

How to file your KUNA Intent

Step 1: Log in on the Advisor portal

<https://kymca.force.com/>

The image shows a screenshot of the KY YMCA Home page. At the top left, there is a logo for 'the Y' with 'YMCA' written vertically next to it, followed by the word 'Home'. To the right of the logo is a 'HOME' button with a house icon. Below the header is a large white box containing a 'WELCOME!' message. The message states: 'This is your personalized advisor portal. If you have any questions contact the KY YMCA Director of Program Outreach for your area.' Below this message are three lines of text: 'Haven Harrington (North Region) - haven@kymca.org', 'Jim Recktenwald (West Region) - jim@kymca.org', and 'Nick Wroblewski (East Region) - nick@kymca.org'. At the bottom of the white box, there is a link: 'If you are unsure who the DPO is for your area, click this link: https://www.kymca.org/about/regions/'. A 'Hide' button is located in the top right corner of the white box. The background of the page is a blue-tinted image of a group of people sitting at a table.

Step 2: Scroll down to the ASSEMBLY INTENT SECTION. Click New Intent

ASSEMBLY INTENT

If you would like to register for your school for KYA or KUNA, you must submit an Intent Form. Once your form is processed and approved, you'll receive notification when the registration form is available.

[NEW INTENT](#)

Step 3: A pop-up field will appear. Select your school

PLEASE NOTE: If your school has an outstanding balance due to the Kentucky YMCA Youth Association, you may submit your intent, however it will not be processed until your balance is paid in full.

The following fields are required to submit your intent to register your school for an assembly. Once your intent has been approved (please allow up to 10 business days), you will be notified when registration opens for your Assembly via email.

*Select School

SUBMIT

Step 4: Select "KUNA" as the assembly you want to attend

PLEASE NOTE: If your school has an outstanding balance due to the Kentucky YMCA Youth Association, you may submit your intent, however it will not be processed until your balance is paid in full.

The following fields are required to submit your intent to register your school for an assembly. Once your intent has been approved (please allow up to 10 business days), you will be notified when registration opens for your Assembly via email.

* Select School

* Type of school

* Which assembly are you intending for?

Complete this field.

Step 5: Read direction, make sure you understand the numbers

Before you submit your intent, please estimate your numbers as accurately as possible. We suggest looking at your past participation numbers to estimate your participation numbers for next year.

We have a policy of a 15 decrease and 25 increase Person Flex; meaning your intent numbers cannot increase by more than 25 or decrease by more than 15 people during the registration process. If you realize in the time between hitting submit for your intent and before your registration opens, please reach out to nicole@kyyzca.org to see if we can get additional students into the conference. We encourage growth within your delegation but want to be sure we can accommodate the number of participants intended for each conference. No guarantee will be made outside of this Person Flex as we book our venue space based on the number of intents.

Additionally, in order to prioritize allowing students to attend our programming, while ensuring their safety, your delegation must have a minimum of one and a maximum of two adults for the first 25 registered students. For delegation with more than 25 students, you may have one additional adult for every 10 students. The following list will help you to double check that you fill out your intent in a way that fills the minimum requirements and does not exceed the maximum number of adults per student:

# of Students	Min. Adults	Max. Adults
1-25	1	2
26-39	2	3
40-49	2	4
50-59	2	5
60-69	2	6
70-74	2	7
75-79	3	7
80-89	3	8
90-99	3	9
100-109	4	10
110-119	4	11
120-124	4	12
125-129	5	12
130-139	5	13
140-149	5	14
150-159	6	15
160-169	6	16

Step 6: Acknowledge that you understand the numbers by selecting “yes”

80-89	3	8
90-99	3	9
100-109	4	10
110-119	4	11
120-124	4	12
125-129	5	12
130-139	5	13
140-149	5	14
150-159	6	15
160-169	6	16

Finally, if your preferred conference does not appear in the dropdown menu, this means that conference is full. Please select a different conference. However, If you cannot make the other dates work, you may reach out to Nicole Hankins at nicole@kyyymca.org to discuss moving your intent to the waitlist of your preferred conference.

Please triple check your intent numbers for any typos before you press submit. Once a conference is full, we cannot add more people, even if you accidentally intended for the wrong number of people.

*I have read the above information and understand.

Please Select...

Step 7: Select the specific dates you want to attend

*What assembly date would you like to join?

KUNA MS 1: March 2025

We are interested in having an International Stage performance and am requesting more information.



