




Wessex Database Training Introduction For Counselors

**Glenn Harvey
March 2010**









Welcome To WESSEX

Western States Student Exchange, Inc. (WESSEX)

Western States Rotary Districts
5010, 5020, 5030, 5050, 5060, 5080, 5100, 5110,
5130, 5150, 5160, 5170, 5180, 5220, 5230 5390, 5400
Home / 

Welcome!

<ul style="list-style-type: none"> Home FAQ Events Forms Photo Gallery Contact WESSEX YE Admin Our People <ul style="list-style-type: none"> Inbound Students Outbound Students Summer Exchange Links <ul style="list-style-type: none"> Rotary Youth Rotary Y.E.S./SCANEX Officer Resources Rotary International 	 <h3>What is ROTARY?</h3> <p>Rotary International is an organization of business and professional leaders, united worldwide, dedicated to humanitarian service & ethical standards in business. Rotarians promote world understanding & peace through programs like Youth Exchange. With more than 29,000 clubs, in more than 156 countries, Rotary has an extensive network of volunteers, who are community leaders.</p>	<h3>Events</h3> <p>Hawaiian Adventure March 9 - 17, 2010</p> <p>Western Safari Tour Jun 26 - Jul 11, 2010</p>  <p>Time is a tickin' Space is limited...</p>
<p>AltaVista Babel Fish To translate this page, click a flag!</p> 	 <h3>What is Rotary Youth Exchange?</h3> <p>This year almost 7,000 students from more than 71 countries will enrich their lives. They will see the world the way it is best seen - from the inside out - through Rotary Youth Exchange. Who can participate? The youth exchange program is open to qualified young men & women between the ages of 15 & 19. The sons & daughters of Non-Rotarians & Rotarians are eligible. Applicants are to be approved by a local Rotary club on the basis of a written application & personal interview.</p>  <h3>What is Western States Student Exchange (WESSEX)?</h3> <p>WESSEX is a non-commercial organization originally formed by seven Rotary International Districts (5130, 5150, 5160, 5170, 5180, 5220, and 5230) who have pooled their resources to provide you effective & efficient services. WESSEX's scope of responsibility recently expanded to encompass 17 districts and shortly another will be added. We have an established network of trusted Rotarians involved in Youth Exchange throughout the world helping to ensure a successful and safe exchange for your son or daughter. For the high school year inbound students, we make available an incredible tour of the Western States and a Hawaiian adventure.</p>	

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Getting Started

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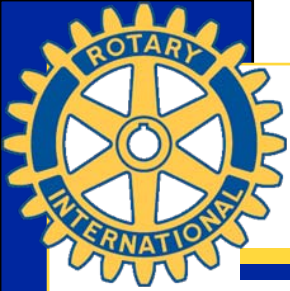
What is ROTARY?

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What is Rotary Youth E

Click on "YE Admin" to enter database



Login Screen

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Admin Site For District

Email:

Password:

- Enter E-mail and password
- Contact Your District Admin for support to obtain an account



Change Your Password

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Rotary Y.E.S./SCANEX

Admin Site For District 5400 (DistrictAdmin) Log out
Home | **User** | Club | Volunteer | Student | HostFamily | Certification | MeetingLog | Training
| ProgramView | RO/ARO | District

User For District 5400

Club Name: Pocatello - Gate City

Member: Glenn Harvey

Password:

User Role: DistrictAdmin

Save Delete Email Password

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1. Click on "User"
2. Enter a new Password
3. Click on "Save"



Student/Host Family Contact Info

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Meeting Logs For District 5400

Date	Type	Student	Host Family
------	------	---------	-------------

[Add New](#)

1

2

1. Select "Meeting Log"
2. Select "Add New"



Student/Host Family Contact Info

Contact Requirements

- Rotary International requires a monthly meeting with the student and the host family
 - The meetings can be held back to back in one home visit, but you need to meet with the student and the family separately to ensure privacy and open disclosure from both sides
 - The process is intended to get separate views (this is an opportunity!)
 - How does the student think things are going?
 - How does the family think the student is doing?
- Student and Host Family contact information are stored separately in the WESSEX database
- Choose each type of contact, then select the Host Family or the student's name
- Contact types – Phone (text or voice), In person (preferred), or E-mail (common but weak)
- Contact Date – Enter the date of the contact



Student/Host Family Contact Info

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Meeting Logs For District 5400

Program Year:

Contact with:

Name:

Contact Type:

Date:

Notes:

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1. Pull down Menu – Select “Student” or “Host Family”
2. Select “Contact Type”
3. Enter Contact Date
4. Add your notes from the meeting



Are You Getting E-mails?

- E-mails have now been activated for missing Student or Host Family contacts
- Rotary International recommends contact with students every two weeks
- Contact with students and host families monthly is required
- Counselors will receive e-mails from the system 30 days after the last student or host family contact date has been entered into the database



What's Missing?

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Student For District 5400

Club Name: Pocatello - Gate City
 Counselor: Kathy Morter
 Type: Inbound
 Program Year: 2009
 First Name: Cesar
 Last Name: Pazos
 Email Name: cesarigle@msn.com
 Country: Spain [Scan Passport](#)
 Sponsor District: 2201 [Scan Application](#)
 Port of Entry: New York [Scan Insurance](#)
 Arrival Date: 8/14/2009 [Scan Arrival Form](#)
 Departure Date: [Scan Host Family Change](#)
 Orientation Date: [View Document](#)
 DOS ID Card:

[Show Student ID](#)

HostFamily	FromDt	ToDate	Counselor	Last Contact	
				Student	HF
Gebhardt	8/14/2009	11/29/2009	Kathy Morter	2/9/2010	
Budge	11/29/2009	2/28/2010	Kathy Morter	2/9/2010	
Mooney	2/28/2010		Kathy Morter	2/9/2010	

[Back to Student List](#)

1. Select your student
2. Remember that Student and Host Family Contact info are separate, **BOTH** need to be entered
3. **ANY** contact can be entered – Phone, E-mail, In person
4. Get used to using the database for your student monthly!!!!

Missing student OR Host Family contact information will generate an e-mail after 30 days!