



the society for creative anachronism, inc.



Youth and Family Achievement (YAFA) Program Handbook February 2017 Edition, Revision 1.03e

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Revision History

Summary of changes from previous version (July 2016)

Page	Section	Summary of Change	Date Approved by the Board of Directors
8	Mentoring Sessions Using Electronic Services	Added new section	22 April 2017
9	The Two-Deep System and Certifying Completion	Added new section	22 April 2017
9	Group Instruction	Added new section	22 April 2017
10	Alternate YAFA Administrators	Added new section	22 April 2017
10	No <i>Unauthorized</i> Changes to YAFA	Added new section	22 April 2017
10	Alternative Achievement Requirements	Added new section	22 April 2017
14	Local-Officer Verification of Worksheet Completion	Removed section	22 April 2017
20	Conducting a Background Check	Revised to include process for conducting Canadian background checks and indicating that the Society BoD determines when and how background check fees are to be charged to Kingdoms	22 April 2017

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Introduction to the Youth and Family Achievement (YAFA) Program

Welcome to the Society for Creative Anachronism ('SCA' or 'Society') Youth and Family Achievement Program, also known as YAFA. This program was developed to be easy for parents to use and local groups to administer, and designed to meet the changing needs and desires of our members with families. YAFA is operated by the SCA Seneschal's Office.

It should be noted that while the SCA is not a youth organization, SCA families with minor children are extremely important to the future of our Society. SCA census results indicate that family involvement and the ability of children and teenagers to participate in the SCA ranks as one of the top concerns for members.

YAFA is an optional program designed to support and supplement existing youth programs - not to replace them. Kingdoms are free to implement and use the YAFA program or not as suits the needs of individual Kingdoms' youth. By providing an optional common Society-wide system of activities, goals, administration, and training, we believe the SCA will more fully involve, maintain, and extend the participation of youth and their families.

The Vision for the YAFA program is to encourage active participation by families with children and teens in the study of a variety of medieval subjects and activities. This program will guide and encourage young people and their families in seeking opportunities for involvement in the SCA. YAFA will aid in the development of the next generation of the Society's artisans and craftsmen.

The Mission of YAFA is to create opportunities for protected youth activities and achievements while respecting, encouraging, supporting, and fostering the culture of individual Kingdoms. The program is based on a foundation of the arts, chivalry and service to help encourage values important to the Society. Those youth participants completing their individually chosen areas of study will be eligible to wear tokens of achievement. In time, it is hoped that individuals who have participated in this program will return as Mentors to teach the next generation of our youth.

The SCA is an international organizational with members around the globe. As laws and regulations vary from country to country, SCA local groups and Kingdoms first and foremost will follow the appropriate laws and regulations for their local region regarding matters of youth protection, including access for those with disabilities and anti-discrimination laws. All participants must also adhere to the rules and guidelines established in Society governing documents, including Society Youth Policy.

Aims and Aspirations of the Program

The specific **Aims** of the YAFA program include:

- increased SCA participation by and retention of families and youth
- positive development of youth based upon chivalric ideals and building social responsibility and interpersonal connections
- increased levels of knowledge of members and their families in areas of medieval studies
- developing the next generation of artisans and craftsmen of the Society

Core Values - The YAFA program aspires to foster and encourage the seven noble virtues which provide the core values that the YAFA program is based upon. Mentors should consider how these ideals can be incorporated or highlighted in discussions with participants and the projects they complete.

- **Courage** – Courage is more than bravado or bluster. It is the strength of heart necessary to undertake tasks which are difficult, tedious or unglamorous, and to graciously accept the sacrifices involved.
- **Justice** – Justice is holding oneself to the highest standard of behavior and knowing that “fudging” on the little rules weakens the fabric of society for everyone.
- **Mercy** - Words and attitudes can be painful weapons in the modern world, which is why we exercise mercy in dealing with others, creating a sense of peace and community.
- **Generosity** - Sharing what’s valuable in life means not just giving away material goods, but also time, attention, wisdom, and energy — the things that create a strong, rich and diverse community.
- **Faith** - In our Society, faith means trust and integrity; one is always faithful to a promise made, no matter how big or small it may be.
- **Nobility** - Although the word nobility is sometimes confused with entitlement or snobbishness, in our Society it conveys the importance of holding to the other noble virtues at all times, especially when no one else is watching.
- **Hope** - Hope is present every day in one’s positive outlook and cheerful demeanor — it is the shining armor that shields you from the discouraging and depressing influences of daily life and inspires people all around.

Build positive relationships – The YAFA program is intended to foster positive associations between youth and adults. Youths learn a great deal by watching how adults conduct themselves. Local group officers, Peers of the Society, and adult mentors can be positive role models. In many cases, a responsible adult who is willing to listen to youngsters, encourage them, and take a sincere interest in them can make a profound difference in their lives.

Service to the Society – The YAFA program encourages involvement in and participation at SCA events. It is at these events that youth can find positive social interaction, be involved in service to the Society and their local branch, and be recognized for the completion of their achievements. At these events, the skills and activities practiced at home come alive with purpose.

Achievement with Recognition – The YAFA program provides a series of challenges for youths to accomplish through a step-by-step system. Each youth plans activities and progresses at their own pace to meet the achievement requirements. The youth is recognized for each achievement, which helps grow self-confidence. The steps in the achievement program also help youths grow in self-reliance and in the ability to help others, while gaining understanding of the SCA's focused time period.

Help Youth Achieve Personal Growth –The YAFA program encourages individual participants to tackle age appropriate goals in an organized and achievable manner to build confidence, organizational skills, knowledge, and self-worth. Frequent conferences with Mentors help each youth to determine their growth toward the noble virtues.

Develop Leadership - Through fun, adventure, socialization, and challenge, participants will become more confident, resourceful, and responsible persons who can be counted on to do their best even in difficult situations. The YAFA program encourages development of organizational and leadership skills based on the noble virtues, providing youth members an understanding of good judgment, critical thinking, and decision making skills.

Joining YAFA

There are no initial startup costs for participating in the YAFA Achievement program. However, costs may be incurred depending on activity choices and level of involvement. It is the parent/guardian's responsibility to provide materials as needed. For some achievement areas this "cost" would be minimal. For instance, if a youth wishes to take up archery, it cannot be expected the Society or Kingdom will provide loaner bows, arrows, or targets, or for ceramics, it cannot be expected the Society or Kingdom will provide materials or access to a kiln.

For detailed instructions for families and to use the YAFA website to join and participate in YAFA, please see Appendix III to this Handbook.

Youth and Family Achievement Program Age Groups

The YAFA program is divided into four age groups for youth ages 5-17 and their families. Each group provides opportunities to study the same or similar subjects as adult Society members with age appropriate materials and activities suitable for that age group. Each age group will build upon the knowledge and skill set of the prior group, providing a plan to more understanding and deeper skill levels. The oldest age group will be encouraged to take a more active role in their local branch and participate at a near adult level. All groups require parent/guardian participation.

- **Division 1: Ages 5 to 8 years old.** These youths participate mainly with the attendance and help of their parents, as is appropriate to their social development. Parents/guardians have the authority to approve the completion of achievements for this group. Mentors are not required, but may be used at the parents'/guardians' discretion.
- **Division 2: Ages 9 to 11 years old.** While increasingly independent, this age group is still anchored in the family while exploring beyond those boundaries. While less

parent/guardian participation may occur here, children in this age range will begin developing independence as they work with Mentors. Mentors have approval authority for the completion of achievements for this group and must be used with this group. Please be aware of any particular requirements of your Kingdom with respect to parent/guardian participation.

- **Division 3: Ages 12 to 14 years old.** These participants are ready to act independently with their contemporaries and with selected adult Mentors while still strengthening their ties to their families and households through interaction and feedback. Mentors have approval authority for the completion of achievements for this group and must be used with this group.
- **Division 4: Ages 15 to 17.** The oldest participants are on the cusp of adult participation in the Society. They should be ready to act independently with their contemporaries and with selected adult Mentors. They will develop the skills they have become interested in at a nearly an adult level and exercise leadership for younger participants in the YAFA areas in which they have gained expertise.

Tokens of Achievement



Figure 1: a medieval pilgrim badge of Saint John the Baptist

A participant who has completed the requirements for one of the subjects or areas is eligible to wear a token of this achievement. The token is a metal disc embossed with a symbol identifying the area of interest. It is styled after a medieval pilgrim badge of Saint John the Baptist from the cathedral at Amiens. It is intended to identify the wearer as someone who has gained specific skills and knowledge in the chosen area. It is a symbol of a standard level of knowledge that is the same across the Society. It represents time invested in the Society and knowledge gained. It is not an award and should not be considered as such. YAFA tokens ('Tokens') are not part of Kingdom award structure, unless the Kingdom chooses to make it so. This should make it a clear distinction that receiving a token is proof of effort and learning.

Tokens carry no standing in the Society Order of Precedence.

Three different metals signify three age divisions. The metals are copper for Division 1 (child), silver for Division 2 (youth), and gold for Division 3 (teen). Tokens for Division 4 (senior teens) were not developed as it was felt they would prefer participation on the adult level.



