



What happens to my account when I transfer to a new area?

The account stays with the area. When you leave an area, you need to work with the new incoming staff person behind you to create a new username and password for them to begin using the area account.

How do I inherit an account that has already been set up and used by a previous staff person?

When you arrive in an area and there is already a pre-existing YL Access account, you need to obtain the username and password information from the previous staff person so you can change that in the profile settings to a username and password you want to use.

How do I clean up my account?

- Once a year, it is important to delete any leaders or committee who are no longer volunteering with your area. If they move and work in a new area, they will need to be re-invited in by that area.
- Be sure to add in any new leaders or committee.
- Clean up your distribution lists.