

## VISUAL GUIDE: ACCESSING THE YOUTH EXCHANGE WORKGROUP

The Youth Exchange workgroup site is a resource to access publications, incident and early return forms, the latest Youth Exchange Officers' Directory, and district chair resource guides and global communications. The workgroup site can be accessed by current district governors, district governor-elects, district Youth Exchange chairs, and multidistrict Youth Exchange chairs.

Any questions can be directed to youthexchange@rotary.org

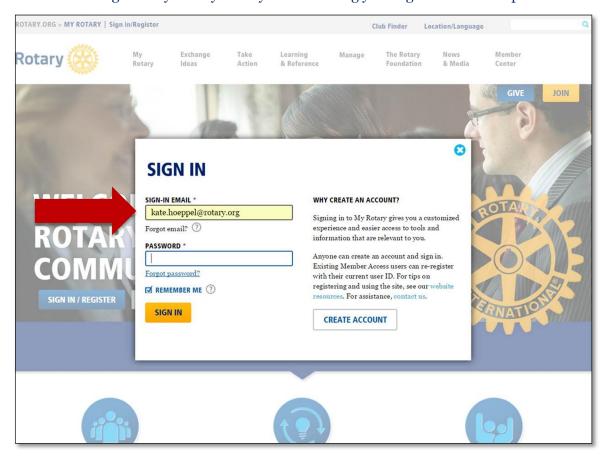
## TO ACCESS THE WORKGROUP, PLEASE FOLLOW THESE STEPS:

**STEP 1:** Navigate to <u>www.rotary.org/myrotary</u> and click the *Sign In/Register* link in the upper-left corner.

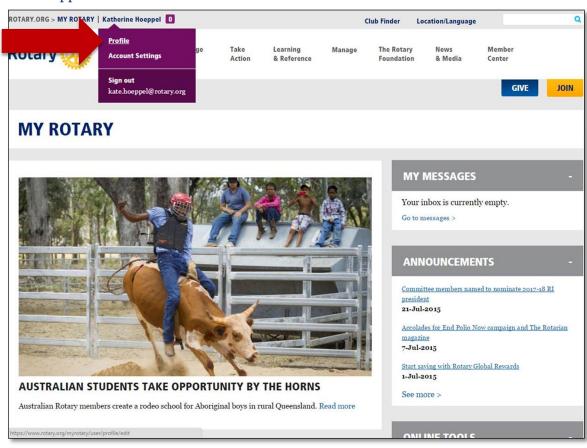




STEP 2: Sign in to your My Rotary account using your sign-in email and password.

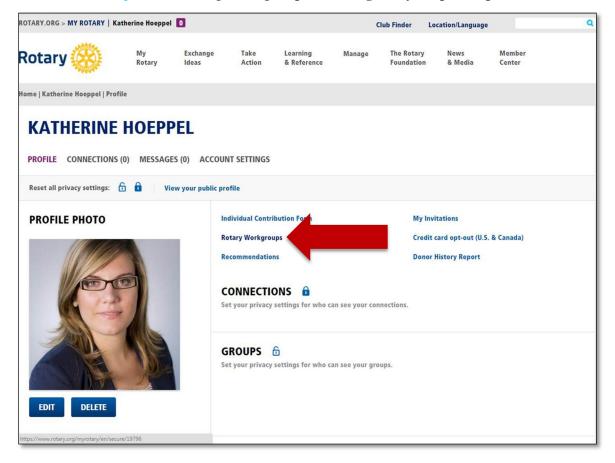


**STEP 3:** Navigate to your profile page by clicking on your name in the upper-left corner of the screen.





**STEP 4:** Click *Rotary Workgroups* to the right of your profile picture.



**STEP 5:** Click on *Youth Exchange Officers* displayed under *Rotary Workgroup Sites*.

