



MINNESOTA YMCA MODEL UNITED NATIONS ONLINE REGISTRATION INSTRUCTIONS

REV 01/20

OVERVIEW

This document is designed to guide you through program registration. Program registration utilizes a system called Personify and is maintained by the YMCA of the Greater Twin Cities (YGTC). **If you have difficulty at any point during this first section, please contact the Customer Service Center at (612) 230-9622 (Hours: M-F, 7am-5:30pm, Live Chat available: M-F, 10am-4pm).**

Delegation Directors and the YIG State Office will not be able to provide technical assistance with Personify.

Stage 1 – Register in Personify (parent portion)

WHAT YOU'LL NEED

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

- **CREDIT CARD** – You will need to place a deposit via credit card. You will need to put a deposit down via credit card. By providing a card to us, you are authorizing the remaining balance to be drawn from your account via EFT payments on February 19th (third Tuesday in February) and March 19th (third Tuesday in March). If other accommodations need to be made, please contact your [Delegation Director](#).
- **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.



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ONLINE REGISTRATION STEPS

1. Navigate to the YIG Website at mnyig.org.
2. Click **"REGISTER"** in the upper right-hand corner of any page.
3. Select **"REGISTER NOW"** in the middle of the page.
4. Find your student's delegation in the on-screen table (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 delegation include transportation and other costs in the state fee, others charge a separate local fee; this is why prices vary.

TIP: To find your delegation on the screen below, search for it using the "Keyword" filter on the left.

5. Select the delegation to proceed.

Filters	Program Name	Age/Grade	Member Price	Dates	Availability
SEARCH	Youth In Govt 4-H Model Assembly 2018	12yrs - 19yrs 8th - 12th	\$410.00	01/04/2018 - 01/07/2018	Available
Sort Order	Youth In Govt AFSA Model Assembly 2018	12yrs - 19yrs 8th - 12th	\$410.00	01/04/2018 - 01/07/2018	Available
Keyword	Youth In Govt Albert Lea Model Assembly 2018	12yrs - 19yrs 8th - 12th	\$410.00	01/04/2018 - 01/07/2018	Available
Program Type	Youth In Govt Blaisdell Model Assembly 2018	12yrs - 19yrs 8th - 12th	\$460.00	01/04/2018 - 01/07/2018	Available
Program	Youth In Govt Brainerd Model Assembly 2018	12yrs - 19yrs 8th - 12th	\$410.00	01/04/2018 - 01/07/2018	Available
YMCA/Camp	Youth In Govt Brian Coyle Model Assembly 2018	12yrs - 19yrs 8th - 12th	\$410.00	01/04/2018 - 01/07/2018	Available
Location	Youth In Govt Burnsville Model Assembly 2018	12yrs - 19yrs 8th - 12th	\$460.00	01/04/2018 - 01/07/2018	Available
Age	Youth In Govt Camping Model Assembly 2018	12yrs - 19yrs 8th - 12th	\$460.00	01/04/2018 - 01/07/2018	Available
	Youth In Govt Central Model Assembly 2018	12yrs - 19yrs 8th - 12th	\$410.00	01/04/2018 - 01/07/2018	Available



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6. You will be brought to a webpage very similar to the one below (delegation, conference name, and conference year will vary, of course). Most of the info will be the same across delegations (except the delegation location) – **but please verify you have the right delegation before selecting “Register.”**

Home > Product Search > Product Detail

[< Back to list](#)

Youth in Govt Blaisdell Model Assembly 2018 [Register](#)

Non-Member Pricing

Standard

- **\$460.00**

[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 and governor as they run the State of Minnesota. They hone skills in leadership, debate, public speaking, problem solving and critical thinking- all while making friends from all over the state and having fun the whole time.

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

Schedule
Meets Sunday, Thursday, Friday and Saturday from 12:00pm to 4:00pm
January 04, 2018 - January 07, 2018

Location
Blaisdell YMCA YIG Delegation
3335 Blaisdell Ave
Minneapolis, MN 55408-4429





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7. Sign into your account or create a new account.
PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU ALREADY HAVE ONE – this creates issues in our system.

FINDING YOUR ACCOUNT

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

- Select “**Find Username**” to find your account or to verify that you do already have an account. **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, Live Chat available: M-F, 10am-4pm).

Welcome!

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.

Sign In:

*Username [Find Username](#)

*Password [Forgot my Password](#)

[Sign In](#)

Don't Have an Account?

*Email Address

[Continue](#)

[Need Help?](#)

CREATING A NEW ACCOUNT

If you are new to the YMCA and/or you are certain that you do not have an account, you will need to follow the onscreen instructions to create a new one. **TIP:** When you create your new account, make sure to select the “Add other family members” button and create profile(s) for the child(ren) you are registering.

Home > CL_Login > ThankYou

Thank you for creating your online account. What would you like to do next?

[View my account](#)

[Add other family members](#)

[Explore our programs](#)

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.



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8. Select Participant(s) – you can register multiple children at once, if they are in your family.

On this screen to the right, there should be a list of the children you have the ability to register, and their age(s). If your child is too old/young, or if your child does not have a profile in our system, they will not appear on this list.

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

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

Select “Continue” when ready.

me > YMCA > Youth in Government Participant

Select the participant

We found 1 people associated with you eligible for the selected program.

Select the participant (and grade if required).

[Redacted Name] Age 13 yrs

Select

[+ Add a family member](#)

[Back](#) [CONTINUE](#)

Youth in Govt Blaisdell Model Assembly 2018
Age: 12 yrs - 19 yrs
Location: Blaisdell YMCA YIG Delegation
Schedule: Sunday, Thursday, Friday and Saturday
Time: 12:00pm to 4:00pm
Date: January 04, 2018 - January 07, 2018

9. Confirm Selection.

NOTE: On this screen, you have the opportunity to change delegations, if you realize you’ve selected the wrong one. Change the location and select “Search Program” to change the delegation.