There are many skills and crafts that can be learned through the SCA YAFA program. Families and young people can browse a variety of subject areas and choose those that are interesting to them. Some subjects are in craftwork, some in vocational fields, some in service to others, and some are in cultural or life skills areas. Parents/guardians have the ability to select different divisions based on their knowledge of their child's capabilities and interests.

The YAFA program allows participants to move through the subject requirements at their own pace. Additionally, families choose the subject-area activities that best suit each individual. The purpose is not to compete against others, but for participants to challenge themselves to go as far as their perseverance and curiosity will carry them. The rates of achievements depend upon interest, effort, and ability. There is no time limit except that all required work must be completed before the participant's 18th birthday.



Figure 2: Examples of YAFA Achievement Tokens

YAFA Achievement Topics*

• Agriculture & Horticulture	• Archery	• Architecture
• Arms & Armor	• Bardic Arts	• Basketry
• Calligraphy & Illumination	• Cooking	• Cordwanning (Shoemaking)
• Costuming & Accessories	• Dance	• Equestrian
• Family Life	• Fiber Arts	• Games, Toys & Models
• Glasswork	• Heavy Armored Fighting	• Heraldry
• Herbalism & Medicine	• Hornworking/Bonecarving	• Husbandry
• Jewelry & Lapidary	• Leatherworking	• Metalworking
• Papermaking & Bookbinding	• Period Rapier	• Pottery
• Siege Weaponry	• <i>Textiles (All manners)</i>	• Thrown Weapons
•	• Woodworking	•

*The requirements for each achievement topic appear in the current SCA achievement worksheet for that topic, which is available online. When an individual has chosen an achievement topic, the steps listed in the “Family and Participants” Section should be followed.

Achievement Mentors

Most YAFA activities will be overseen by an Achievement Mentor ('Mentor'), who has acknowledged expertise in the achievement area. A Mentor is a current member of the SCA who has developed expertise in one or more areas. These areas may be hobbies, such as archery. They may be part of the individual's modern job, such as cabinetry. The individual may or may not have been recognized as a Society Peer and yet still be known and regarded as an expert in a particular area. The Mentor must be willing to share his or her expertise, from introducing a young person to the skill to encouraging and aiding a young person to grow through the development of the skill to as high a level of proficiency as possible.

Achievement Mentors are one of the keys to success in the YAFA program. Mentors offer their time, experience, and knowledge to help guide families with youth in one or more of the achievement subject areas. In so doing, the Achievement Mentor provides the means for young people in the SCA to explore many subject areas in depth that may not be available otherwise. The young person



who completes a number of Achievements gains knowledge, skills, confidence, an in-depth understanding of the research/re-enactment aspect of the SCA, and becomes a more well-rounded individual as a result of this experience. This cannot happen without the service of Achievement Mentors, "experts" in particular subject areas who are interested in taking on one or more young people in the SCA. In so doing, the Mentor helps and guides these young people to grow into members of character, who are ready to take their place in the Society as participating adult members.

The Achievement Mentor ensures that each individual meets all the requirements for the Achievement. **The Mentor is a tutor, an examiner, and a coach.** The Mentor instructs, helps, and guides the individual in meeting the challenge of the requirements and in becoming aware of the deeper aspects of the subject area through the Mentor's knowledge and experience. The Mentor will assist a young person to plan the assigned projects and activities to meet the achievement requirements, coach participants through interviews and demonstrations on how to do the required skills in the chosen subject area and certify the individual after determining whether the individual has met the requirements for the achievement.

Mentors will be recruited from the current members in good standing of their Kingdoms and local groups and based on their professions, interests and service. They must have more than a working knowledge of the topics they mentor. They can mentor participants in all divisions (age groups), or they can opt to work with those divisions they know they work with the best. Mentors can choose so that they can control the number of youth they are mentoring in order to fit their personal schedule.

In the United States and Canada, the Society requires Mentors to successfully complete an approved background check. Affiliates should follow the Society corporate policies related to youth. Achievement Mentors must have approval from their Kingdom to be a Mentor. Achievement Mentors will follow the requirements of the achievement to ensure that the standards are fair and uniform for all individuals according to their age grouping; ensure there is always at least one other unrelated adult present at all instructional sessions or interviews (the "two deep" requirement); keep SCA membership current while serving as a Mentor; and forward any suggestions for improvements in the requirements or worksheets to the appropriate Kingdom officer.

A Mentor knows that the more in-depth information and skill a young person gains about activities in the SCA, the more likely this youth is to continue in the SCA as an adult, adding to the pleasure that comes from watching someone develop an interest in an area that you have found personally fulfilling. The Mentor is the keystone. YAFAs focus on transfer of information and skills from adults to youth only comes to fruition through the goodwill and dedication of the Mentor.

In Divisions 2 and 3, each achievement will be overseen by a Mentor who is approved through the Mentor's home Kingdom. Mentors will be responsible for ensuring that participants understand the subject material, coordinating activities, approving completion of studies and submitting their records to the appropriate person(s) to facilitate the presenting of the Achievement Token. Mentors are the subject matter experts for their approved achievements. The decision of whether they mentor Division 2 or 3 depends on their age group preference. Parents may ask for Mentor services for Division 1 at their discretion.

Buddy System

We come to SCA events to socialize and participate, to practice and further our knowledge and skills, and why should this socializing, practical learning and skill development be restricted to adults? One of the first things a youth will ask a parent when told of an upcoming meeting or event is "Will my friends be there?" Such social interaction with other young people and unrelated adults is an important part of their social development. Young people enjoy working on projects together, and the YAFAs program encourages this by making a form of the "buddy system" a part of the program. The program is designed so that when available, two or more young people interact in a group, as they meet with Mentors, plan projects, and bounce ideas off of each other. Provision is made within the program for each participant, even if working on the same achievement with the same Mentor, to choose different activities within the subject area. As particularly facilitated by the Buddy System, a Mentor can coach more than one participant at a time. It is best to mentor in a manner that allows any participant of a group to demonstrate to the Mentor that the requirements have been met by the individual rather than as part of a group.

Individuals must qualify by personally satisfying their Achievement Mentor that they can meet all the requirements. This may be hard to do in a group. One individual in a group answering a question can't possibly prove all the other group members knew the answer. Then, too, all individuals learn at a pace of their own. No individual should be held back or pushed ahead by virtue of association with a group.

Incomplete Achievements and Interrupted Mentoring

There may be times when a young person's home or family life interferes with completing Achievements. Progress through the requirements may be halting and slow, or progress may stop altogether. Concerns outside the SCA may prevent an individual from attending SCA events and meeting with the Mentor. The Mentor may contact the young person's parents or guardians being as sensitive as possible to situations the family may not choose to share in detail. The Mentor can leave the door open for the individual to pick up and continue working through the Achievement requirements at a later date.

There will also be individuals whose interest flags or who, once into the Achievement requirements, find the subject area not as interesting as it appeared at first. Part of a young person's exploration of new skills is to determine if the skill fits the individual or not. Finding woodworking, cooking, or

archery is or isn't your thing is as important as learning the skill itself. Also, some young people have limited abilities to focus and are still developing the ability to carry tasks through to completion. If a Mentor's student loses interest, stops working on an Achievement, or even moves to a completely different Achievement and Mentor, it is important the Mentor not take this personally. Growing up takes time and is seldom a smooth process.

Meeting the Achievement Requirements

The youth participant is expected to meet the requirements as stated, no more and no less. Furthermore, it is essential to do exactly what is stated. If a requirement says "show or demonstrate," that is what the individual must do. Just telling about it isn't enough. The same thing holds true for such words as "make," "list," "in the field," and "collect, identify, and label."

The Mentor cannot require more of an individual than stated. The Mentor must not, for example, say, "I want to be sure you really know your stuff, so instead of the 20 items in your collection, you must have 50 to get my signature." The Mentor can suggest, encourage, and help the individual to get 50 things, but the Mentor may not require it. Occasionally, parents or guardians will feel the youth should do more than the stated requirements. Here, tact is needed to point out what is required is quite enough, even though the young person has the talent and ability to do more. Encourage the parents or guardians to see that fulfilling the requirements as stated will allow the individual time to explore other subject areas once this Achievement is completed.

The Mentor can go beyond the specifics of the requirements in discussions with the individual. Many participants will welcome the Mentor's willingness to share knowledge well beyond the requirements but this isn't required. This is important. The individual does not have to show knowledge of those things beyond the requirements. Indeed, while knowledge is necessary, being able to put knowledge to work is the goal. Mentors can give participants guidance in the use of newly-gained or improved Achievement skills. Many Achievement subject areas acquaint an individual with the opportunities for use of the newly gained skill such as entering pentathlon, Baronial arts displays and auctions, making largess, items for presentations/gifts, or eventually becoming a fighter or archer. In these cases, the Achievement work serves as an exploration of adult SCA experience, allowing the participant to discover a possible interest or ability that enhances future participation in the Society.

A good Mentor ensures the individual knows that reaching a skill level is not necessarily easy. The Mentor should share how long it took in practice and time to reach expert-skill level, and that even as a Mentor there is always more to learn and skills to perfect. If the participant shows an interest, explain the educational requirements for making a subject area an avocation or a career, or explain how to further develop these new skills.

