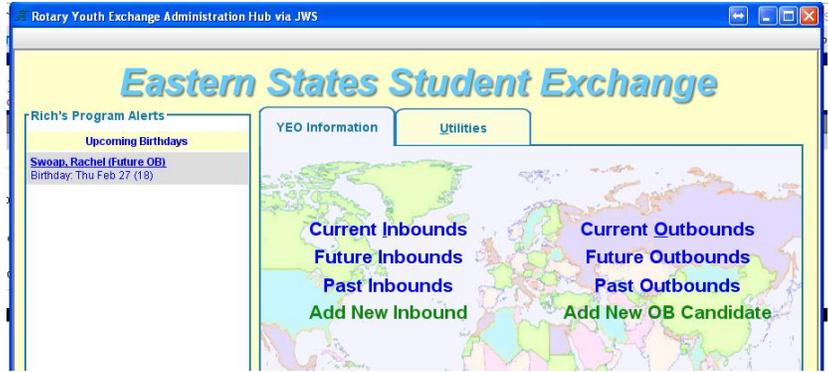


DISTRICT CHAIR INBOUND PROCESSING

When you receive an Inbound student assignment log into the database.

Click Future Inbounds



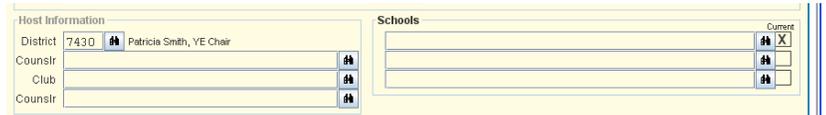
Double click on the student,



click Documents tab
click on IB Application,
click View selected, the application will download to your computer, save it so you will be able to forward to the assigned club.



Once you have read the application you can assign the club.



IB Club Checklist located under Utilities, Document Library



Upload of Guarantee Forms for INBOUNDS

Completed Guarantee Forms, as always, need to be uploaded to the Hub, by the District Chair, District Inbound or anyone you assign in the District and has access to the system. **Effective immediately, this should NOT be done through the Documents tab**, but rather by clicking the "Upload GF" button on the Processing tab. That button will open up a new subform that looks like this:

Upload Guarantee Form

Upload for: Fernando Crupi, 2014-15 Inbound from Italy

File to Upload:

Comment (opt.):

Host District: 6930

Host Club:	Select
School:	Select
Preferred Arrival Airport:	Select
Second choice airport (opt.):	Select
First Host Family:	Select

Host Family not in list? Check this box if Family will be added later:

In addition to browsing to the document on your desktop (or dragging and dropping it), this form will ask that you provide the information that you have in front of you on that form – the host club, the school, the preferred arrival airport(s), and the first host family. Each of those fields is to be selected from the list displayed when you click the corresponding Select button.

Now, in some situations, it is possible that a family that has agreed to host your student may not yet have completed their Host Family Application form. If you can't find the host family on the list, that means they haven't submitted their application yet. Note that they will appear on the list as soon as they initially submit the application – it doesn't wait for their references, background checks, etc. So if you can't find them on the list, then you can check the box on the last line.

When you've completed this form and pointed it to the document on your desktop, click the Upload button and all the information will transfer to the student's record, saving a lot of trouble for others down the line. An automatic notification will be sent to the Country Coordinator, District Chair, District Inbound Chair and ESSEX Inbound Coordinator.

REMEMBER you must mail the originals to the ESSEX Country Contact.