

Thank you for your inquiry about Youth Advantage services. Below is a list of the three qualifications for our services:

- 1) A student in grade K-12
- 2) residing or going to school within District 834 physical boundaries
- 3) who qualifies for free or reduced-fee lunch/ Educational Benefits through his/her school.

If you qualify for our services, please complete the following steps:

Steps to Create Your User Account

1. Go to <https://youthadvantage.infoflo.one/login> and click “Register.”
2. Fill out the required information fields and click “Submit.” Be sure to use a current and active email address. Note that the system is case-sensitive so the username and password need to be entered exactly the same way when you log-in to the account as the way you entered it in this step.
3. After you click “Submit” in step 2, check your email (the one you used in the previous step) where you should find an email titled “Your Account Information.” If you do not see this email in your inbox, check your Spam folder. This email includes your username and password to log in to Youth Advantage’s new website.
4. Click on the link provided in the email and use the credentials provided to log in. You must enter the password exactly as shown, copying it (Ctrl c) and pasting it (Ctrl v) will ensure you are entering it correctly.
5. Once you are logged in, you will want to change your password to something you can easily remember. Your username will always be your email address. If you are using a mobile device, click the three lines at the top of the page and click on “Profile.” If you are on a computer, click “Profile” on the left side of the screen.
6. Scroll down until you see the “Change Password” section. You will enter the current password that was emailed to you, a new password of your choice, and then re-enter to confirm your new password. Then click “Update Password.” You can now return to your “Dashboard.”
7. Update your financial qualifications by uploading the first two pages of your 2022 income tax return (with all social security numbers and bank routing information blackened out) using the blue button titled “Lunch Letter” in the Dashboard of your parent account (please note that you need to save the two pages in one document as it only allows one upload). Another option is to upload your 2023-2024 educational benefits award letter (formerly known as your free/reduced-fee lunch letter) if you chose to apply (or are auto-approved) for the educational benefits (as all MN students will receive free lunch for the upcoming school year). This documentation will need to be updated prior to your next request being processed at Youth Advantage. PLEASE NOTE: the upload of documents to the system can take a couple of minutes. If it doesn’t seem to do anything when you press “upload”, it is likely working in the background. You will get a pop-up error message if there is a problem, so give it a couple/few minutes to upload unless you receive the error message. If you have any issues, please pause on your efforts to complete this step and send us a screenshot of the page/error message to info@youthadvantage.org and we will help you with this step.

8. Enter in all of your children who are in grades K-12 who will be utilizing Youth Advantage's services by clicking the blue "New Child" button. (Be sure to choose the correct birthyear when you get to the "Date of Birth" field; a calendar will pop up—choose the year first by using the arrow button, then choose the month, then the day.)

To Make a New Request for an Activity

1. Click on the blue "New Application" button and select the child who you are making this request for in the "Applicant" box.
2. To find the activity, use the search box in the "activity name" section and type in the activity number (if it is a Community Education activity) or type in a key word such as "soccer" to see a list of the soccer opportunities and select the one that matches the activity name and the organization providing the activity. Instrument Users: Please note that to select the instrument, type in the instrument name then select the instrument from the list (noting the size if it is a string instrument). If you cannot find the activity in the dropdown list, please contact us at info@youthadvantage.org
3. The section titled "Upload Required Forms" is intended to be used as a way for you to send us the activity registration form (i.e. SCVAA's soccer registration form, the instrument loan form, Community Ed's registration form for gymnastics, etc.) electronically with your online request for the financial assistance. When uploading a form, after clicking "save" it may take up to a minute to complete the upload. As long as you don't receive a pop-up error message stating that you are trying to upload an unaccepted file type, the system is working behind the scenes to upload the file and you will see a message stating "New file uploaded" in the right hand corner of your screen when it is complete.
 - a) If the activity does not have a registration form, then you can just move forward to the next page, ignoring the "Warning" pop-up box for that particular activity request.
 - b) If you are not able to upload the completed activity registration form, you can send the completed form to our email address (info@youthadvantage.org) or deliver it to Youth Advantage with your payment (we prefer that it is uploaded with the request but we understand that not everyone is able to convert the form to an accepted format).
 - c) *Please **DO NOT** apply online at the organization's website unless guided to do so by YA.*
 - d) *Use the organization's printable registration form only and send to Youth Advantage.* You can obtain the registration forms through the partner organization. SCVAA posts printable registration forms on each sport's page. Community Ed's catalog has the registration form on the inside of the back cover of their printed catalog.

e) If you can't find the registration form for the activity, you can send us an email at info@youthadvantage.org and we will either send it to you or guide you to it on the internet.

Be sure to store your log-in information so you can reference it for future requests.

4. Your portion of the payment made payable to Youth Advantage; please inquire with us if you do not know what your portion is. [If your family qualifies for free level of Educational Benefits (new name for free lunch since all MN families now receive free lunch), you can find the sliding scale at www.youthadvantage.org/scholarshipapplication or within the online application. If you qualify for reduced-fee lunch, inquire with Youth Advantage about your portion of the fee.]

Please Mail Required Items To:

Youth Advantage / P.O. Box 11 / Stillwater, MN 55082, drop them off during our office hours, or leave them in the gray dropbox (lid lifts to reveal deposit slot) that is located to the right of our main door.

We look forward to working with you! If you have any questions, feel free to call (Tues/Thurs 9:30 a.m.- 3:30 p.m.) or email.