

Washington Youth Program Registry

youthprogramregistry.org

Introduction

The Youth Program Registry is a free tool and comprehensive database to support expanded learning opportunities, youth development professionals, and quality information across the state of Washington. Organizations and sites will be able to see reports on their demographics of youth served, program content, funding sources, and staff metrics. This data will allow for an assessment of the service gaps in the state, help target funding and support services, and enable advocates to make a case for additional resources. Strong data will support the field to gain insights, improve quality, and support organizations, programs, staff, and families.

For additional information, and with any questions, please e-mail registry@schoolsoutwashington.org, or call us at 206-336-6902.

Getting Started: Initial Account Login

To create a new account on the Youth Program Registry, click the **REGISTER** button on the top right-hand corner of the homepage.



You will be asked to enter your full name, a personal e-mail address, and a password. Your personal e-mail address will be your unique identifier and act as your login as well. Using your personal email will allow you to use your same personal account even if you change employers, or are involved with multiple youth-serving organizations and sites.

Check your personal e-mail and click the **Verify Account** button to activate your new account.

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Upon logging in for the first time, you will be directed to the page pictured below. To begin registering an organization, site/branch, or yourself as a youth program professional, click on one of the three tabs to begin the process.

Thank you for verifying your e-mail.

Welcome to the Youth Program Registry!

Please choose how you'd like to register.



Organization

This is the agency that operates services for young people. An organization may be a community based Non-profit, agency, a church or temple, a private center, a neighborhood association, or a school.



Sites/Branches

A site refers to the physical location of the youth program and activities. For example, the Middleton School, the Bay Area Country Club, or the Central District YWCA.

*A site's organization must be registered first, before sites can join the registry.

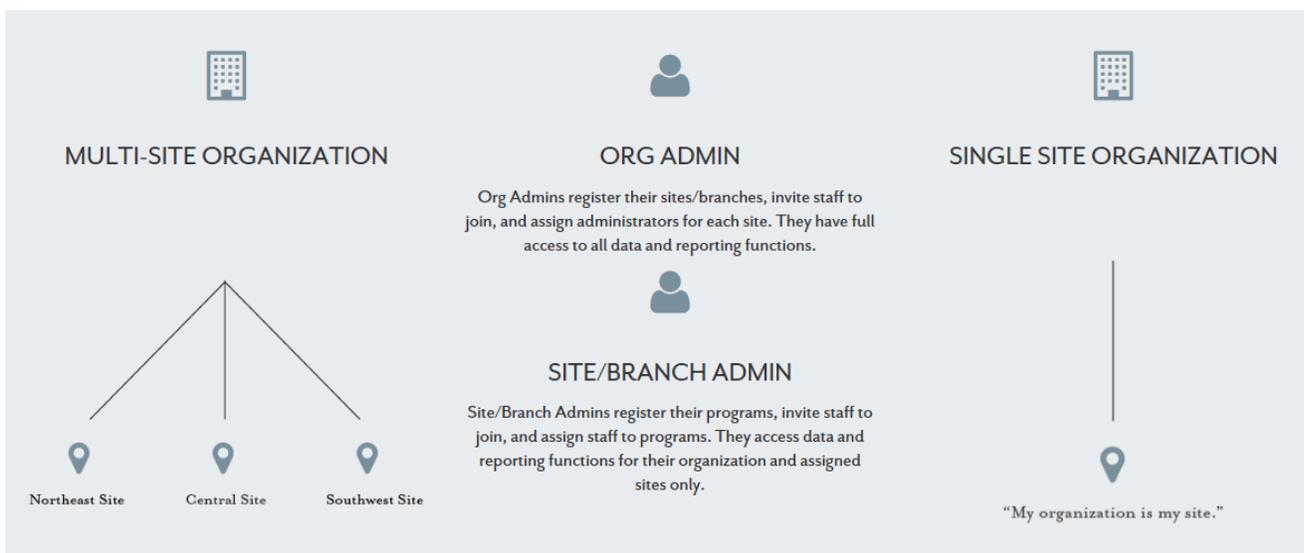


Youth Program Professional

This refers to the individuals facilitating a session. For example, full-time or part-time staff, independent contractors, interns, paid workers or volunteers.

