

Summer Staff Coordinators - How to Track Responses

1. Log in at younglifeaccess.com using the camp's Young Life Access username and password. You can obtain this from your property's administrator.
2. Under "My Profile," click on "View Responses."
3. From this screen you can choose your session of the Summer Staff Training Course.
4. Click on "Recipients" so see the list of all your summer staff and their progress on the course. From here, you can view each individuals responses or choose to resend the training if it has not been started.
5. You can also click "Responses" to see the training course with everyone's responses in one place.
6. Click "Export" if you would like to download an excel file with all your summer staff listed with all their responses.