MINNESOTA YMCA
YOUTH IN GOVERNMENT
MODEL ASSEMBLY ONLINE REGISTRATION INSTRUCTIONS

OVERVIEW

This document is designed to guide you through **Step 1** of Model Assembly registration. This step is referred to as the "Parent Portion" of the registration process and must be completed prior to the student portion. The parent portion utilizes a system called Personify and is maintained by the YMCA of the Greater Twin Cities (YGTC). **If you have technical difficulties at any point during this first section, please contact the [Customer Service Center](#) at (612) 230-9622 (Hours: M–F: 7am–5:30pm, Sat: 8am–1pm, Sun: 10am–2pm. Live Chat available: M–F, 9am–4pm).** *Delegation Directors and the YIG State Office will not be able to provide assistance with Personify.*

Prior to beginning the parent portion, please gather the following:

- **CREDIT CARD INFO**

- **[DELEGATION NAME](#)** – The YMCA or school that your student is a participant with.

- **PARENT EMAIL AND CONTACT INFO** – This will be used for YMCA billing purposes and communication from the YIG State Office only.

- **STUDENT'S EMAIL** – This *must* be unique and different from parent's email or any other student's email otherwise their registration **WILL NOT WORK**.

FINANCIAL ASSISTANCE

If you require financial assistance, we encourage you to apply for a scholarship! Applications can be submitted online at [ymcamn.org/scholarships](#). The process is easy and confidential. Approvals never expire and are valid for all YMCA of the Greater Twin Cities programs and memberships, which means you'll never have to apply again!

If you've already been approved for scholarship for another YMCA of the Greater Twin Cities (YGTC) program or membership, scholarship should automatically by applied to your Model Assembly registration fees.[†]

Scholarship applications need to be submitted and approved **PRIOR TO REGISTRATION**.

[†]Only true for customers who've previously used the YGTC's association-wide scholarship application process. If you've received YIG Scholarship in previous years by submitting a paper form, you will need to re-apply this year through the YMCA of the Greater Twin Cities' online application.
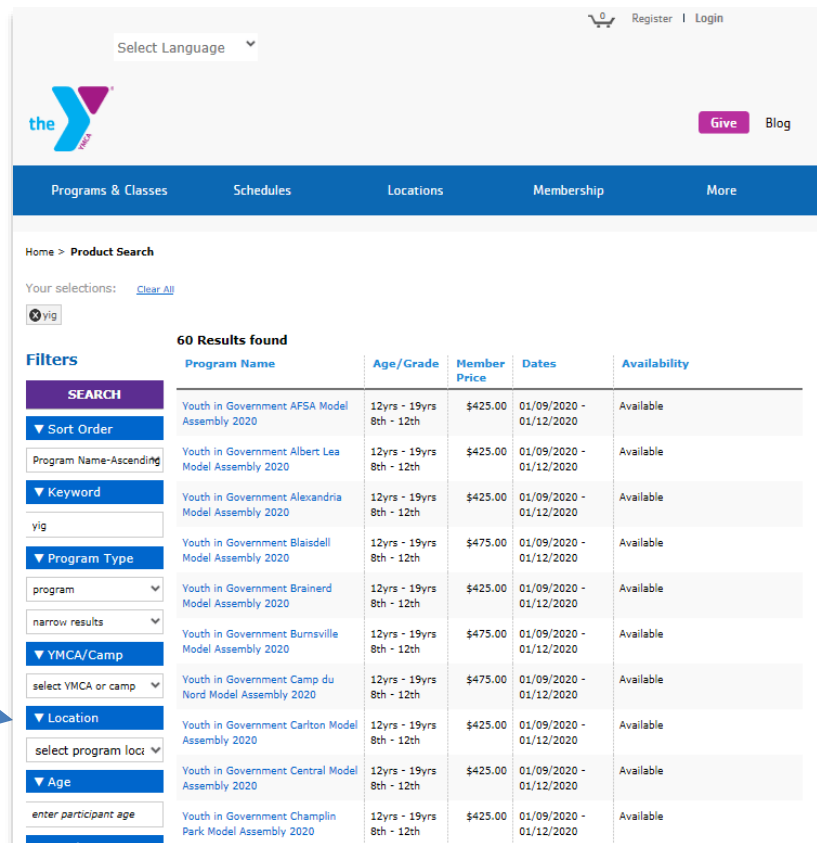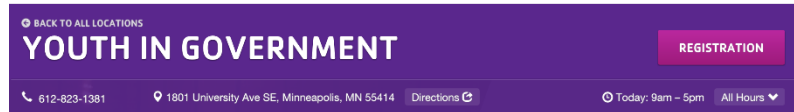
STEPS TO REGISTRATION

1. Navigate to the YIG Website at mnyig.org.

2. Click "**REGISTER**" in the upper right-hand corner of any page.

3. Click "**Step 1**" the title of the left column, labeled

4. Read the instructions and select "**Register Now**" in the middle of the page. This will take you to a list of participating delegations.

5. Find your student's delegation in the list (see below).

    NOTE: There are many Delegations, and it is **very important** you choose the right one. Your child should know, but you can also check this list. It is usually the name of the school or YMCA branch, but there are some exceptions.

    NOTE: On pricing – some delegations include their local Delegation Fee (transportation, etc.) with the State Fee, while others will collect their Delegation Fee separately; this is why prices vary. Please contact your Delegation Director for more information.

    TIP: To find your delegation fast, type the delegation name into the "Location" field – *look for the one labeled "...YIG Delegation"* (e.g. "Blaisdell YMCA YIG Delegation," "AFSA YIG Delegation").

