> Host Family	SF	Janni og Bjarne Geertsen	Tårnby	Remove

Click **Host Family** and this window is opened:

The screenshot shows a web browser window with the address bar displaying <http://test.rotary-yep.net/GUI/HostPeriod.aspx?s>. The form contains the following fields and buttons:

- Student Name: Lopes, Wagner
- Start Date: 01-01-2007
- End Date: 01-05-2007
- Buttons: Save, Delete, Close

Write the start and the end date in the format shown.

Then Click **Save** and then **Close**. The window is closed and the **Host Period** is updated for the **Host Family**.

This is the result:

<input type="radio"/> Host Family (01-01-2007 - 01-05-2007)	SF	Janni og Bjarne Geertsen	Tårnby	Remove
---	----	--	--------	------------------------

Note – If you wish to change a period, Click Host Family again. The above window is opened. Correct dates, Click Update and then **Close**. The period is updated.

<input type="radio"/>	Host Family (15-08-2005 - 31-08-2006)	CC	William Lerche	Tårnby	<input type="button" value="Remove"/>
<input checked="" type="radio"/>	Host Family (01-09-2005 - 31-12-2006)	SF	Susanne & Frank Machon Sørensen	Tårnby	<input type="button" value="Remove"/>
<input type="radio"/>	Host Family (01-01-2007 - 01-05-2007)	SF	Janni og Bjarne Geertsen	Tårnby	<input type="button" value="Remove"/>

Three **Host Student Families** have now been added. The present family is marked by a **Black Dot** – This mark must always indicate the Host Family that a Student is staying with at a given time. You move the **Black Dot** by Clicking the circle in front of the Host Family.

Note

It is possible to use **Host** Student Families across clubs in the same district. It is also possible to add a Club Counsellor from another club in your district as **Host Student Family** of a Student belonging to your club.

Type	Contact Role	User Type	Full Name	Show All	Save
Host	Student Family	Student Family	N/A	<input checked="" type="checkbox"/>	Save

Click the **Show All** field and everyone in your District in the chosen User Type will be shown. To see them Click the little blue **Arrow** under **Full Name**.

Full Name	Show All
N/A	<input checked="" type="checkbox"/>
N/A	<input type="checkbox"/>
Birger Abildgaard Villirs	
Jesper & Benita Zerlang	
Leila og Kjeld Eriksen	
Lisbet og Torben Rasmussen	
Lücking	
Allen	
Anders Reckweg	
Anette Welner	
Anne Munck Krarup	
Arne Juul Kristiansen	
Arne Siezing	
Benny Dalsgaard	
Benny Strømberg Klitbo	
Bente Christiansen	
Bente Dannekjold-Samsøe	
Birgit Clarke	
Birgitte Dangaard	
Birgitte Hjort Olsen	
Birgitte og Jan Olsen	
Bjarne Grenvald og Lene Bøeg L	
Brixtofte	
Brogaard, Knud Lavard	
Carl Nielsen	
Carsten K. Nielsen	
Carsten Ydergaard Larsen	
Charlotte Lynge Elholm	
Christian Lundtorp Olsen	
Christoffersen	
Claus Lennart Øblom	

Click the name wanted.

Type	Contact Role	User Type	Full Name	Show All	Save
Host	Student Family	Student Family	Arne Siezing	<input checked="" type="checkbox"/>	Save

Click **Save** to add Arne Siezing as **Host Family**.