

# Club to Club Application Guidebook – Registering Your Group



Now that your group's application has been approved, you will need your group's exchange participants to fill out their forms online. The following information will help guide you through how to invite your participants to complete their forms.

## Inviting Your Exchange Participants:

Go to <http://exchange.4-h-canada.ca/> and log in.

You will see your Club to Club application listed; click on "View / Edit".

You will then see the following screen (see next page).

You will see that there is a long list of tasks, most of which are referencing the individual members of your group (including Chaperone(s)). These tasks are very simple, and are merely asking you to provide the names and email addresses of your group members (see Page 3). When you click "Submit", they will be invited to come to the website and complete their forms (see Page 6).

There are 12 Youth Participant tasks available, but you do not need to fill out all 12 invitations. Only fill out the number of invitations as you have youth participants. So, if you have 10 youth participants, fill out the Youth Participant #1 - #10 tasks. As for the Chaperone(s) tasks, if you have one Chaperone, fill out Chaperone #1 task; if you have two Chaperones, fill out both.

**Please note that every participant and chaperone must have their own unique email address. This is for the purpose of filling out forms only and all communications can go to whatever email they specify when filling out forms.**

Aside from inviting your group members to fill out their forms, you will also need to submit a group project that consists of 3 parts!

Please remember that these forms, and your Club to Club project and your group registration fee are all due by **March 13, 2017**.

Look through the following screenshots for more information!



**Learn To Do By Doing**

CANADA

Feel free to be in touch if you run into any issues while completing these forms. You can call the 4-H Canada office at 1-844-759-1013 or you can email Sue Wood at [swood@4-h-canada.ca](mailto:swood@4-h-canada.ca) or Rachael van Rijn at [rvanrijn@4-h-canada.ca](mailto:rvanrijn@4-h-canada.ca).

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## Sample Application (VEC16-6777515207)

### Participant Information

Task	Status	Actions
<a href="#">Club to Club - Chaperone #1</a>	COMPLETE	<a href="#">Start</a>
<a href="#">Club to Club - Chaperone #2</a>	INCOMPLETE	<a href="#">Start</a>
<a href="#">Club to Club - Youth Participant #1</a>	INCOMPLETE	<a href="#">Start</a>
<a href="#">Club to Club - Youth Participant #2</a>	INCOMPLETE	<a href="#">Start</a>

Even if you are the Chaperone, please complete this task and fill out your name and email address. You will then receive an email inviting you to complete the necessary forms.

**PLEASE NOTE:** You need to send it to an email address that is different from the one you used to log in to this website. So, if you log in using a personal email address, send the invitation to a work email address.

[Home](#) » [Sample Application](#) » Club to Club - Chaperone #1

**First name:**

**Last name:**

**Email address:**

**Email address (again):**

Submit

[Home](#) » [Sample Application](#) » Club to Club - Chaperone #1

Your changes have been saved. This person will be contacted with your recommendation request.

**First name:** Rachael

**Last name:** van Rijn

**Email:** rvanrijn@4-h-canada.ca

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[Resend Invitation](#)

Once you fill in the above information and click "Submit", you'll see the following screen. It is called a "recommendation request", but really, it is just an invitation to fill out their Club to Club forms.

## Sample Application (VEC16-6777515207)

### Participant Information

Task	Status	Actions
<a href="#">Club to Club - Chaperone #1</a>	PENDING	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Club to Club - Chaperone #2</a>	INCOMPLETE	<a href="#">Start</a>
<a href="#">Club to Club - Youth Participant #1</a>	INCOMPLETE	<a href="#">Start</a>



After you click "Back to Submission", you will be taken back to your main page with the list of tasks. You will see that after sending the invitation, the status of this task (in this example), for Chaperone #1, is "Pending". This will change to "Complete" once this chaperone completes their forms. The same will hold true for all participants. You can check the progress of your group and who has their forms in by checking back with this task list. You will not, however, be able to see what they still have to complete as you will not have access to their confidential information.

[Club to Club - Youth Participant #12](#)

INCOMPLETE

[Club to Club - Youth Participant #13](#)

INCOMPLETE

[Club to Club - Step 1 - Project](#)

INCOMPLETE



[Submit Final Club to Club Package](#)



Once all of your participants and chaperone(s) have completed their forms, and you have uploaded your Club to Club Project and 10 Jeopardy questions, you can submit your final Package. A reminder that all of these forms are **due by March 13, 2017**

## What Your Exchange Participants Will See and Need to Do

[Home](#)


Please enter your password to continue

Email: rvanrijn@4-h-canada.ca

Password:

Forgot your password? [Click here](#) to reset it.

Continue



This is where the youth participant will log in. If they do not have an account/password set up, the site will walk them through this, so they can get in to access their forms.

## Sample Application (Rachael van Rijn)

Task	Status	Deadline	Actions
<a href="#">Club to Club - Delegate and Home Profile</a>	INCOMPLETE	N/A	<a href="#">Start</a>
<a href="#">Club to Club - Upload Participant Photo</a>	INCOMPLETE	N/A	<a href="#">Start</a>

Please upload a photo (headshot preferred) of yourself.

**Please title the photo in the following format: YourFirstNameYourLastName**

<a href="#">Club to Club - Consent</a>	INCOMPLETE	N/A
<a href="#">Club to Club - Host Family Screening</a>	INCOMPLETE	N/A
<a href="#">Club to Club - Medical Information</a>	INCOMPLETE	N/A
<a href="#">Club to Club - Code of Conduct</a>	INCOMPLETE	N/A

This is the list of forms/tasks that your exchange participants will need to fill out. It covers their personal information for booking flights, a photo, limited medical information and a Code of Conduct that they must sign electronically. The Host Family Screening Form needs to be completed by their parents/guardians. It may take some time to complete as they will need to obtain and upload a Vulnerable Sector Check (which includes a Criminal Record Check) for anyone 18 years or older living in their home. Please stress the importance of completing these forms as soon as possible as this process could take 2-3 months. Host families will also be asked to upload photos (the room the guest will stay in, an onsite fire extinguisher and a photo of the house exterior) and provide 3 references that will be checked.