6. <u>Select the delegation</u> to proceed. You will be brought to a webpage very similar to the one below. Most of the info will be the same across delegations (except the delegation location) – **but please verify you have the correct delegation before <u>selecting "Register."</u>**

Home > **Product Search** > **Product Detail**

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Youth in Government Mounds View Model Assembly 2020

Register

Non-Member Pricing

Standard
- $475.00

Payment Schedule

The Model Assembly Session is an experience like no other. Each year students in grades 8–12 participate in a complex simulation of Minnesota state government; they serve as legislators, judges, attorneys, lobbyists, cabinet members, governor and more. They hone skills in leadership, debate, public speaking, problem solving and critical thinking, all the while making friends from all over the state and having fun the whole time.

Requirements
Age: 12 yrs - 19 yrs
Grade: 8th - 12th

Schedule
Multi-day program from 3:00pm to 4:00pm
January 09, 2020 - January 12, 2020

Location
Mounds View YIG Delegation
2425 Long Lake Rd
New Brighton, MN 55112-5267

7. <u>Sign in to your account or create a new one:</u>

PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU ALREADY HAVE ONE – this creates issues in our system.

HOW DO I KNOW IF I ALREADY HAVE AN ACCOUNT?

*   If you (or anybody in your household) have previously participated in YIG programs, or any YMCA of the Greater Twin Cities programs (including membership, camps, classes, etc.), you already have a username and password in our system.

*   To find your account or to verify that you do already have an account, select "Find Username." **TIP:** If you've moved in the last 10 years, try different zip codes to find your username

*   If you have difficulty recovering your information, please contact the Customer Service Center at (612) 230-9622 (Hours: M–F: 7am–5:30pm, Sat: 8am–1pm, Sun: 10am–2pm. Live Chat available: M–F, 9am–4pm).

TIP: If you had to create a new account or reset your password, you might need to return to our webpage and start the process from the beginning.

Please sign in below, or enter your email address to find your current account, or create a new account with us. If you have previously created an online account, please use that account so you can enjoy any applicable pricing available to you.

Login

*Username   Find Username

*Password   Forgot Password

Login

Create an Account

*Email Address

Continue

Having trouble signing in?

Contact us at 612-230-9622 between 7:00 AM - 5:30 PM Monday - Friday CT.

If you need assistance outside of these hours, submit an online request to Customer Service.

8. Select participant(s) and their grade(s):

    - On this screen there should be a list of your family member(s).

    - Select the checkbox next to each child you want to register.

    - Select your participant(s)' grade from the dropdowns.

    - Use the "Add a family member" button to add your child if they are not on the list.

    Select "NEXT" when ready.

    NOTE: If your child is not listed and you believe they should already have an account, please contact the Customer Service Center.

9. Confirm Selection:

    Check the box next to the program and select next.

    NOTE: On this screen, you have the opportunity to change the grade and/or delegations, if you realize you've selected the wrong one. To change the grade, just select from the dropdown menu. To change the delegation, select a difference location from the dropdown and select "Search Program."

10. Enter **student email address** (required) and cell phone number (optional):

    REMINDER: Your child(ren) WILL NEED their own email address. This *must* be unique and different from parent's email or any other student's email, otherwise their registration **CANNOT BE ACCEPTED**. Not only is it required for our registration systems, it is also part of our youth development philosophy that our participants should be responsible for their own communications and conference prep. It is never too early for teens to create a professional email address that they can use for future college and job applications.

    Home > YMCA > Center for Youth Voice Participant > **Additional Information**

    Answer the questions below for each participant.

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    Youth in Government Mounds View Model Assembly 2020

    * required

    * Please provide the participant's email address. This will be used to access REGY throughout the program.

    * Please provide the participant's mobile phone (###-###-####). If they do not have one, enter NONE.

    BACK   NEXT

11. Enter Emergency Contact information:

    Do not use Parent info – we will always contact parents first, and we will only use Emergency contacts when parents cannot be reached. We suggest using extended family members, neighbors, or other close family friends.

    You are required to enter three (3).

    BACK   NEXT

    Emergency Contacts
    The following people should be contacted in case of emergency, only if parent/guardian cannot be reached. Those listed are also authorized to pick up the child/participant.

    Some programs require up to three (3) emergency contacts.

    Please add emergency contact data.

    Add New Emergency Contact

    BACK   NEXT

12. <u>Enter Health Information:</u>

13. <u>Review cart & choose payment schedule:</u>

There are two payment schedule options: "Full" and "Deposit".

Choosing "Full" will charge the full fee to your card immediately.

Choosing "Deposit" will put you on the "Payment Schedule;" your card will be charged immediately for the deposit amount, and **you will also be scheduled for two (2) more payments** which will be automatically charged to your card: one on the *1st Tuesday of November*, and the other on the *1st Tuesday of December*.

NOTE: Deposits are non-refundable.

14. <u>Enter Credit Card info and Complete Registration:</u>

15. <u>Turn it over to the student for **Step 2**</u>!

You're finished with the Parent Portion of registration! Once you have paid and selected "COMPLETE REGISTRATION" above, your student will receive an email from <u>info@regy.co</u> which will prompt them to sign into their Regy account. *This account is created for them automatically. Regy is the online system used for the Student Portion of registration.*

This email will be sent to the address you entered for "participant email address." Allow a few minutes for this email to arrive, and have your student check their SPAM folder if they can't find it. If you still can't find this email, please contact your Delegation Director or the <u>YIG State Office</u>.

Step 2 is the "Student Portion" of registration: Students must login to Regy in order to enter their top choices for their assigned program area at the conference. Once we assign students to program areas, they will be able to complete their pre-conference documents (bills, court briefs, etc).

Your student's registration IS NOT COMPLETE until they do Step 2!

THANK YOU FOR REGISTERING FOR MODEL ASSEMBLY!