Meeting Venues

Cultural or life skills area-related subjects usually are handled in SCA venues such as day events, guild or craft meetings, fighter or archery practices and multi-day wars. For a few subjects, coaching will happen in the field or where special equipment is at hand. Per Society policy, all youth activities must be overseen by at least two non-related adults (known as the "Two-Deep Rule"), one of whom must have passed and have a current SCA background check. Background checks are required for Mentors. The 2nd unrelated adult present is required for the protection of both the Mentor (from unwarranted accusations of wrongdoing) and the youth (from abusive situations).

Mentor Sessions Using Electronic Services

It is preferred that mentoring sessions be conducted face-to-face; at the local level. The use of on-line services to conduct mentoring sessions is not preferred but may be used in instances where timing or geographical distances are insurmountable. This could be done using Google Hangouts or Skype sessions between a mentor and a participant, with a parent or guardian always present. The SCA does not condone a youngster meeting an adult, who is not their parent/guardian, on-line in a one on one situation. Having a parent/ guardian always present is in keeping with the SCA Youth Policies and protects all parties involved from perceptions and allegations of wrongdoings. The physical separation doesn't necessarily prevent any wrongdoings from occurring; having the parent or guardian always present should.

Requests to use the Electronic Mentor Services option must be endorsed by the Local Branch youth officer (or other YAFA Administrator if the office is vacant) and approved by the Kingdom YAFA administrator. The use of webcams are required on both ends – so both the parent and the mentor would know who is present. Transparency and protection are provided for all involved.

The Two-Deep System and Certifying Completion

Youth members must not meet one-on-one with adults. Sessions with mentors must take place where others can view the interaction, or the youth must have a buddy: a friend, parent, guardian, brother, sister, or other relative—or better yet, another youth working on the same subject— along attending the session. When the youth meets with the mentor, they should bring any required projects. If these cannot be transported, evidence should be presented, such as photographs or adult certification. Another adult, for example, might state that satisfactory meals were prepared for Cooking. If there are questions that requirements were met, a mentor may confirm with adults involved. Once satisfied, the mentor signs the worksheet using the date upon which the requirements were completed, or in the case of partials, initials the individual requirements passed.

Group Instruction

It is acceptable—and sometimes desirable—for achievement s to be taught in group settings. This often occurs at guild meetings, multi-day camping wars or similar events. Interactive group discussions can support learning. The method can also be attractive to “guest experts” assisting registered and approved mentors. Slide shows, performances, demonstrations, panels, and various other techniques can also be employed, but as any teacher can attest, not everyone will learn all the material. There must be attention to each individual's projects and his fulfillment of all requirements. We must know that every youth—actually and personally—completed them. If, for example, a requirement uses words like “show,” “demonstrate,” or “discuss,” then every youth must do that. It is unacceptable to present tokens on the basis of sitting in classrooms watching demonstrations, or remaining silent during discussions. Because of the importance of individual attention in the achievement plan, group instruction should be limited to those scenarios where the benefits are compelling.

Partial Completions

Youths need not pass all requirements with one mentor. The Achievement Worksheet has a place to record what has been finished— a “partial.” A subsequent mentor may choose not to accept partial work, but this should be rare. A youth, if they believe they are being treated unfairly, may work with his parent to find another mentor. Partial work has no expiration except the 18th birthday.

No Unauthorized Changes to YAFA Program

No Kingdom, Principality, group, or individual has the authority to *subtract* from advancement requirements. Requirements may be added at the Kingdom level, to respect and protect the cultural climate. The specifics of the Kingdom-approved additional requirements shall be sent to the Society YAFA administrator for consideration in future revisions of the Achievement worksheets.

Alternative Achievement Requirements

A youth may complete alternative achievement requirements because of physical or mental disability if the physical or mental disability is permanent, rather than temporary; **OR** because of *religious, cultural or moral beliefs*. The youth member must also complete as many of the regular requirements as their ability allows. After soliciting parental/guardian input and obtaining parent/guardian approval to submit, the Achievement Mentor shall submit, in appropriate detail, the proposed alternative requirements for the achievement to the Local and Kingdom YAFA administrator for approval. The alternative requirements must be of such a nature that they are as demanding of effort as the regular requirements within the abilities of the youth. Once approval has been given, the specifics of the proposed alternative requirements shall be sent to the Society YAFA administrator for consideration in future revisions of the Achievement worksheets.

Alternate YAFA Administrators

The YAFA program is designed to be administered by Youth Officers (or a Deputy appointed for this purpose) at both the local and kingdom levels. If these positions are vacant, the YAFA program should be administered by another officer. Because their workload is heavier than the other officers, Seneschals are *not a good choice* to do this. Because the program is essentially an Arts and Activities program, whose aim is to aid in the development of the next generation of artisans and craftsmen of the Society, it is preferred that the program be alternately administered by the Arts Officer. Arts Officers are uniquely qualified to provide insight and provide a measure of “quality control” in the mentor recruiting and vetting process. They have developed a better and broader field of candidates to become mentors for the YAFA program.

Administration of the YAFA Program

Roles and Responsibilities

Parental/Family roles and responsibilities in the YAFA Program include:

- Encouraging family participation.
- Exploring the full range of subjects to study.
- Volunteering to be an achievement mentor for those areas in which qualified.
- Paying the costs of materials and Tokens. The cost to parents for materials depends on the chosen activity. Parents should be prepared to pay the cost for the Tokens-- approximately \$4.00 each.
- Recommending possible changes and improvements to the YAFA program to fit the changing needs of families.

Local/Branch roles and responsibilities include:

- Encouraging family participation.
- Providing verification of Achievement requirement completion before approving the release of Tokens.
- Recruiting Achievement Mentors and assisting Mentor candidates as needed in completing and submitting their applications.
- Endorsing Mentor applications if deemed “suitable to serve” by the local group.
- Reporting Achievement completion to the Kingdom.
- Recommending adjustments to the YAFA program required to help the program fit the local group or Kingdom culture.

Kingdom-Level roles and responsibilities include:

- Adding and approving local-level administrators. These may or may not be warranted positions.
- Advising Society YAFA administrators of changes in local group status and of the addition or deletion of local groups.
- For the US and Canada, the Kingdom Seneschal will determine if a proposed Mentor has completed the required background check by screening the applicant against the monthly Background Check Report provided by the corporate office, provide the proposed Mentor with Background Check Authorization forms if needed, and explain the submission process. Affiliates should follow the Society corporate policies concerning youth.
- Facilitating the enrollment of Mentor applicants endorsed by local groups in Mentor training via Moodle. To do this, verify with the Kingdom Seneschal that the Mentor applicant is currently a member of the SCA and has passed the background check.
- Monitoring Mentor training progress and approving Mentors upon completion of their training.
- Advising the Society Stock Clerk when a Mentor is eligible to obtain and wear the Mentor’s token indicating subjects successfully mentored.
- Determining the style of display that suits the Kingdom’s customs such as a hooded mantle, baldric, banner, belt or chain of state, hat, or a pilgrim’s bag.
- Determining method for obtaining Tokens needed from the Society Stock Clerk.

- Determining method for distributing Tokens to youths.
- Determining which adjustments to the YAFA program are required to help the program fit Kingdom culture and submitting requests as necessary.

Society-Level roles and responsibilities include:

- For the US and Canada, providing background checks for YAFA Mentors at no cost to the Kingdoms. Affiliates should follow the Society corporate policies related to youth.
- The Society Seneschal or deputy will approve Kingdom-level administrators.
- At the Kingdom's request adding new local groups to YAFA programs and removing those that no longer exist.
- Maintaining configuration control of Achievement worksheets and making changes to worksheets as requested by Kingdoms.
- Providing introductory and continuing-training courses for program administrators and Achievement Mentors.
- Maintaining Society information so that the links from the YAFA website are current and compliant.
- Maintaining an adequate supply of Tokens.
- Approving new Achievements to be added to the YAFA program as interest expands.

For detailed instructions for using the YAFA website to support the roles and responsibilities at all levels, please see Appendix II to this Handbook.

Achievement Process Administration

The following steps detail the process for the administration of the Achievements:

- **To enroll a youth**, parents/guardians go to the website and enter the following information for the minor participant: SCA name, gender, year of birth. For parents the following information will be requested: SCA and modern names, membership number, phone number, e-mail address, residential zip code or postal code, Kingdom and local branch names.
- **After enrolling**, parents/guardians will be directed to **download “How to Protect Your Children”**. Clicking on “Yes, I’ve downloaded the file” will generate an e-mail to the Kingdom youth officer for file keeping. This will enable them to log onto the full YAFA website.
- Parents/guardians should then **logon to the YAFA website**. Once they are on the YAFA Home Page, families can see their children’s information and browse available Achievement information for download. By entering the youth’s birth year at enrollment, the website will automatically generate age-appropriate YAFA Achievement worksheets. Parents/guardians have the ability to select different Divisions based on knowledge of their youth’s capabilities.
- **First contact**: most Mentors will contact the parents or guardians, probably by phone or email. The Mentor will explain what is expected of both parents or guardians and the young person and **make an appointment** to meet with the individual participant and their parents/guardians face-to-face. Personal contact will make completing the Achievement a better experience. The YAFA program is not intended as a correspondence or distance education program. **The young person must always be accompanied by a friend or**

relative. There must be two adults present, unrelated to one another by blood, marriage, or relationship. One of these adults must have been background checked by a vendor approved by the Society corporate office. An adult is defined as being at or above the age of legal majority in the state, province, or country in which the mentoring occurs.

