



# Introduction to the YEO Portal

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The YEO Portal is a web-accessible secured site that presents information for Youth Exchange Officers and provides a direct way to submit monthly counselor reports, host family change notifications, and more. It is available through any browser, including those on mobile devices, and requires no special software or plug-ins.

*NOTE: This document shows screenshots from the RYE-Florida portal, but applies to all organizations using the system.*

Each user must log in using his or her own e-mail address and password. New users are provided with a temporary password, which they will be required to change upon first use. The login screen also offers a link for anyone who has forgotten their password; the system will send a new temporary password via e-mail.

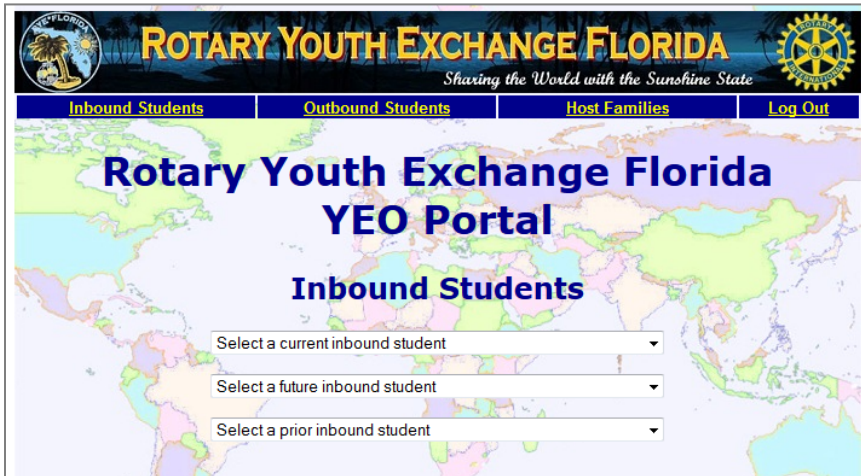
The login page is accessed with a special URL provided for each organization ... and it looks like this:

A screenshot of the login page for the Rotary Youth Exchange Florida YEO Portal. The page has a header with the same logos and text as the banner. Below the header, the title 'Rotary Youth Exchange Florida YEO Portal' is displayed in large blue letters. Underneath, 'Youth Exchange Officer Login' is written in blue. A welcome message states: 'Welcome to the RYE-Florida Youth Exchange Officer Web Portal. This is a secure site which requires a login for access. Please enter your login credentials below.' There are two input fields: 'Your E-mail Address:' and 'Your Password:'. Below these fields is a 'Login' button. At the bottom, there is a link that says 'Forgot Password'.

After login, a simple menu offers the user access to Inbound Students, Outbound Students, or Host Families:

A screenshot of the menu page for the Rotary Youth Exchange Florida YEO Portal. The page has the same header as the login page. Below the header, the title 'Rotary Youth Exchange Florida YEO Portal' is displayed in large blue letters. Underneath, 'Youth Exchange Officer Menu' is written in blue. There are three buttons arranged horizontally: 'Inbound Students', 'Outbound Students', and 'Host Families'.

The user just clicks on the link for whichever population is desired. We'll look at Inbound Students, and by clicking that link, this screen appears:



The screenshot shows the 'Rotary Youth Exchange Florida YEO Portal' for 'Inbound Students'. At the top, there is a navigation bar with links for 'Inbound Students', 'Outbound Students', 'Host Families', and 'Log Out'. The main heading is 'Rotary Youth Exchange Florida YEO Portal Inbound Students'. Below this, there are three dropdown menus: 'Select a current inbound student', 'Select a future inbound student', and 'Select a prior inbound student'. The background features a world map.

Use the pull-down lists to select the record of any current, future, or prior inbound student you wish to see. Based on their qualifications, some users will see only students affiliated with their own club or district. Note that links near the top of the page allow for quick navigation to the other populations (Outbound Students or Host Families), as well as a Log Out option.

