

# Creating a Youth Application Step-by-Step Guide

## 1 Login to the Youthworks Hub

The screenshot displays the YouthWorks Hub interface. At the top, there is a search bar and navigation links for Home, Youth Participations Report, YW Performance Review Report, and WorkSite Assignment Report. Below the navigation is a banner image of a group of people sitting around a table. The main heading is "CC | YouthWorks HUB" with the tagline "Putting Teens and Young Adults on the Path to Employment". Four primary action buttons are visible: "Create Partner" (handshake icon), "Create WorkSite" (wrench and screwdriver icon), "Create Youth Application" (document with checkmark icon), and "Create Youth Profile" (person icon). Below these buttons is a navigation menu with "Partner Orgs" selected, and a list of items with a search bar and filter options.

## 2 Click "Create Youth Application"



**YouthWorks HUB** Putting Teens and Young Adults on the Path to Employment

Create Partner    Create WorkSite    Create Youth Application    Create Youth Profile

Orgs    Partner Contacts    Worksite Orgs    Grant    Youth Applications    List of Youth Profiles    List of Youth Participations    More ▾

orted by Organization Name • Filtered by ALL organizations - YW\_Type • Updated a few seconds ago

Search this list...

## 3 Fill out all the Required Fields

YouthWorks HUB Search...

Home    Youth Participations Report    YW Performance Review Report    WorkSite Assignment Report

« Back

### Create a Youth Application

Participation Information

- \* Preferred Name
- \* Legal First Name
- \* Last Name
- Pronouns
- \* Date of Birth
- \* Age at the start of programming
- \* Personal Email
- \* Alternate Email Address
- \* Phone Number
- \* Street Address
- \* City

## 4 Click "Save"

YouthWorks HUB

Search...

Home Youth Participations Report YW Performance Review Report WorkSite Assignment Report

\* Application About Yourself **N/A**

Transportation

\* How will you get to a placement? **Subway**

Other Transport

Language

\* What languages are used in your home?

Available	Chosen
English	Arabic
American Sign Language	
Somali	
Tagalog	

Other Language

Save

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