- **First meeting:** the individual participant must bring an Achievement worksheet signed by their parent or guardian. The Mentor will enter their name, membership number, their Kingdom and start date on the participant's worksheet. The Mentor should discuss what is expected to complete the chosen Achievement, taking time to find out what the individual participant already knows. The Mentor will spend some time helping the individual learn the Achievement requirements.
- Because young people's ability to take in, comprehend, and make use of the information works best in small and specific doses, **additional meetings** should be set up as needed, not only for ensuring that the individual participant is meeting the standards for each requirement, but also to help the participant understand the subject. The mentoring session should be ended while the youth is still interested and before overload occurs.
- As the individual participant progresses through the Achievement requirements the Mentor and parents, as appropriate, should provide **guidance in completing projects**.
- **Tips for Subsequent meetings:** It is wise to go through the requirements one at a time over an extended period, rather than attempting to complete all the requirements in one meeting. Projects required for completion of the Achievement should be presented when the young participant meets the Mentor. If these cannot be transported, there should be satisfactory evidence, such as a photograph of the project or adult's proof. For example, the parent or guardian might write a note that the required meals, including a list of dishes, were prepared for the Cooking Achievement. The Mentor's stance should be "trust, but verify."
- **Review Sessions:** Review sessions can be used as a helpful tool to integrate and reaffirm the various requirements for an Achievement. However, review sessions may be approached by the young person with some apprehension. Students are familiar with tests and exams in school and may see this meeting in the same light. The mentor can help a great deal by putting the participants at ease. Make the session a conversation that encourages the youth to explain and demonstrate what was needed to complete the requirement. Show genuine enthusiasm for what was accomplished, even if the skill level is fairly basic. Compliment the individual on any projects or collections. Even suggestions for improvements can be woven in through compliments for the work done. The work may lack talent, but the presentation or color choices may be worthy of praise. The Mentor's approval will give the youth confidence. The Mentor's responsibility is to ensure that the requirements for the Achievement have been met. Discuss the requirements being met with the individual, and, if you have any doubts, contact the adult who signed the statement. Once the Mentor is satisfied that the individual has met the requirements, the Mentor signs the Achievement Worksheet.
- **Achievement Worksheets** must be completed by the Achievement Mentor and submitted for review as set forth below and depending on the Division in which the Achievement is earned. **Detailed instructions for completion and processing of Achievement worksheets are set forth in Appendix I to this Handbook.**

- **For Division 1:** Local branch officers will verify completion of Achievement requirements before approving the presentation of Tokens. The branch youth officer should “trust, but verify”. The local branch officer will then enter the completion date on the first page of the worksheet and send it to the Kingdom representative, as specified by Kingdom law or practice. The Kingdom’s youth officer will retain the completed worksheet or PDFs, as may be required by Kingdom or Society rules, for record-keeping purposes.
- **For Division 2 and 3:** Once the Mentor is satisfied that the individual participant has met all the requirements, the Mentor will certify this by signing the Achievement worksheet. The Mentor will enter the completion date on the first page of the worksheet and send it to the Kingdom representative. Scanned PDFs are acceptable. The Kingdom’s youth officer will retain the completed worksheet or PDFs for record-keeping purposes.
- **Distribution of the Achievement Tokens** could be done in several different ways. It is left to each Kingdom to decide which best suits its own culture, policies, and climate.
- As the Kingdom youth officers receive the completed worksheets, they place the participant’s name on the SCA’s Stock Clerk’s list of those eligible to receive YAFA Achievement Tokens. The list specifies eligibility by subject and division. The Kingdom youth officer will procure the appropriate Token from the SCA Stock Clerk in accordance with its Kingdom Financial Policy. In the startup phase of this program, the cost of Tokens may be partially reimbursed to Kingdoms by the Society. The Kingdom youth officers will update the completed worksheets and e-mail the parent/guardian to inform them that the appropriate Token has been purchased from the SCA Stock Clerk. This **cost of Tokens** could also be funded in other ways, such as: The use of volunteer hours, payable into a subaccount of the Kingdom bank account to fund the procurement of Tokens could be encouraged; The use of patrons to fund the procurement of Tokens could also be encouraged. For example, five patrons, each donating twenty dollars, could underwrite the procurement of twenty-five Achievement Tokens; or Tokens could be purchased by the parents/guardians of the recipient.
- **Tokens will be forwarded for presentation** in accordance with the parent/guardian’s preferences and the preference of the Crown.

Achievement Mentors Process

The following steps detail the process for administering Achievement Mentors:

- The applicant for Mentor will fill out the “**YAFA Achievement Mentors Info Form**” on the YAFA website, and submit the form electronically. When registering as an Achievement Mentor, a Mentor may choose to work only with a specific age group or with all age groups.
- Submitting the Mentor application form electronically sends an email to the local group administrator, or, in the absence of an administrator, to the group Seneschal or their designee. The local group administrator confers with the group’s landed nobility (if applicable) and the voting officers of the group to determine if the applicant is deemed “acceptable to serve” by the local branch. If deemed acceptable, the local group administrator, using the YAFA program, electronically **endorses the Mentor candidate’s application.**

- The **Kingdom representative will review** the endorsed applicant's data online. The Kingdom administrator will provide information allowing the Mentor candidate to self-enroll in Mentor Certification Training and then **change the Mentor candidate's status from "endorsed" to "in-training"**.
- Once the applicant successfully completes the course, passes the test and e-mails the results to the Kingdom administrator, the Kingdom administrator will change the candidate's status from "in-training" to "approved". This will generate a welcome email to the approved Mentor and the local group administrator. **Names of new Mentors are added to the YAFA Mentor Website.**
- After a Mentor successfully guides a participant in the completion of a worksheet, the completed worksheet will be forwarded to the Kingdom representative. PDFs are acceptable.
- The Kingdom youth officer will place the approved Mentor's name on the SCA's Stock Clerk's list of those eligible to procure **Mentor's Tokens**. This action automatically generates an e-mail informing the Mentor it is possible to procure the appropriate Mentor Token(s) from the SCA Stock Clerk. A Mentor earns a Mentor Token in a particular achievement area after the first mentored youth successfully completes that achievement. Only one Mentor Token at a particular level is worn no matter how many youths the Mentor has successfully guided through the achievement. However, a Mentor could have youths at two or three levels who have successfully completed the achievement. It is then appropriate for the Mentor to display a Mentor Token for each level of that achievement.
- YAFA will **list Achievement Mentors by local group** so that parents or guardians may contact them for appointments. The number of Mentors for any particular area of interest is determined by the popularity of the Achievement to ensure no Mentor is over burdened with individuals. Mentors schedule appointments at their convenience.

Introductory and Continuing-Training Courses

The YAFA Program provides two methods of disseminating training and other information about the program to the diverse parties involved in its use, delivery and administration.

- **On-line training for Mentors** – Each Mentor should be familiar with the basic principles and goals of the YAFA program, the YAFA Handbook, and Society requirements for safety as applies to adult-youth interaction during activities sanctioned by the Society. To this end, and to make sure this training is uniform, the Society has provided an online YAFA Mentor Training program and recommends its use. It is available for Kingdoms to use as they feel necessary as part of their Mentor approval process. On-line training for Mentors consists of a thorough presentation of knowledge and understanding of the YAFA mentoring principles as listed under the topics in the Handbook. These topics and principles will be divided into sections to enable the Mentor or administrator to go through the training all at one time or spread it out as fits their personal schedule. Each section will require reference to topics as presented in the Handbook, online readings of short scenarios to illustrate the principles, and a brief computer-corrected quiz. A passing grade of 80% with a review of the missed questions is required to complete the course. Mentors must contact their Kingdom Youth Officers with the results of the quiz.

- **Components of On-line training** include **on-line video segments** (“Screencasts”) – A series of short segments will be developed including Screencasts showing **Mentors** how to apply for approval through their Kingdoms; **Society administrators** how to add new Achievement topics and worksheets; Society administrators how to add new Kingdoms and **Kingdom administrators** how to add new local groups; Society and Kingdom administrators how to add new officers and administrators to the Kingdoms and local groups in their area; Kingdom administrators how to administer Mentors; Kingdom and **Local administrators** how to administer the program for their local groups; **Parent & Guardians** how to enroll their families in the program, how to browse Achievement topics and select them, how to use the system to view and download individual YAFA workbooks, how to locate Mentors in their area and request their services as a Mentor, and how to use the system to recover lost or forgotten USERNAMES and how to reset lost or forgotten PASSWORDs.

Families with Special Needs

The SCA follows Federal, State and local laws regarding all persons with disabilities. The American with Disabilities Act of 1990 (ADA), Section 12102, provides the following definition of an individual with a disability:

"An individual is considered to have a 'disability' if s/he has a physical or mental impairment that substantially limits one or more major life activities (e.g., . . . seeing hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working), has a record of such impairment, or is regarded as having such an impairment”.

An individual with epilepsy, paralysis, HIV infection, AIDS, a substantial hearing or visual impairment, mental retardation, or a specific learning disability, is covered, but an individual with a minor, non-chronic condition of short duration, such as a sprain, broken limb, or the flu would not be covered by the ADA. The ADA definition protects individuals with a record of a disability and would cover, for example, a person who has recovered from cancer or mental illness. Also, the ADA protects individuals who are regarded as having a substantially limiting impairment, even though they may not have such impairment, for example, an individual with a severe facial disfigurement.