Step 8: Click the circled i next to International Stage to learn about it. If you are interested, click the box.

*I have read the above information and understand.

*What assembly date would you like to join?

- We are interested in having an International Stage performance and am requesting more information.
- We would like to request a Security Council team with up to 3 members.
- We would like to request a second Security Council team (we plan on having 4-6 Security Council members).
- Would you like to request bringing a Non-Governmental Organization Representative?

This does not reserve a spot for International Stage, but lets us send you information to better prepare for a culturally relevant and educational performance.



Step 9: Click the circled i next to Security Council to learn about it. If you are interested, click the box.

KUNA MS 1: March 2025

- We are interested in having an International Stage performance and am requesting more information.
- We would like to request a Security Council team with up to 3 members.
- We would like to request a second Security Council team (we plan on having 4-6 Security Council members).
- Would you like to request bringing a Non-Governmental Organization Representative?

By checking this box, it lets our program director know that you are interested in bringing Security Council Member(s) to the KUNA Conference of your choice.



* Estimated number of students

Step 10: Click the circled i next to 2nd Security Council team to learn about it. If you are interested, click the box.

- We are interested in having an International Stage performance and am requesting more information.
- We would like to request a Security Council team with up to 3 members.
- We would like to request a second Security Council team (we plan on having 4-6 Security Council members).
- Would you like to request bringing a Non-Governmental Organization Representative?

By checking this box, it lets our program director know that you are interested in bringing Security Council Member(s) to the KUNA Conference of your choice.



Step 11:

1. Click the box if you want to request bringing a non-governmental Org. Representative.
2. Estimate the # of students
3. Estimate the # of adults (see list above)
4. Click the box if you don't want to share rooms with other delegations

Would you like to request bringing a Non-Governmental Organization Representative?

* Estimated number of students

10

* Estimated number of adults

2

Our Rooming Policy is: If you have rooms with 1 or 2 students, they will be paired up with another delegation's 1 or 2 students. If you do not want (or cannot allow due to rules) your students to room with other delegations, please check the box below to notify us. Understand that there will be a charged fee of \$139 for a non-shared room of 1 or 2 students when you register.

I do not want rooms to be shared with other delegations.

Step 12: Click the circled i next the #of country box to learn how many countries your delegation can represent.

I do not want rooms to be shared with other delegations.

KUNA Country Selection

How many countries are you reserving?



0

Countries can be represented by up to 30 ambassadors (those students not in specialized roles). For every multiple of 15 + one students, delegations can reserve another country (and therefore another resolution). Delegations can represent up to 10 countries.



1-15 Ambassadors: 1 Country
16-30 Ambassadors: 2 Countries
31-45 Ambassadors: 3 Countries
46-60 Ambassadors: 4 Countries
61-75 Ambassadors: 5 Countries
And so on, up to 10 countries.

We are ready to request our countries now.

- Step 13:
1. Select how many countries you want to represent.
 2. Choose the countries you prefer to represent in the order of preference.
 3. Click submit

KUNA Country Selection

How many countries are you reserving?

We are ready to request our countries now.

The Kentucky YMCA suggests listing more country choices than you need (in order of your preference) to better guarantee that you receive your preferred country/countries.
For a list of already reserved countries, please check here: [MS Reserved Countries - KUNA](#)

Country 1

Country 2

Country 3

Country 4

Country 5

Country 6

Country 7

Country 8

Country 9

Country 10

Step 14: Read the confirmation page, it has good tips for getting your delegation prepared.

YOUR INTENT HAS BEEN SUBMITTED

Thank you for your interest in KUNA! By submitting this form, you have successfully requested to reserve a space for KUNA MS 1: March 2025! Please note that your intent is currently under review, and approval may take up to 10 business days. Once approved, we will notify you when registration opens, which is expected in early winter.

While you wait for approval, please ensure that all advisors, chaperones, and students complete their required Information and Code of Conduct Forms. These forms can be accessed through our [Forms Login](#). If anyone has not yet created a temporary username and password, they can find detailed instructions [here](#).

Once registration opens, all materials must be submitted in full no later than Sep 9, 2026. For important registration, scholarship, and payment deadlines, please refer to our website.

To visit our website and review deadlines, as well as additional program information and preparation procedures for KUNA, click [here](#). If you have any questions or would like help preparing your delegation, please click the link to find your region's [Director of Program Outreach \(DPO\)](#). They are available to help you.

We look forward to your participation in KUNA!

HOME