*Your site and organization must be registered prior to individual registration.

On this page, you will also see a diagram of how organizations, sites/branches, and programs are structured. Organizations may have a single site from which they operate, while others may have several. Each organization and site may also have different administrators assigned. The administrator you assign during registration will receive notifications regarding your organization or site profile, as well as have access to select information entered by your staff. For this reason, the administrator you select should have permission to see sensitive personal data.



What Information You Will Need to Register

Organizational structure is important to consider when creating profiles in the Youth Program Registry. When you register an organization, the profile must be approved by a School’s Out Washington administrator. Sites must be attached to an organization at the time of application, and are approved by your organization’s administrator. Programs must be attached to sites, and are approved by your site administrator. All individuals registering must be associated with an organization. Therefore, organizations must be in the Registry first, then sites, and lastly programs and individuals. **Each one is a separate application, but single-site organizations will have the opportunity to duplicate their organization information over as a site, and all registered sites may be duplicated as another.** This hierarchy and approval process helps maintain accurate data and at each level, the Registry collects different information. A list of information required during registration has been compiled below:

Information Collected	Organization	Site/Branch	Program	Individual
General information	✓	✓	✓	✓
Location and contact information	✓	✓	✓	✓
Total number of current employees	✓	✓		
Total youth serving professionals	✓	✓		
Number of youth served	✓	✓	✓	
Maximum youth capacity		✓	✓	
Youth age range and quantity within age ranges	✓	✓	✓	
Youth race/ethnicity and respective percentages	✓	✓		
Youth race/ethnicity and respective numbers			✓	
Percentage of youth who qualify for Free & Reduced Lunch		✓		
Number of youth who qualify for Free & Reduced Lunch			✓	
Special needs focus	✓	✓	✓	
Specific population focus	✓	✓	✓	
Funding information and sources	✓	✓		
Program quality information	✓	✓	✓	
Program offerings	✓	✓	✓	
Scheduling details			✓	
Languages spoken by staff			✓	✓
Program fees			✓	
Program eligibility details			✓	
Application process			✓	
Documents required by participants			✓	
Staff race/ethnicity				✓
Highest degree obtained				✓
Number of years in youth development field				✓
Employment details (past and present)				✓

For detailed registration instructions and how to navigate the website, please refer to the Washington Youth Program Registry User’s Manual.

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Dashboard

With the exception of your first login, you will always be directed to the dashboard. Here, you will be able to view and edit your information, register an organization, site/branch, and/or program, as well as create reports. You can always return to the dashboard by clicking Home on the left panel.

My Account: Manage your pending applications, notifications, and password.
My Profile: Edit your personal information as a youth professional.

View your **pending and approved** organizations and/or sites. Declared number of sites are reported by the organizations while declared number of staff are reported by the sites.

Access reporting features here.

General notifications over time will appear here.

Invite other **youth professional staff** to join the Youth Program Registry.

Register new **organizations, sites/branches, or programs**. View pending and edit approved applications. The numbers on the right represent your approved organizations, sites/branches, or programs.

If you are an organization or site admin, view and manage all the **staff accounts** under your organization and/or site, respectively.

ORGANIZATION		SITES		STAFF	
1	Pending Approval	2	Pending Approval	7	Pending Approval
10	Registered	12	Registered	1	Registered
		217	Declared	544	Declared

Contact Us

For additional information, visit School's Out Washington's webpage at <http://www.schoolsoutwashington.org>. For immediate Youth Program Registry Support, please contact us at registry@schoolsoutwashington.org, or call us at 206-336-6902.