For a youth with special needs, it is recommended that a meeting be held with the Local or Kingdom YAFA leader, Achievement Mentor(s) and the parent and youth member to discuss specific learning opportunities and challenges within the program for that youth.

In the application of the YAFA Program for our youth members with special needs, reasonable accommodation in the performance of requirements may be made. These may include things such as an extension of time, adaptation of facilities, or the use of equipment or necessary devices consistent with the known physical or mental limitations of the handicapped individual. Reasonable accommodations may also include alternative achievement requirements.

Alternative Achievement Requirements

A youth may complete alternative achievement requirements because of physical or mental disability if the physical or mental disability is permanent, rather than temporary; **OR** because of *religious, cultural or moral beliefs*. The youth member must also complete as many of the regular requirements as their ability allows.

After soliciting parental/guardian input and obtaining parent/guardian approval to submit, the Achievement Mentor shall submit, in appropriate detail, the proposed alternative requirements for the achievement to the Local and Kingdom YAFA administrator for approval. The alternative requirements must be of such a nature that they are as demanding of effort as the regular requirements within the abilities of the youth. Once approval has been given, the specifics of the proposed alternative requirements shall be sent to the Society YAFA administrator for consideration in future revisions of the Achievement worksheets.

Society Policies Affecting Youth

Society Policies affecting youth can be found in the most recent edition and revision of the Seneschal's Handbook, which is available on the SCA.org website. All parents, guardians, Mentors and SCA members generally are encouraged to review these policies.

APPENDIX I

Achievement Worksheet Preparation

The following steps detail the process for the preparation of achievement worksheets for new topics/subjects:

- **Review the websites** of youth organizations to gain an understanding of what age-appropriate tasks might be used or might parallel the topics we study. Such groups might include: 4-H, Campfires, all phases and programs within Girl Scouts and Boy Scouts and any other groups that you may know of or have experienced. Another place to look is your state's K- 12 Academic Content Standards website. Look primarily for the History - Social Science Content Standards for Public Schools & the Visual and Performing Arts Content Standards for Public Schools
- **Open a blank copy of "YAFA Sample Worksheet"** received via e-mail and then:
 - ✓ Perform a global replacement of the term "Sample" with the topic (or subject) of the new Achievement worksheet.
 - ✓ Enter the appropriate Division level (1, 2 or 3) corresponding to the appropriate-age bracket of Child, Youth or Teen.
 - ✓ Enter **four- to six-required tasks**, including: Including requiring the following elements: some level of research into the history of the topic/subject; some comparison and contrasting of how things were done then and how they are done today, interaction with others of differing age groups, asking questions and reporting the answers/results, some level of hands-on work with subject/topic over an appropriate period of time, and displaying their work or project. Enter **additional items of an elective or optional nature** of which three to five must be completed. These items may be unique or specific to individual Kingdoms based on culture and social climates and might allow those participating in the program to explore areas they find really interesting.
- **To keep the workload consistent** between the achievements please follow these guidelines: Level 1 (age 5 to 8) – 5 to 7 hours of work to fulfill the requirements; Level 2 (age 9 to 11) – 10 to 15 hours of work; Level 3 (age 12 to 14) – 20 to 30 hours of work.
- **Enter the references and resources** and use <http://easybib.com/> to generate an MLA bibliography. For websites, use the citation to build (or insert) a hyperlink that will take the user to the website cited. For books, use the citation to build (or insert) a hyperlink that will take the user to <https://www.worldcat.org/> to allow the user to locate the book cited in the library closest to the userslow the user to locate the book c
- Any additional pages needed for the completion of tasks or projects should be added to the end of the worksheet(s).

APPENDIX II

Using the system to Administer Roles and Responsibilities

Parents - use the YAFA website to sign up their family. This includes their e-mail address, residential zip or postal code, SCA local branch and other details. It will also include an entry for the age of their children, but not any personal information for the children. Once they have created an account, parents will be able to view the Achievements that are available for their children and download the Achievement worksheet. They will be able to note when their children start working on an Achievement and also when they finish an Achievement. If a mentor is required for an Achievement they will have the ability to search for and contact a mentor in their area.

Mentors - use the YAFA website to create an account that includes their contact information as well as the areas/topics they are available to mentor. Once an account is created, they will be moved through the approval process and training process by their Kingdom officers. After they have been approved and trained, their name will appear in searches. The Mentors will receive e-mails from the website if a parent is interested in having them mentor their youth. After meeting with the parent and child, Mentors will visit the website and confirm they are mentoring a youth.

Use the system to apply to be a Mentor in the YAFA program. Your local or kingdom administrator can assist with the application process if you experience difficulties; otherwise, to use the YAFA program to apply to be a mentor, follow these steps:

- **Go to the YAFA webpage.** Across the top of the page there are a series of buttons (Home, Sign Up Your Family, Society Policies Affecting Youth, Achievement Mentors, Mentor Application, Login, and Resources). Find the button labelled "Mentor Application". Click on it.
- This opens the "**YAFA ACHIEVEMENT BADGE MENTOR APPLICATION**" form. To qualify as an achievement badge Mentor, the applicant must: (1) Be at least 18 years old. (2) Be proficient in the achievement badge subject by vocation, avocation, or special training. (3) Be able to work with youths aged 5 to 17 years old. (4) Be a registered member of the Society for Creative Anachronism and obtain a background check from a vendor selected by corporate.
- **Provide the following requested information:** Legal Name, Email Address, SCA Name, Telephone Number, and SCA Membership #. Under "Kingdom"; select the applicant's kingdom from the pull-down menu. This causes a new pull-down menu to appear. Under "Sub-group"; select the applicant's sub-group from the pull-down menu.
- Under "Badge"; you may **select up to 6 Achievement subjects** of the applicant's choice from the pull-down menu. Select the desired Divisions you wish to mentor (Division 1, Division 2 & or Division 3).
- Under the column labeled "**Vocation**" indicate if this subject is in line with the applicant's job, business, or profession. If yes, give brief information below. Under the column labeled "**Avocation**" if the applicant follows this subject as a hobby, having more than a "working knowledge" of the requirements; briefly give that information below. Under the column labeled "**Special Training**" if you have any special training or other qualifications for this subject; then briefly give that information below.
- If you wish to select more than 6 Achievement subjects, find the link just above the

- “Send” button labeled “**Add Additional Badge**”; click on it. Repeat steps iv & v for the additional subjects.
- **Review the form for completeness and accuracy.** Please jot down the "SCA Name" and "SCA Membership Number" exactly as you entered them on this form. They will become the "Userid" and "password" you will use to access the system as a Mentor.
- Find the “Send” button at the bottom left corner of the form. Click on it. When the form is submitted, you will get an email at the address you submitted on the form. The administrator assigned to that region will get an email notifying them that a new Mentor has offered their services in your region.

Want to use the system to enrollment in Mentor training using Moodle? This information has been moved to the booklet titled “Youth and Family Achievement (YAFA) Program IT Processes & Procedures Booklet”. It can be found on the “Resources” tab of the YAFA Home page (<http://yafa.sca.org/index.php/resources>); under the heading “Library of Documents”.

Conducting a Background Check

A background check is required for the following officers: Kingdom Seneschals or Youth Coordinators at any level (or any other officer whose responsibility is the oversight of youth activities). Furthermore, it is required that YAFA mentors must have passed a background check from a vendor approved by the corporate office. The amount, when and how background check fees are to be charged to Kingdoms is set by the SCA BoD. These rules only apply to groups operating within the US of America and Canada. If your group is outside of those two countries, please see your affiliate agreement and governing documents to ensure you follow procedures approved for your jurisdiction. **Background Checks must be renewed every two years.**

The process to apply for a background check for groups operating within the US of America and Canada can be found in the [Society Seneschal's Handbook, XI. OVERSEEING BACKGROUND CHECKS](#). To obtain blank background authorization forms for YAFA mentors in the US proceed as follows:

- Go to the **Society Seneschal's webpage** (<http://socsen.sca.org/>). Across the top of the page are 6 buttons. Find the button labeled "About the Society Seneschal". Click on it.
- This opens the "**About the Society Seneschal**" page. Below the section labeled "About the Society Seneschal" find the hyperlink for the group titled "Seneschal Resources", click on it.
- Under "**Library of Documents**", find the hyperlink titled "**Background Authorization Forms**", click on it.
- This opens blank background authorization forms. They discuss performing a consumer report or an investigative consumer report. The underlying law that mandates the gathering of the information required on the forms is the "Fair credit reporting Act of 1972". However, the only check performed will be a criminal background check. Fill out the blank background check authorization forms and write “YAFA Mentor” on the bottom of the form just below the line “PENNSYLVANIA RESIDENTS/VOLUNTEER “. Submit the completed forms to the corporate office only, via e-mail (send to: theresa@sca.org), fax, or mail.

Other methods of sending the form may also be approved by Corporate, as appropriate. It is up to each requestor to submit the paperwork for his or her own background check authorization. The forms contain personally identifying information and data, and therefore should not be submitted to any Kingdom officer. The corporate office maintains the submitted forms in secure storage until they have received the adjudication from the investigating company, then the submitted forms are destroyed by shredding.

