



the society for creative anachronism, inc.



Youth and Family Achievement (YAFA) Program IT Manual May 2016 Edition

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Mentors

Mentors - will 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 child. After meeting with the parent and child, mentors will visit the website and confirm they are mentoring a child.

1. How to use the system to apply to be a Mentor in the YAFA program. Your local or kingdom administrator can assist you with the application process if you experience difficulties; otherwise, to use the YAFA program to apply to be a mentor, follow these steps:
 - a. 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.
 - b. This opens the "YAFA ACHIEVEMENT BADGE MENT OR 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.
 - c. 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.
 - d. 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).
 - e. Under the column labeled "Vocation" please indicate if the subject in line with your job, business, or profession. If yes, give brief information below. Under the column labeled "Avocation" if you follow 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.
 - f. 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.
 - g. 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 they system as a Mentor.
 - h. Find the "Send" button at the bottom left corner of the form. Click on it.

Administrators

Administrators- will use the YAFA Admin website to oversee and administer the program in their Kingdom & Local Branches and the progress of families in them.

1. How to administer Local Branches within Kingdoms. Many local groups do not have a warranted Youth Officer and may desire to have the YAFA program administered from the Kingdom level. The Kingdom Youth Officer may wish to do be the administrator as it will be more effective and efficient. **If it is desired for the administration of the Kingdom and local groups that do not have a warranted youth officer to be performed at the Kingdom level, skip this section, leaving no entry for the local admin at all.**

Logon to the YAFA Administration Login page using the links, ... user_id ... & password provided you via e-mail

- a. Now find the tab labeled "Components" under the "Administration" Bar. Open it and find "YAFA". Click on it.
- b. 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".
- c. 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 right hand side of the panel, on the same line as "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, proceed as follows:

- d. 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.
- e. 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.
- f. To add a new Local Group Administrators or Officer, click on the "Officers" tab. This will take you to the "Yafa: Officers" panel.
- g. Click on the "New" button in the upper right corner; on the same line as "Yafa: Officers". This opens the "New Officer" Panel.
- h. Under SCA Name, enter the group name, ... and the office title (i.e. Tanwayour Youth Officer).

- i. 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.
 - j. 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)
 - k. Under Authority Region, select the appropriate region from the pull- down menu.
 - l. Under Authority Level, select "Local Officer" from the pull-down menu.
 - m. 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".
 - n. 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".
 - o. 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.
2. 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 right hand side of the panel, on the same line as "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.
- a. 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 "Edit Region" panel.
 - b. In the "Edit Region" panel, 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.

- c. 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.
- d. 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".
- e. 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".
- f. 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.
- g. 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.
- h. 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.
- i. 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:
 1. 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.

2. Allow them to begin their certification training. To allow a pending mentor 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.
 3. 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.
 4. Suspend them 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 candidate informing them of this action and removes their name from appearing on the list of approved mentors for this group.
 5. 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.
- j. 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.

- c. 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".
- d. 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 right hand side of the panel, on the same line as "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.
- e. 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.
- f. Click on the "Tokens" tab. This 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.
- g. To download an Achievement Worksheet:
 - i. 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".
 - ii. 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".
 - iii. 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.
 - iv. 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.
 - v. 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.

4. Local Branch administrators will use the website to view the progress of families in their chosen Achievements:
- a. Logon to the YAFA Administration Login page using the links, ... user_id ... & password provided you via e-mail
 - b. Now find the tab labeled "Components" under the "Administration" Bar. Open it and find "YAFA". Click on it.
 - c. 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".
 - d. 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 right hand side of the panel, on the same line as "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.
 - i. 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.
 - ii. 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.
 - iii. 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".
 - iv. 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.

- e. Local Branch administrators will endorse the applications of mentors.
- i. Logon to the YAFA Administration Login page using the links, ... user_id ... & password provided you via e-mail
 - ii. Now find the tab labeled "Components" under the "Administration" Bar. Open it and find "YAFA". Click on it.
 - iii. 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".
 - iv. 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:
 1. Endorse pending mentor requests. To endorse a pending mentor requests, 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.
 2. 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.
 3. To return to the "Welcome to the YAFA Administration Panel", find the tab labeled "Home" under the "YAFA: Officers" Bar. Click on it.
- f. 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.

- i. 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.

PROCESS FOR CONDUCTING A BACKGROUND CHECK

1. A background check is required for Kingdom Seneschals or Youth Coordinators at any level and 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. These rules only apply to groups operating within the US 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.

Many groups do not have a warranted Youth Officer. They may still desire to administer the YAFA program locally. If the program is to be administered by an individual other than the warranted youth officer, proceed as follows:

2. Individuals wanting to apply for a background check must:
 - a. Go to the YAFA webpage. Across the top of the page are 7 buttons. Find the button labeled "Resources". Click on it.
This opens the "Resources" page. Below the section labeled "Library of Documents" are 7 documents. Review these documents and then find the hyperlink titled "Background Authorization Forms", click on it.
 - b. This opens blank background authorization forms from the Society Seneschal's Resources webpage. Fill out the blank background check authorization forms and submit them to **the corporate office only**, via e-mail, fax, or mail. Other methods of sending the forms 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.

- c. **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.
- d. The Kingdom Seneschal will review and approve the list of requested background checks, and forward the list of approved requests to the Corporate office.
- e. Once the background check authorization form has been received, the Corporate office will:
 - 1) Add it to a list of all requests for background checks.
 - 2) 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.
 - 3) 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.
 - 4) 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.
 - 5) 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 from the list of requests and the form will be returned to the requestor along with a letter explaining that they have not been approved.
 - 6) After a form has been passed to the company conducting the background investigation, the Corporate office will note a charge on the requesting Kingdom's spreadsheet. Each month, each Kingdom will be invoiced for half of the charge of all requested background checks for the previous month from that Kingdom. Invoices are due and payable upon receipt.
- f. Once the Corporate office has received the adjudication from the investigating company, the requesting member's information will be updated:
 - 1) If a Pass or Fail decision is returned, the Corporate office will notify the requestor via mail of the decision and the Corporate office will update its records to reflect the Pass or Fail decision and the appropriate expiration date.
 - 2) If a decision of a Hold is returned, then that information will be updated in the Corporate office's records and further adjudication will be undertaken to provide a clear Pass or Fail response, as above.
 - 3) Once each 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.