When we select a student, that student's page is presented. Here's a former inbound's page:



The screenshot shows the 'Inbound Students' page for a specific student, Lorena Abreu De Barros. The page has a navigation bar at the top with links for 'Inbound Students', 'Outbound Students', 'Host Families', and 'Log Out'. The main heading is 'Inbound Students'. Below this, there are three dropdown menus: 'Select a current inbound student', 'Select a future inbound student', and 'Select a prior inbound student'. The student's name, 'Lorena Abreu De Barros', is displayed in a blue box. Below the name is a photo of the student and her contact information: E-mail: [loren\\_abreu@hotmail.com](mailto:loren_abreu@hotmail.com), Host: District 6960, Lakewood Ranch Rotary Club, Lakewood Ranch High School, Sponsor: District 4500, Brazil Recife Rotary Club, and Date of Birth: August 5, 1996. The page is divided into sections: 'Student Information', 'Host District', and 'Host Club'. The 'Student Information' section lists: Full Name: Lorena Rene Abreu De Barros, Exchange Year: 2012-13, Home Country: Brazil, E-mail Address: [loren\\_abreu@hotmail.com](mailto:loren_abreu@hotmail.com), Host District: 6960, Host Club: Lakewood Ranch, and High School: Lakewood Ranch High School. The 'Host District' section lists: Host District: 6960, District YE Chair: Frank Avey, YE Chair Cell Phone: 239-634-2455, YE Chair Home Phone: 239-369-9709, and YE Chair E-mail: [docavey@embarqmail.com](mailto:docavey@embarqmail.com). The 'Host Club' section lists: Club Name: Lakewood Ranch, Meeting Day: Thursday, and Meeting Time: 12:15 PM. The background features a world map.

It contains historical information about the sponsor district and club, host district and club, and school. It also provides an e-mail address for the student and for the current YE Chair of the district.

If we look at a current inbound, there is additional information presented:

**Inbound Students**

Select a current inbound student  
Select a future inbound student  
Select a prior inbound student

**Evamarie Banschbach**

 E-mail: [evamarie.b@web.de](mailto:evamarie.b@web.de)  
Cell: 518-805-2294

Host: District 6970  
Bartram Trail Rotary Club  
Creekside High School

Sponsor: District 1820, Germany  
Rotenburg Melsungen Rotary Club

Date of Birth: October 11, 1997

**Student Information**

Full Name: Evamarie Banschbach  
Exchange Year: 2013-14  
Home Country: Germany  
E-mail Address: [evamarie.b@web.de](mailto:evamarie.b@web.de)  
Cell Phone: 518-805-2294  
Host District: 6970  
Host Club: Bartram Trail  
High School: Creekside High School

**Host Family Information**

Current Host Family: Penny & Brad Johnson  
Address: 1240 Loch Tanna Loop [\[map\]](#)  
City, State, Zip: Saint Johns FL 32259  
Home Phone No: 904-429-7454  
Host Father's Cell: 423-653-0902  
Host Mother's Cell: 423-618-4015  
Host Father's E-mail: [bradtjohnson@gmail.com](mailto:bradtjohnson@gmail.com)  
Host Mother's E-mail: [pennyrjohnson@gmail.com](mailto:pennyrjohnson@gmail.com)

**Host District**

Host District: 6970  
District YE Chair: Jack Murray  
YE Chair Cell Phone: 904-382-6008  
YE Chair Home Phone: 904-285-7859  
YE Chair E-mail: [jack@ryeflorida.org](mailto:jack@ryeflorida.org)

**Host Club**

Club Name: Bartram Trail  
Meeting Day: Thursday  
Meeting Time: 7:30 AM  
Club YE Officer: Scott Burgess  
YEO Cell Phone: 904-370-4836  
YEO Home Phone: 904-230-9657  
YEO E-mail: [soottbtech@gmail.com](mailto:soottbtech@gmail.com)



Submit Host Family Change Report

Submit Monthly Counselor Report

Note that this page now includes items like the student's cell phone number, plus information on her current host family, including a link to a map of the home. If a student's arrival or departure is within a week of the current date, this screen will also contain all of the flight details, including a link to track each flight in progress.

