



Youth Protection Form Submission Instructions - Mother Advisor

In preparation for uploading your files, please prepare the files using the following instructions:

- For Rainbow Girls:
 - Please upload the Code of Conduct form(s) separately. It can be several pages if you have the signatures on more than one page. Please save the file using the naming convention “assemblyname_girls.pdf” (ie stockton_girls.pdf).
 - Each girl in the assembly should have signed copies of both the signed media release and the signed permission slip. Save both documents into one PDF file using the naming convention, “lastname, firstname.pdf” (ie Sunshine, Susie.pdf).

- For Adults:
 - Please upload the Code of Conduct form(s) separately. Please use the naming convention “assemblyname_adults.pdf” (ie stockton_adults.pdf).
 - Each adult’s file should only contain a copy of the signed media release. Save the document using the naming convention, “lastname, firstname.pdf” (ie Rainbow, Rhonda.pdf)

Media Release Forms with “NO”. If you have girls or adults who have said “NO” on the media release, please keep track of the name of each person. You will need to make a note of these names while you are filling out the submission. *It will be the responsibility of each assembly to make sure that people who have replied NO to the form are not included in pictures that are posted on social media.*

Saving Form to Return Later and Finish: If you need to save the information in the submission form and come back to finish later, scroll to the bottom of the page and click “Save”. You will be asked to create an account with JotForm and the draft link will be sent to the email address you used to create the account OR you can select “Skip Create an Account” at the bottom and a draft link will sent to the email address you entered in the form.

Instructions

1. Once you have all of your documents prepared, go to:
<https://form.jotform.com/240330600449143>
2. Fill out the form with your name and email address.
3. Using the dropdown menu, select the Assembly that you are uploading the forms for.
4. Next, under the Rainbow Girls heading, type the name of the first girl that you are reporting for. Please remember to enter the names, LastName, FirstName.
5. Drop down the menu under each of the column headings to indicate which forms you are uploading for that girl. *You are indicating that you are uploading a form of each type for that girl, not what they have answered on the form (ie. media release).*
6. Once you have filled out the row, click on +Add Row to add the row for the next girl.
7. Continue filling out a row for each girl until you have entered all of the information.
8. Enter any names of girls whose parents have said NO on the media release in the Rainbow Girls note section.
9. Next, after you have finished filling in the information for all girls and adults, move to the Upload Files field.
10. You can drag and drop files into this field. Remember save each person's information separately and make sure that you upload a copy of the Code of Conduct form for both adults and girls. The names on the Code of Conduct forms should match the names that you have entered in this form.
11. Once you have uploaded all forms, select the verification button and click Submit.
12. You will receive an email at the address you entered in the form summarizing the information that you entered. Be patient, it sometimes takes a minute to get it and you should make sure to check your spam folder if you haven't received it after a couple of minutes.