

Dear Students,

It is time to register our delegation for the upcoming Kentucky Youth Assembly (KYA)!

The Kentucky YMCA Youth Association has added a login process to improve data security this year. You will need to create a username and password, then log back in to fill out your 2024-25 info form before I can add you to our delegation.

Please follow the directions below. If you would like more detailed directions including screenshots [click here](#).

KEEP THESE TWO THINGS IN MIND

- 1. If you participated in KY YMCA programs in the past, you are already in their software and must use the email they have on file for you. If you don't know it, please contact me or aly@kyyymca.org.**
- 2. PARENTS CANNOT HAVE AN ACCOUNT IN THE Y'S CURRENT SOFTWARE. ACCOUNTS MUST BE SET UP IN THE STUDENT'S NAME.**

Kindly go to: <https://www.kyyymca.org/forms-login>

- Skip the first 3 questions
- Select **"register"**
- Click **submit**

On the "Are you in the KY YMCA System" page:

- If you *did not* participate in KY YMCA programs in the past,
 - Click **"no"** and follow the directions.
 - When you get to the info form you can select that your school is not correct then fields will open up to allow you to add your current county and school
- If you *did* participate in KY YMCA programs before, continue here:
 - Select: **"yes"** the student is in our system
 - Select **"yes"** they are a student
 - Start typing in the following then **select them from the drop down options:**
 - County:
 - School:
 - First Name:
 - Last Name:
 - Type in your email
 - (this must be the email that the Y has on file for you. If you do not know it, contact me or aly@kyyymca.org, you can change this on your info form later)
 - Click **Submit**

On the Login Creation page

- Be sure to follow the detailed instructions below each section or you will get glitches when you click submit or when you try to log back in.
- Click **Submit**

On the "Please choose what you would like to do" page:

- Select **STUDENT/ADVISOR: Fill out a form**
- A message will pop up because your student needs a current Info form filled out
- Click **Submit**

On the Info form:

- You will see the fields for county and school.
 - If they are correct, choose "yes" and move to the next question
 - If they are blank or incorrect, choose "NO" and two new fields will pop up where you can add your current county and school
- Complete the rest of the questions
- Click **Submit**

On the "Please choose what you would like to do" page:

- Select **STUDENT/ADVISOR: Fill out a form**
- Select **KYA Code of Conduct**

Complete the Code of Conduct.

After that you can close the window or return to the "Please choose what you would like to do" Page to select our **Needs Based Scholarship Application**, sign up for a **Student Y membership**, or register for one of our other programs such as the **Go For It Conference** taking place January 18-20.

If you have any issues, please reach back out to me or to aly@kymca.org