Check the box next to the program and select next.

[Back](#) [Next](#)

Registrant [Redacted]

School Grade: 10th Location: Blaisdell YMCA YIG Delv

[Clear All](#) [Search Program](#)

If you are not seeing the program you are looking for, please change your filters and Search Program.

> You have selected (0) Items

January, 04 2018 - January, 07 2018

<input type="checkbox"/>	Youth in Govt Blaisdell Model Assembly 2018	Available	\$460.00
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Available

[Back](#) [Next](#)



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10. Enter Emergency Contact info. **Do not use Parent info** – we will contact parents first, and we will only use Emergency contacts if we cannot reach parents. We suggest using extended family members, neighbors, or other close family friends.

The screenshot shows a web form titled "Emergency Contacts". At the top right, there are "BACK" and "NEXT" buttons. The main heading is "Emergency Contacts". Below it, the text reads: "Three emergency contacts, who are not parents of youth participants, are recommended. We will use parent contact information first. A maximum of three emergency contacts can be entered here." Below this is a smaller instruction: "Please add emergency contact data." A prominent blue button labeled "Add New Emergency Contact" is centered. At the bottom right, there are "BACK" and "NEXT" buttons.

11. Enter Health Info

The screenshot shows a web form titled "Additional Information *". At the top right, there are "BACK" and "NEXT" buttons. The main heading is "Additional Information *". Below it, there are three questions with radio button options for "Yes" and "No":
1. "Is the participant currently taking prescription/over the counter medications?" with "Yes" and "No" options.
2. "Any conditions requiring special care (e.g. diabetes, gastrointestinal, motor disorder, seizure disorder, ADHD, autism, cognitive disorder, asthma, etc)" with "Yes" and "No" options.
3. "Does participant have allergies? (e.g. food, medications, seasonal, etc.)" with "Yes" and "No" options.
Between the second and third questions, there is a text input field with the prompt: "Please provide information we may not have asked that you feel is important for us to know". At the bottom right, there are "BACK" and "NEXT" buttons.



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12. Review Cart and select "Checkout."

NOTE: Choosing to only pay the deposit now will automatically sign you up for the payment plan. Otherwise, you can choose to pay the entire fee now. Deposits are non-refundable.

In Your Cart (1)

Participant: [Redacted]

Youth in Govt Blaisdell Model Assembly 2018

- January 4, 2018 - January 7, 2018
- 12:00 PM - 4:00 PM

Payment Schedule

Payment Schedule

- \$50.00 (Deposit)
- \$460.00 (Full)

Added on 9/5/2017

Total Due Today: **\$50.00**

Future Amount Due: \$410.00

Price **\$460.00**

[View Additional Pricing](#)

Continue Shopping

Continue shopping for:
Select...

Summary

Items (1): **\$460.00**

Future Amount Due:* **\$410.00**

Total Due Today: **\$50.00**

By clicking on Checkout below, you agree to terms and conditions.

Total Due \$50.00

CHECKOUT

[Empty Cart](#)

13. Pay and Complete Registration

Select a Payment Method

We Honor:

* Credit Card Number:

* Name on Card:

* Expiration Date: * Month: Year:

* Security Code:

Card Billing Address

[Redacted]

Summary

Items (1): **\$460.00**

Tax: **\$0.00**

Future Payment: **\$410.00**

Due Today: **\$50.00**

Add Coupon or Promo Code: [Apply](#)

By clicking on Checkout below, you agree to terms and conditions.

Total Due \$50.00

*Future Payment Amount does not include weekly billable programs.

COMPLETE REGISTRATION

Secure Payment
Shopping is always safe and secure

[Back to Shopping Cart](#)

Order Information Listed Below

Participant: [Redacted]

	Price	Discount:	Total Due Today
Youth in Govt Blaisdell Model Assembly 2018	\$460.00	\$0.00	\$50.00

Turn it over to the student, and proceed to Stage 2 of registration!



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Stage 2 – Country Assignment (student portion)

After a student has been registered by their parents online, the student must work with their Delegation Director and fellow delegates to form Country Groups, which range in size from 1 – 8 students. **YOUR STUDENT’S REGISTRATION IS NOT CONSIDERED COMPLETE UNTIL THEY HAVE REGISTERED ONLINE AND HAVE BEEN ASSIGNED A COUNTRY BY THE YIG STATE OFFICE.**

To get your country assignment:

1. **Form a group** with a few other members of your delegation, and together you will select your top country choices. We suggest you work closely with your Delegation Director during this process.
2. **To choose your top countries**, reference the Member States lists (available online) which details how many delegates you need for a country and which organ(s) each country is included in. These lists will also say which countries are still available and which have already been taken, and will be constantly updated.
3. **Submit a UND form as a group** (UND-1 form for 9 – 12 graders or UND-2 for 7 – 8 graders). This form tells the YIG State Office about country choices and also which students get slotted into specific roles for the country. Forms should be submitted to your Delegation Director who will pass it on to the YIG State Office.

PLEASE NOTE: The State Office will only assign countries to groups that are complete and registered. If one student listed on a UND form has yet to register, no one in the group will be assigned to a country.

4. The YIG State Office will inform your Delegation Director of your assignment.

COUNTRY LOTTERY

Groups that register completely and submit their UND form before the Lottery Deadline will be entered into the Country Lottery. They will be selected randomly and assigned a country based on their top choices. Because this is the first batch of groups to get any country assignments, if your country assignment is important to you, this is the best way to get your top choice.

If your group submits their country choices after the Lottery deadline, they will be added to a country assignment queue and country assignments will be prioritized in the order they came in.