



YVC Project Signups

We can't wait to have you/your youth serve with YVC! Please follow the steps below to register for an account with YVC to sign up for projects. To watch a step-by-step video tutorial, click [here](#).

First Steps

1. Go to the [Volunteer](#) page.
2. Proceed to step #3 if your youth exhibits a need for a full scholarship to cover the cost of project registration. Proceed to step #4 if you are registering multiple youth for a project to receive a 10% off discount code. **If neither of these apply to you, proceed to step #5.**
3. If your youth exhibits a need for a full scholarship to cover the cost of project registration, click on the "Youth Scholarship" button. You will be asked to fill out a short form. After you submit the form, you will receive a scholarship code that can be used at checkout. Click the button to return to the Volunteer page.
4. If you are a parent/guardian registering multiple youth for a project, click on the "Multi-Child Discount" button. You will be asked to fill out a short form. After you submit the form, you will receive a 10% off coupon code that can be used at checkout. Click the button to return to the Volunteer page.
5. Click on "Register" under one of the projects on the Volunteer page. You will be redirected to YDAT (www.ydat.org/site/Topeka), which is YVC's volunteer database. If you have already created an account, log in and proceed to "Register for Projects."

Setting Up Your Account

1. Enter your email under "Create new account" and click "Send email". **This is the email you will use to log into your YDAT account from now on and the email that will receive project registration confirmations and reminders.**
2. Check your inbox for an email from YVC titled "Create YDAT account". It may take about a minute before you receive the email. Click on the URL in the email. You will be redirected back to YDAT to an account creation page.
3. On this page, you will fill out information about your youth volunteer, parent/guardian and emergency contact details, physical/mental needs, and a waiver.
4. Click "Create YVC account" when all of the information is filled in.

Adding additional youth volunteers to your account:

5. To add additional youth volunteers to your account, click the blue button that says "Create new youth profile". You will be taken through the same process to complete a profile for your other youth volunteer. Repeat this process for however many youth volunteers you need to add to your account.

**Please note that if you have previously signed up for projects with YVC, it will take up to 7 days for past projects to show up in your YDAT profile after creating your YDAT account. You do not have to re-register for projects that you have already signed up for before creating your YDAT account.*

Register for Projects

1. On the dashboard, click “Register” on the projects you would like to register for. Once you’ve clicked each of the desired projects, click the blue “Register” button below all of the projects.
2. Choose which youth volunteers you’d like to register for each project. The youth’s names will be highlighted in red and check-marked if they are chosen to be registered.
3. Use any applicable coupon codes and add a donation if you would like to give to your YVC program.
4. Click “Sign up.” If your projects were free, you will be redirected to a project confirmation page. If there was a cost to your projects, you will be redirected to Stripe to make a payment.
5. After paying for your projects, you may need to sign back into YDAT to view your confirmation.
6. YVC will send you a registration confirmation email shortly after you sign up for projects.

Final Notes

1. If you have additional questions about the project registration process, please email the program director at topekayvc@gmail.com.
2. The program director will notify you of any important information or changes regarding the project before the project date.