Youth Director/Advisor's Quick-Start Guide to the USY & Kadima Online Registration System

System Website – www.usy.net

Logging In (For New Youth Directors/Advisors ONLY)

Your predecessor should have left you their login information (which remains unchanged). If not, please e-mail Adam Kofinas at Kofinas@uscj.org with your chapter's name, City/State & the e-mail that you want to use as your login (i.e. Temple Israel in Chicago, Illinois, e-mail – youth@bethshalom.com) & we will reset your login for you..

Once the chapter director/advisor logs into the system, the contact information page will appear. This page should be updated with the contact information for your chapter's primary youth contact person (please note that if you enter a new e-mail address, it will replace your existing login as the e-mail used for logging into the system in the future). Once the contact information is updated, click save at the bottom of the page to save the updated information & once the information is saved, click close to exit the contact information page & exit to the home screen (it can be accessed at any time by clicking on the "My Profile" link .

Changing Your Password

Click on the "Change Password" tab on the home screen to change your password at any point.

Editing Your Chapter's Mailing Information

Click on the "Edit Chapter Info" tab on the home screen to edit your chapter's mailing address, main phone#, etc. (both initially and at any later point).

Viewing & Updating Your Members

To update the list of your members, click on the "View Members" tab on the Home Screen. There you will see a list of everyone that we have ever had listed as a member of your chapter. By default all of your members are set as INACTIVE. If someone who is listed is a member of your chapter again this year, please clock on the green check mark **(√)** in order to set them as active. To add additional people, you can either click "Add" to enter in new members information, or "Upload" to upload an excel spreadsheet of your new members' information. Details on how to prepare your spreadsheet can be found by clicking the "Upload" button.

To edit someone's information on the system (i.e. if they have moved, changed their e-mail address, etc.), click the pencil symbol next to their name to bring up their information page (similar to the page that the chapter contact person fills out).

Please note that if we have not yet received someone's e-mail address, they have been auto-assigned an e-mail address of abc##@fake.com. If you have it, please insert your members' correct e-mail address into the system. In addition, if ou do not have an e-mail address for a new member and leave the e-mail address field blank when you add/upload them, they will be auto-assigned a fake e-mail address in this format.

On the "View Members" screen, you can also choose to view just USY or Kadima members or just members of a certain graduation year by using the search tools at the top of the screen. Finally, you can also download an excel spreadsheet of your chapters current membership by clicking on the excel icon at the top of the page.

Managing your Chapter Dues

To view the amount owed and pay your chapter dues, from the home page, click on the "Chapter Dues" tab. On this screen, you will see the dues owed per person (based on weather they are in USY or Kadima). Also, at the top of the screen, you will see the $ due to international USY for your chapter's USY/Kadima dues, how much you have paid to date, and the resulting balance due that you need to pay.

Paying for your members

On the "chapter dues" page, click on "Payment" and then chose either "online payment" (to pay via credit card) or "mail in check" to pay via check. You will then be directed to select the members to include in your payment. Select the members that you wish to pay for and click continue. You will then be taken to one of the following screens (based on your method of payment)

CREDIT CARD PAYMENTS - You will be taken to a payment screen (similar to any online retailer & will be asked to enter in your credit card information. Once you submit the information, you will be sent a receipt via e-mail (to the e-mail address that we have on file as your login).

PAYMENT BY CHECK – A popup will appear showing an auto-generated invoice. Please make sure that a copy of this invoice is included in the envelope with your check. Please note that if an invoice does not appear, you will need to set your browser to allow pop-ups from usy.net.

If you have any questions regarding the system, please contact:
Adam Kofinas, Meetings Manager & Database Administrator
Phone - 646-519-9239
E-mail - Kofinas@uscj.org.

Please note that if you send an e-mail, please make sure to write "membership system" in the subject line.