In the US, individual requesters should notify the Kingdom Youth Officer/Coordinators that they have requested a background check. The Kingdom Youth Officer/Coordinator will provide the Kingdom Seneschal a list of all requested background checks. The Kingdom Seneschal will review and approve the list of requested background checks, and forward the list of approved requests to the corporate office. Once the background check authorization form has been received, the corporate office will thereafter maintain a list of all approved requests for background checks; check the requestor's current membership status, and check the requestor's name against his or her kingdom's list of individuals for whom background checks have been approved. If the requestor is not a current member of the SCA, they are not eligible for a background check, and their forms will be returned with an explanation of why they are currently ineligible. If the requestor's name is found on the —Approved by Kingdom Seneschal list, then the requestor's data will be sent to the company conducting the background check to begin the process. If the requestor's name is not found on the approved list, it will be added to a —Not Approved by Kingdom Seneschal list for that kingdom, along with the date the name was added. Every month, Corporate will send the names of those on the —Not Approved by Kingdom Seneschal list to the appropriate Kingdom Seneschals. If no approval is forthcoming from the Kingdom Seneschal in three months, or if a specific notice of disapproval is received, then the name will be struck and the form will be returned to the requestor along with a letter explaining that they have not been approved.

Once the Corporate office has received the report from the investigating company, the requesting member's information will be updated: If a Pass or a Fail decision is returned, the Corporate office will notify the requestor via mail of the decision and the SCA, Inc. will update their records to reflect the Pass or Fail decision and the appropriate expiration date. If a decision of a Hold is returned, then that information will be updated in the SCA, Inc.'s records and further adjudication will be undertaken to provide a clear Pass or Fail response, as above. Once a month, the corporate office will send the Year to Date results to the Kingdom Seneschals for review. **Background checks must be renewed every two years.**

Kingdom youth officers/ SCA Yafa Administrators - using the Yafa Admin website to oversee and administer the program in a Kingdom

After Logging on to the **Yafa Administration Login page** using the links, ... user_id ... & password provided you via e-mail, find the tab labeled "**Components**" above the "Control Panel" Bar. Open it and find "yafa". Click on it. This opens the "Welcome to the Yafa Administration Panel". Here there are seven new tabs. The first tab is the "Home" tab. Clicking on this tab will always bring you to the "Welcome to the Yafa Administration Panel". Clicking on the "Officers" tab opens the

"YAFA: Officers" panel. Here Kingdom Youth Officers can view the Officers assigned to their group. Look at the upper left hand side of the page, just below the line "YAFA: Officers". Here there are buttons or icons indicating that Kingdom Youth Officers have the authority to add new officers, edit the accounts of existing officers and delete those officers who have finished their tenure.

If administration of the local group is desired at the local level, then:

- To create Local Group Administrator (Officer) accounts for the Local Branches. logon to the YAFA Administration Login page using the links, ... userid ... & password provided earlier via e-mail.
- Find the tab labeled "Components" under the "Administration" Bar. Open it and find "yafa". Click on it. This opens the "Welcome to the Yafa Administration Panel". Here you will find seven new tabs. To add a new Local Group Administrators or Officer, click on the "Officers" tab. This will take you to the "Yafa: Officers" panel. Click on the "New" button in the upper right corner; on the same line as "Yafa: Officers". This opens the "New Officer" Panel. Under SCA Name, enter the group name, ... and the office title (i.e. Tanwayour Youth Officer).
- Under "Name", enter the officer's name as it appears on the monthly Officer's membership report from the corporate office. If there is no officer presently, enter the word "vacant". Entering the word "vacant" allows for local group administration to be performed by the local group that does not have a warranted youth officer. Under E-mail address, enter the group E-mail address for the office using the email format set by your Kingdom or local branch groups. If the office is vacant, enter the E-mail address for the person who will be administering the program for the local group (i.e. Seneschal, Baron, Baroness, etc). Under Authority Region, select the appropriate region from the pull- down menu. Under Authority Level, select "Local Officer" from the pull-down menu.
- The entry for the field "SCA Membership #" can be obtained from the monthly Officer's membership report from corporate. If the office is vacant, leave this field blank. Under Status, initially select "Inactive". This can be changed later. Click on the "Save & New" button to add another officer. Click on the "Save & Close" button to exit. This will take you back to the page titled "YAFA: Officer".
- To remove a Local Group Administrator that has finished their tenure, find the affected Local Group Administrator on the list and click on the small box just to the left of the name... Then click on the "Delete" button in the upper right corner; on the same line as "Yafa: Officers". To add the new Local Group Administrator (the replacement for the one just deleted), follow the steps d. thru k. above. To return to the "Welcome to the Yafa Administration Panel"; find the tab labeled "Home" under the "Yafa: Officers" Bar. Click on it.

Clicking on the "Regions" tab opens the "YAFA: Regions" panel. Here Kingdom Youth Officers can view the Regions assigned to their group. Look at the upper left hand side of the page, just below the line "YAFA: Regions". Here there is one button or icon. This indicates that Kingdom Youth Officers do have the authority to make changes to these Regions. To edit a Region, find the name of the Region on the list and click on the small box just to the left of the name. Then click on the "Edit" button in the upper right corner of the panel; on the same line as "YAFA: Regions". This opens the "Region" panel. In Kingdom Youth Officers can edit the name of the Region as well as change its relationship to the parent group. For example, if we have a Canton that has become a Shire, the Name can be changed from

“Canton of XXXX” to “Shire of XXXX”, then change Parent from “-Barony of YYYY” to “Kingdom of ZZZZ”. Then click on the "Save" button in the upper right hand side of the panel, in the same line as “Edit Region ”. This will show if the change was successful. To return to the "YAFA: Regions" panel, click on the “Close” button in the upper right corner; on the same line as “Edit Region”. This will take us back to the “YAFA: Regions “panel.

Clicking on the "Tokens" tab opens the "YAFA: Tokens” panel. Here Kingdom Youth Officers can view the listing of the achievement subjects available for study. Look at the upper right hand side of the panel, in the same line as "YAFA: Tokens". Here there is one button or icon. This indicates that Kingdom Youth Officers have the authority to download achievement worksheets. To download an Achievement Worksheet: Find the subject name on the list and click on the small box just to the left of the name. Then click on the “Download” button in the upper right corner; on the same line as "YAFA: Tokens”. This opens the “Edit Token” panel. To download the selected achievement subject worksheet, click on the “Download Worksheet” hyperlink in the line below “Edit Token”. This open a new window where the selected achievement subject worksheet opens in a pdf formatted file. This file can be saved to your local computer or printed out in hard copy form. When you are finished with this file, it can be closed by clicking on the small “X” box in the upper right hand corner of the newly opened window. You are now back at the “Edit Token” Panel. To return to the "YAFA: Tokens” panel. click on the “Close” button in the upper right corner; on the same line as "Edit Token”. This will take you back to the “YAFA: Tokens” panel.

Click on the "Mentors" tab. This opens the "YAFA: Mentors” panel. Here Kingdom Youth Officers can view the Mentors assigned to their group. Look at the upper right hand side of the panel, in the same line as "YAFA: Mentors". Here there are buttons or icons. This indicates that Kingdom Youth Officers have the authority to:

- **Endorse pending Mentor requests.** To endorse a pending mentor requests, verify that the Mentor applicant is currently a member of the SCA by screening the applicant against the monthly Officer’s Report (OR) provided by the corporate office. Then screen the applicant against the monthly Background Check Report provided by the corporate office. If in the United States and Canada, mentors are required to be background checked by a vendor approved by the corporate office. For kingdoms outside the US and Canada, follow your countries laws and policies regarding adults who work with youth. Verify that the Mentor applicant is acceptable to the local Baron and Baroness, if applicable, and with the local Seneschal. It is very important to verify this acceptability! Click on the check box just to the left of the Mentor's name to be endorsed. Then click on the "Endorsed" button in the upper right hand side of the panel, in the same line as "YAFA: Mentors". This will show you if your change was successful.
- **Allow Mentor applicants to begin their certification training.** To allow pending Mentors to begin their certification training, click on the checkbox just to the left of the Mentor's name. Then click on the "In Training" button in the upper right hand side of the panel, in the same line as "YAFA: Mentors". This will show you if your change was successful. This also sends an e-mail to the Mentor candidate informing them of this action.
- **Certify the completion of training and approve the Mentor to begin working with youth.** When a Mentor applicant completes training in Moodle, their highest test result needs to be reported to the Kingdom Youth Officer via e-mail by the applicant. To certify the completion of that training and approve them to begin working with youth, the Kingdom Youth Officer will click on the checkbox just to the left of the Mentor's name. Then click on the "Approved" button in the upper right hand side of the panel, in the same

line as "Yafa: Mentors". This will show you if your change was successful. This sends an e-mail to the Mentor candidate informing them of this action and allows their name to appear on the list of approved mentors for this group.