At the bottom of the page are buttons for submitting a Host Family Change Report or a Monthly Counselor Report. So, let's click those buttons!

## Host Family Change Report

**ROTARY YOUTH EXCHANGE FLORIDA**  
*Sharing the World with the Sunshine State*

**Rotary Youth Exchange Florida**  
**Host Family Change Report**

**Inbound Student Information**

First Name: Evamarie  
Last Name: Banschbach  
E-mail Address: evamarie.b@web.de  
Home Country: Germany  
District: 6970  
Host Club: Bartram Trail

**New Host Family Information**

Select New Host Family :

Date of Move to New Family:

Is the Student Changing Schools?



If yes, Select the New School:

The Host Family Change Report is a very simple form. The YEO or Counselor who is reporting the move simply chooses the new Host Family from a pull-down list of families in the student's district, enters the date of the move, and if there is a change in schools, selects the student's new school. Clicking the Submit Report button causes the report to be built by the system and automatically filed with the student's record. Simultaneously, the system can send notification and a copy of that report to the District Chair, Inbound Coordinator, or whomever is designated to receive it. Confirmations to the student, the Compliance Officer, and Rotary International may also be generated automatically.



## Monthly Counselor Report

To report their monthly contact with the student and host family, the YEO or Counselor uses this form:

**ROTARY YOUTH EXCHANGE FLORIDA**  
*Sharing the World with the Sunshine State*

### Rotary Youth Exchange Florida

#### Monthly Counselor Report

This form satisfies the requirements of Rotary International Youth Exchange certification and the US Department of State 22 CFR Part 62 Regulations. It is to be used by the Host Rotary Club Counselor to record the date and results of monthly contact with the inbound student and host family.

Regular contact ensures the counselor is aware of any concerns (e.g., homesickness, making friends, school performance) in a timely manner and allows for prompt resolution. It is essential that monthly contact be made and documented for compliance with both Rotary International and US Department of State requirements.

This information will be shared with the host district Youth Exchange Chairperson and with the Country Coordinator assigned to this student. However, the Counselor completing this form should contact either or both of those individuals directly if there are any urgent concerns.

Please complete the form in its entirety, then click the "Submit" button at the bottom of the page. Thank you for your support of Rotary Youth Exchange.

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**Student Name:** Nochta, Marton  
**Host District:** 6970  
**Host Club:** St. Johns  
**Home Country:** Hungary



**Current Host Family:** Holly & Philip Wiegrefe  
Is above host family correct?   
If not, enter name of current host family:   
**School Attending:** Bartram Trail High School  
Is above school correct?   
If not, select student's current school:

**Date of Contact with Host Family:**     
**How was the host family contacted?**   
**Who contacted the host family?**

**Please provide your evaluation for each of the following:**

**Relationship with Host Family:**   
**Language Skills:**   
**Academics:**   
**School Involvement:**   
**Club Involvement:**   
**Overall Happiness:**



Use the following space to add any comments, including any situations that merit further attention.

**Name of person submitting this report:**   
**E-mail address of submitter:**    
**Phone number of submitter:**  

Fill out this simple form, click submit, and the task is complete for the month. District chairs will be notified when reports are submitted, and can follow up as needed. Note: As the history is built, an option will be provided to view prior month's reports as well.

