



Relay Online How To: Youth Participation Agreement Guide

The Youth Participation Agreement is now available as a digital form that parents can complete for their child!

How does it work?

The link to the digital Youth Participation Agreement has been added to the 'Thank you for registering' autoresponder, and will be automatically triggered when a participant's date of birth indicates that they are under the age of 18.

The waiver should be completed by a parent or legal guardian.

The screenshot shows a web form titled "YOUTH PARTICIPATION AGREEMENT". At the top, there are buttons for "DONATE" and "JOIN A RELAY", and a navigation menu with "LEARN ABOUT RELAY", "GET INVOLVED", "FUNDRAISING", and "SIGN IN". The form itself has a heading "YOUTH PARTICIPATION AGREEMENT" and a section for "Youth Participant Information". It includes instructions: "If you have previously registered, please sign here to prepopulate your information." Below this are fields for "First" and "Last" names, and a "Birth Date" field with a note "(If you are under the age of 18, both date is required)". There are also "Month", "Day", and "Year" dropdown menus.

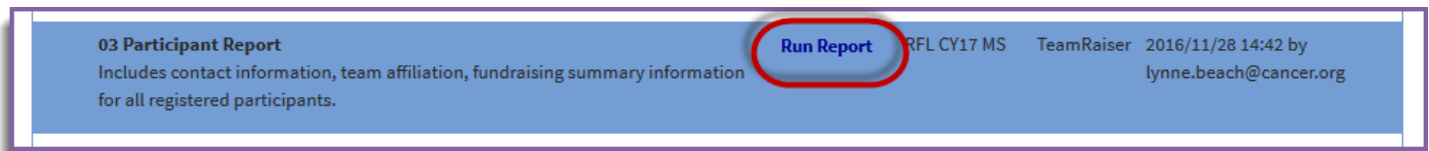
Reporting

A report has been added to the EMC that will pull the results of those who have completed the Youth Agreement.

10 Youth Participation Agreement	Run Report	RFL CY17 MS	TeamRaiser	2017/01/26 11:29 by
Results of the custom survey for participants under the age of 18 that registered online				lynn.beach@cancer.org

Cross-Checking

The Youth Participation Agreement report will only show those with a completed waiver, and will not show all youth participants. Event Managers will want to cross-check the youth waiver report against their participant report to see which youth participants have a completed waiver versus those who don't.



1. Under the **Reports** tab, locate the **03 Participant Report**
2. Click **Run Report**
3. Filter the report results using the **Date of Birth** field and look for anyone who was born after today's date in 1999 – they will need to have a completed youth waiver.
4. You will want to cross-check the **10 Youth Participation Agreement** report against your actual youth participants to see who still needs to complete the waiver.

Follow-Up

Follow-up with the participants who have not yet submitted the Youth Participation Agreement to make sure they submit their signed agreement prior to the event date. *Youth participants can still use the offline form, if they choose not to use the digital form.*

Obtaining your local Youth Participation Agreement link

The link to the digital Youth Participation Agreement is event specific for reporting purposes. Please do not share the same link cross-event.

The default link to the Youth Participation Agreement:

http://main.acsevents.org/site/TR/RelayForLife/RFLCY18National?pg=informational&fr_id=XXXXX&type=fr_informational&sid=212797

Please note, the XXXXX represents your event fr_id, which is a unique 5-digit ID that identifies your local event. To grab that ID:

- Go to your event website and look at your address bar
- Within your event URL you will see a 5-digit number that comes after the "fr_id="
 - Ex: http://main.acsevents.org/site/TR?pg=entry&fr_id=12345
- Swap out the XXXXX in the Youth Participation Agreement link with the 5-digit ID for your event
 - http://main.acsevents.org/site/TR/RelayForLife/RFLCY17National?pg=informational&fr_id=12345&type=fr_informational&sid=212797

Now the local Youth Participation Agreement link is ready to share!

If you have any questions, please open a support ticket at helpme.cancer.org.