- **Suspending a Mentor if issues arise.** To suspend an approved Mentor if issues arise, click on the checkbox just to the left of the Mentor's name. Then click on the "Suspend" button in the upper right hand side of the panel, in the same line as "Yafa: Mentors". This will show you if your change was successful. This sends an e-mail to the Mentor informing them of this action and removes their name from appearing on the list of approved Mentors for this group.
- **Input request from those who would like to be Mentors, but may be experiencing challenges in submitting their requests online.** To input a Mentor request from those who would like to be Mentors, but may be experiencing challenges in submitting their requests online, click on the "New" button in the upper right hand side of the panel, in the same line as "Yafa: Mentors" This opens the "New Mentor" panel. Adding new Mentors in this manner is covered in another video "How to apply for those wanting to be Mentors but are experiencing challenges using the on-line forms". The link to this video is on the "Resources" tab found at the top of the Yafa main page.

Click on the "Families" tab. This will open the "Yafa: Families" panel. Here Kingdom Youth Officers can view the families enrolled in their kingdom. Look at the upper right hand side of the panel, in the same line as "Yafa: Families". Here there are buttons or icons. This indicates that Kingdom Youth Officers have the authority to view children's progress and the details of the parent/guardian account information.

- **To view children's progress in a particular family,** find the family name on the list and click on the small box just to the left of the name. Then click on the "View Children's Progress" button in the upper right corner; on the same line as "Yafa: Families". This will take you to the "Yafa: Participants" panel. This opens the "Yafa: Participants" Panel. To view children's progress in a particular token subject, find the participant's name on the list and click on the small box just to the left of the name. Then click on the "View Tokens Details" button in the upper right corner; on the same line as "Yafa: Participants". This will take you to the "Yafa: Tokens" panel for this particular person. The current status is displayed in the right hand column. Do not click on the "Approved for Release" button in the upper right corner; on the same line as " Yafa: Tokens" until you have received the completed Achievement worksheet from the Mentor or the Local group administrator, following their Local Officer Verification! Next, click on the "Families" tab. This will take you to the "Yafa: Families" panel.
- **To view the details of the parent/guardian account information,** find the family name on the list and click on the small box just to the left of the name. Then click on the "View Details" button in the upper right corner; on the same line as "Yafa: Families". This will take you to the "Edit Family" panel. The details of the parent/guardian account information are displayed in a box below the line "Edit Family". To return to the "Yafa: Families" panel, click on the "Close" button in the upper right corner; on the same line as "Edit Family". This will take you to the "Yafa: Families" panel. To return to the "Welcome to the Yafa Administration Panel"; find the tab labeled "Home" under the "Yafa: Families" Bar. Click on it.

Local Branch administrators - will use the YAFA Admin website to oversee and administer the program in their Local Branches. Many groups do not have a warranted Youth Officer, but may still desire to administer the YAFA program locally. If the local group has a warranted youth officer or administration of the local group is desired to be performed at the local group level proceed as follows: Logon to the YAFA Administration Login page using the links, ... user_id ... & password provided you via e-mail. Now find the tab labeled "Components" above the "Control Panel" Bar. Open it and find "yafa". Click on it. This opens the "Welcome to the YAFA Administration Panel". Here there are seven new tabs. The first tab we see is the "Home" tab. Clicking on this tab will always bring us to the "Welcome to the YAFA Administration Panel".

- **Clicking on the "Officers" tab opens the "YAFA: Officers" panel.** Here Local Youth Officers/Administrators can view the Officers assigned to their group. Look at the upper left hand side of the page, just below the line "YAFA: Officers". Please note that there are no buttons or icons here. What this indicates is that that you do not have the authority to make any changes to these officers. Clicking on the "Officers" tab opens the "Regions" tab. Here Local Youth Officers/Administrators can view the Regions assigned to your group. Look at the upper right hand side of the same line as "YAFA: Regions". Please note that there are no buttons or icons here. What this indicates is that Local Youth Officers/Administrators do not have the authority to make any changes to these Regions.
- **Clicking on the "Tokens" tab opens the "YAFA: Tokens" panel.** Here Local Youth Officers/Administrators can view the listing of the achievement subjects available for study. Look at the upper right hand side of the panel, in the same line as "YAFA: Tokens". Here there is one button or icon. This indicates that Local Youth Officers/Administrators have the authority to download achievement worksheets.
- **To download an Achievement Worksheet:** Find the subject name on the list and click on the small box just to the left of the name. Then click on the "Download" button in the upper right corner; on the same line as "YAFA: Tokens". This opens the "Edit Token" panel. To download the selected achievement subject worksheet, click on the "Download Worksheet" hyperlink in the line below "Edit Token". This opens a new window where the selected achievement subject worksheet opens in a pdf formatted file. This file can be saved to your local computer or printed out in hard copy form. When you are finished with this file, it can be closed by clicking on the small "X" box in the upper right hand corner of the newly opened window. You are now back at the "Edit Token" Panel. To return to the "YAFA: Tokens" panel, click on the "Close" button in the upper right corner on the same line as "Edit Token". This will take us back to the "YAFA: Tokens" panel.

Local Branch administrators will use the website to view the progress of families in their chosen Achievements: Logon to the YAFA Administration Login page using the links, ... user_id ... & password provided you via e-mail. Now find the tab labeled "Components" above the "Control Panel" Bar. Open it and find "yafa". Click on it. This opens the "Welcome to the YAFA Administration Panel". Here there are seven new tabs. The first tab we see is the "Home" tab. Clicking on this tab will always bring you to the "Welcome to the YAFA Administration Panel". Click on the "Families" tab. This opens the "YAFA: Families" panel. Here Local Youth Officers/Administrators can view the families assigned to their group. Look at the upper left hand side of the page, just below the line "YAFA: Families". Here there are buttons or icons. This indicates that Local Youth Officers/Administrators have the authority view children's progress and the details of the parent/guardian account information.

- **To view children's progress in a particular family,** find the family name on the list and click on the small box just to the left of the name. Then click on the "View Children's Progress" button in the upper

right corner; on the same line as "YAFA: Families". This will take you to the "YAFA: Participants" panel. This opens the "YAFA: Participants " Panel. To view children's progress in a particular token subject, find the participant's name on the list and click on the small box just to the left of the name. Then click on the "View Tokens Details" button in the upper right corner on the same line as "YAFA: Participants". This will take you to the "YAFA: Tokens" panel for this particular person. The current status is displayed in the right hand column. Do **not** click on the "Approved for Release" until you have completed the Local Officer Verification! Next, click on the "Families" tab. This will take you to the "YAFA: Families" panel.

- **To view the details of the parent/guardian account information**, find the family name on the list and click on the small box just to the left of the name. Then click on the "View Details" button in the upper right corner on the same line as "YAFA: Families". This will take you to the "Edit Family" panel. The detail of the parent/guardian account information is displayed in a box below the line "Edit Family". To return to the "YAFA: Families" panel, click on the "Close" button in the upper right corner; on the same line as "Edit Family". This will take you to the "YAFA: Families" panel.

Local Branch administrators will endorse the applications of mentors by Logging on to the YAFA Administration Login page using the links, ... user_id ... & password provided you via e-mail. Now find the tab labeled "Components" above the "Control Panel" Bar. Open it and find "yafa". Click on it. This opens the "Welcome to the YAFA Administration Panel". Here there are seven new tabs. The first tab we see is the "Home" tab. Clicking on this tab will always bring us to the "Welcome to the YAFA Administration Panel". Click on the "Mentors" tab. This opens the "YAFA: Mentors" panel. Here Local Youth Officers/Administrators can view the Mentors assigned to their group. Look at the upper right hand side of the panel, in the same line as "YAFA: Mentors". Here there are buttons or icons. This indicates that **Local Youth Officers/Administrators have the authority to:**

- **Endorse pending mentor requests.** To endorse a pending Mentor request, verify that the Mentor is acceptable to the local Baron and Baroness, if applicable. It is very important to verify this acceptability! Click on the checkbox just to the left of the Mentor's name to be endorsed. Then click on the "Endorsed" button in the upper right hand side of the panel, in the same line as "YAFA: Mentors". This will show you if your change was successful.
- **Input request from those who would like to be Mentors, but may be experiencing challenges in submitting their requests online.** To input a mentor request from those who would like to be Mentors, but may be experiencing challenges in submitting their requests online, click on the "New" button in the upper right hand side of the panel, in the same line as "YAFA: Mentors" This opens the "New Mentor" panel. Adding new mentors in this manner is covered in a video "How to apply for those wanting to be Mentors but are experiencing challenges using the on-line forms". The link to this video is on the "Resources" tab found at the top of the YAFA main page. To return to the "Welcome to the YAFA Administration Panel", find the tab labeled "Home" under the "YAFA: Officers" Bar. Click on it.

Local Branch administrators will verify the completion for achievements (See "Administering the Local-Officer Verification") **so that the tokens can be released from stock and delivered to the families.** Once the Local-Officer Verification is complete and the Local Branch administrator has received the completed worksheet, they go to view token details for that participant on the YAFA Admin website. There they will see a button labeled "Completion of Token Requirements Certified", find the

token's name on the list and click on the small box just to the left of the participant name. Then click on the "Completion of Token Requirements Certified" button in the upper right corner on the same line as "YAFA: Tokens". This will send an email to the Kingdom level officer, alerting the Kingdom level officer to "Approve for Release". An electronic copy of the completed worksheet is also forwarded to the Kingdom level officer for record keeping.