## Outbound Students

The monthly report and host family change options apply only to inbound students, but the system also provides access to contact information and more for outbounds and host families. Here's the Outbound Student display:

	<b>Connor Bradley</b>	
		E-mail: <a href="mailto:cubsfan_bradley@gmail.com">cubsfan_bradley@gmail.com</a> Cell: 904-252-6964
		Sponsor: District 6970 St. Johns Rotary Club Creekside High School
		Host: District 4450, Peru Date of Birth: October 25, 1995
	<b>Student Information</b>	
	Full Name: Connor Bradley Exchange Year: 2013-14 Host Country: Peru Host District: 4450 Host Club: E-mail Address: <a href="mailto:cubsfan_bradley@gmail.com">cubsfan_bradley@gmail.com</a> Cell Phone: 904-252-6964 Sponsor District: 6970 Sponsor Club: St. Johns High School: Creekside High School	
	<b>Family Information</b>	
	Home Address: 252 Crooked Court <a href="#">[map]</a> City, State, Zip: St Johns FL 32259 Home Phone No: 904-230-9883 Parent: Scott Bradley Email Address: <a href="mailto:sbradley@intertekindustrial.com">sbradley@intertekindustrial.com</a> Cell Phone: 904-673-7610 Parent: Melode Bradley Email Address: <a href="mailto:melbatoast1970@hotmail.com">melbatoast1970@hotmail.com</a> Cell Phone: 904-673-7609	
	<b>Sponsor District</b>	
	Sponsor District: 6970 District YE Chair: Jack Murray YE Chair Cell Phone: 904-382-6008 YE Chair Home Phone: 904-285-7859 YE Chair E-mail: <a href="mailto:jack@ryeflorida.org">jack@ryeflorida.org</a>	
<b>Sponsor Club</b>		
Club Name: St. Johns Meeting Day: Friday Meeting Time: 7:30 AM		

As with the Inbounds, if this student was scheduled to depart or return within a week, his flight itinerary would be displayed, along with links to a flight tracker on the day of travel.

## Host Families

And this is how the host family page appears:

The screenshot shows a web page titled "Host Families" with a world map background. At the top, there is a dropdown menu labeled "Select a host family". Below it, a blue banner displays "Lawrene & Bill Bishop". A photograph of a house with a large porch is shown, with a date stamp "10/27/2003" in the bottom right corner. The page is divided into sections with yellow headers: "Host Family Information", "District", and "Hosted Students".

**Host Family Information**

Host Father: Bill Bishop  
Host Mother: Lawrene Bishop  
Address: 71 Bridgewater Lane [\[map\]](#)  
City, State, Zip: Ormond Beach FL 32174  
Home Phone No: 386-586-7094  
Host Father's Cell: 386 562 4264  
Host Mother's Cell: 386 566 4696  
Host Father's E-mail: [wdb1142@aol.com](mailto:wdb1142@aol.com)  
Host Mother's E-mail: [mlorie@aol.com](mailto:mlorie@aol.com)

**District**

District: 6970  
District YE Chair: Jack Murray  
YE Chair Cell Phone: 904-382-6008  
YE Chair Home Phone: 904-285-7859  
YE Chair E-mail: [jack@ryeflorida.org](mailto:jack@ryeflorida.org)

**Hosted Students**

2012-13: Sam Saenz Hinojosa (Ecuador)  
2007-08: Laura Dal Bianco (Italy)  
2005-06: Geraldine Bless (Switzerland)  
2003-04: Pauline Decaestecker (France)

The host family application process requires that a representative of the Rotary club or district conduct a home visit and interview.

[Submit Home Visit/Interview Report](#)

Note that it includes a history of hosted students. It also provides a link for submitting the Home Visit/Interview Report, and the Second Host Family Visit Report as well, if the family is currently hosting and that 60-day report has not yet been completed.

The YEO Portal also houses the online web-form applications for new or renewing Host Families and Volunteers. Access to those forms is not password protected, and the link can be provided to any potential families or volunteers via e-mail or posted on your program's website.

We hope you find this YEO Portal useful, and welcome your suggestions on ways to expand and improve what it offers.

Al Kalter, Chairman  
Rotary Youth Exchange Florida, Inc.