Upon receipt of the completed worksheet, the Kingdom level officer can view the token details for that participant on the YAFA Admin website. There they will see a button labeled "Approved for Release". Find the token's name on the list and click on the small box just to the left of the participant name, then click on the "Approved for Release" button in the upper right corner on the same line as "YAFA: Tokens". This will send an email to the SCA Stock Control Officer authorizing them to sell/ship the token as directed by the Kingdom level officer. A copy of this email is also sent to the Local Branch Administrator, the Parent/Guardian of the participant, and the Mentor. An electronic copy of the completed worksheet is also maintained at the Kingdom level office for record keeping.

Appendix III

YAFA Website Family and Participant Support

To create an account, go to the YAFA webpage. Across the top of the page there are a series of buttons (Home, Sign Up Your Family, Society Policies Affecting Youth, Achievement Mentors, Mentor Application, Login, and Resources). Find the button labelled “Society Policies Affecting Youth”. Click on it. Now read the SCAs Policies regarding youth. At the top of the page there are a series of buttons. Find the button labelled “Sign Up Your Family”. Click on it. This opens the “YAFA FAMILY SIGN UP” form. Provide the following requested information: Legal Name, Email Address, SCA Name, Telephone Number, and SCA Membership #, and Zip or Postal Code. Select your local group from the pull-down menu. Click on the Yes “Bulls-eye” signifying that “I am the parent or legal guardian of the minor whose name(s) appear(s) below. They have my permission to participate in this program. I have read and understand the SCAs Policies affecting Youth”, after reading these policies.

Enter the child's SCA Name. Select the year of the child's birth from the pull-down menu. Select their gender from the pull-down menu. For Parent & Guardians with "gender-neutrality" issues, it is permissible to select "none". Review the form for completeness and accuracy. Please jot down the "SCA Name" and "Zip or Postal Code" exactly as you entered them on this form. They will become the "Username" and "password" the Parent or Guardian will use to access the system. When the form is submitted, you will get an email at the address you submitted on the form. The administrator assigned to that region will get an email notifying them that there is a new family signed up. ... That's all there is to signing up!

Selecting and starting Achievements

Login to the YAFA website “Home” page using the SCA Name and your zip or postal code you entered on the form when you enrolled your family in the YAFA program. Selecting the small box just to the right of the phrase "Remember me" allows your account info to be stored for easy retrieval.

Find Achievements for a child and start them

After logging in, you will first be directed to read the "How to Protect Your Child from Child Abuse" pamphlet and verify that you have read it. Once you've done that you'll see a list of all of the children you registered and their current Achievements. Click on "Find More Achievements" under a child's information you'll be taken to a list of Achievements that meets their age range. Choose an Achievement and click "Start this Achievement". You'll be returned to your home page and you should see the Achievement listed next to the child. If you click on "Find More Achievements" under a child's information, you'll be taken to a list of Achievements that meets their age range. Worksheets are available for previewing by selecting "View Worksheet". Choose an Achievement and click "Start this Achievement". You'll be returned to your home page and you should see the Achievement listed next to the child.

View and Download Individual YAFA Workbooks

Login to the YAFA website “Home” page using the SCA Name and your zip or postal code you entered on the form when you enrolled your family in the YAFA program. Selecting the small box just to the right

of the phrase "Remember me" allows your account info to be stored for easy retrieval.

Find individual achievement worksheets and download or print them: After logging in, you'll see a list of all of the children you registered and their current Achievements. Find the button labeled "Find More Subjects". Click on it. You are now taken to a list of "Available Subjects". These are Achievements that meet the age range of this participant. Worksheets are available for previewing and downloading by selecting "View Worksheet". Click on it. This opens a pdf formatted file of the selected YAFA workbook in a new window. Moving the cursor to the lower right hand corner of the screen reveals the icon bar where the document can be saved to your personal electronic device or printed out by your local printer.

Finding Mentors

The number of Mentors for any particular Achievement/area of interest is determined by the popularity of the Achievement to ensure no Mentor is over burdened with individuals. Mentors schedule appointments at their convenience.

Find a Mentor for your Achievement: Login to the YAFA website "Home" page using the SCA Name and your zip or postal code you entered on the form when you enrolled your family in the YAFA program. Selecting the small box just to the right of the phrase "Remember me" allows your account info to be stored for easy retrieval. After logging in, you'll see a list of all of the children you registered and their current Achievements, along with their status. Those achievements whose status is "Looking for Mentor", will have a button labeled "Find Mentor" in the Options column. Click on it. This will take you to the "Mentors Available" page. It shows you the mentors in your area approved to mentor the chosen Achievement. The mentor list is ordered and displayed by region, in order of proximity by zip code. Select a mentor by clicking on the "Request Meeting with Mentor". This will take you to the "YAFA Home" page. Here we see that achievement's status changed from "Looking for Mentor" to "Meeting with Mentor". You'll also see the Option changed to "None. Your requested Mentor should be contacting you soon to arrange an introductory meeting." An email will be sent to the mentor informing them that a parent would like a meeting about a Achievement mentorship.

Accepting (or declining) a Mentorship request. A Mentor who is logged into their Mentor account, will see a list of mentorship requests. It currently shows what Achievement the parent would like a mentorship and information for how to contact the parent. No information is displayed about the child at this point. After meeting with the parent, the mentor can click "Accept Mentor Request" or "Decline Mentor Request". Either option that is clicked will send an email to the parent informing them of the Mentor's response. If the Mentor accepts the Mentor request, the Mentor contacts the parent or guardian. An appointment is made for a first meeting. A Mentor who is overloaded with family or work related issues may decline the request to mentor. A Mentor may feel he or she can only handle the number of current youth participants. If a request is declined, parents should search for another Mentor or ask again after a few months' wait.

Further Mentoring Meetings

Once the Mentor, parent or guardian, and participant have agreed upon an Achievement, set expectations, and reviewed the Achievement process, mentoring meetings may occur as needed to help the youth learn more about the topic and to reach set goals. This process and the length of mentoring time will vary from participant to participant.

Completion of Achievement Requirements

Once the Mentor feels the participant has completed their goals and tasks, an interview will occur, with the Mentor assuring that all steps for the Achievement have been completed and knowledge can be demonstrated. Successful participants will be eligible to wear tokens of achievement at this point. To notify an officer that a Achievement is complete; once a mentor has accepted a mentorship, the parent will see a button "Submit as Complete" next to the Achievement on the family's home page. Clicking on that button will send an email to the YAFA administrator assigned to that region to notify them that an Achievement has been completed. The parent (for Division 1 participants) sends the completed worksheet to the administrator and the mentor (for Divisions 2 & 3 participants) sends the completed worksheet to the administrator assigned to that region.

Resetting Lost or Forgotten Passwords

When families enroll in the YAFA program, their password is set to the postal or zip code they entered on the enrollment screen. If this information becomes lost or forgotten, **the password can be reset**. Go to the YAFA webpage. Across the top of the page are 7 buttons. Find the button labeled "Login". Click on it. Below the button labeled "Log In" there is 3 hyperlinks: "Forgot your password", "Forgot your username" and "Don't have an account". If you know your username, but have forgotten your password, click on the first link. The one labeled: "Forgot your password". This opens a new screen where you are asked to "Please enter the email address for your account. A verification code will be sent to you.

Once you have received the verification code, you will be able to choose a new password for your account. Enter the email address for your account. Click on the "Submit" button.

This opens a new screen where you are informed that "An email has been sent to your email address. The email contains a verification code, please paste the verification code in the field below to prove that you are the owner of this account." Open your email account. Look in your inbox or new mail folder for a new email with the subject of "Your YAFA password reset request". Block and copy the verification code from the second paragraph in this email to the block labeled "Verification Code*" using the link provided in this email. In the block labeled "Username **", enter the SCA Name you used to sign up your family. This has become your Username for your YAFA family account. Click on the "Submit" button.

This opens the **password reset page**. The password assigned you when you enrolled your family in the YAFA Program was your postal or ZIP code. Enter your new password in the block labeled "Password*" Enter it a second time in the block below to confirm it. Click on the "Submit" button. This takes you to YAFA Login page. Here you should see a message in blue telling you "Reset password successful. You may now login to the site." Login using your username and new password. Click on the Log in button. This takes you to your YAFA Home Page.

Recovering Forgotten Usernames

When families enroll in the YAFA program, their username is set to the SCA Name the parent or guardian entered on the enrollment screen. If this information becomes lost or forgotten, the username can be recovered. Go to the YAFA webpage. Across the top of the page are 7 buttons. Find the button labeled "Login". Click on it. This opens the "Login" page. Below the button labeled "Log In" there is 3 hyperlinks: "Forgot your password", "Forgot your username" and "Don't have an account". If you know your password, but have forgotten your username, click on the second link. The one labeled: "Forgot your username". This opens a new screen where you are asked to "Please enter the email address associated with your account. Your username will be emailed to the email address on file. Enter the email address for your account. Click on the "Submit" button. This opens a new Login screen where you are informed that "Reminder successfully sent. Please check your mail." Open your email account. Look in your inbox or new mail folder for a new email with the subject of "Your YAFA username". Block and copy the username from the second paragraph in this email to the block labeled "User Name" using the link provided in this email. **That's all there is to resetting your password or recovering a forgotten username!**

