FILLING OUT PARTICIPANT PROFILE INFORMATION ON THE WEBSITE

Once you have submitted your application and received an email back from Distinguished Young Women (DYW) with your profile login information, you are ready to begin filling out your online forms. The steps to fill out this information follows.

1. Go to the Distinguished Young Women website (www.distinguishedyw.org) and click on "LOG IN" in the header to go to the Login site



Login		
Username	APPLY NOW!	FIND A
Password		
Remember Me		
LogIn		
*NOTE: If you had a log in for our old website, it will not work on the new site. And, you may not have been added to the new website yet. Please contact your program to get new log in credentials.		
Forgot your possured?		

2. Type in your Username (**NOT YOUR EMAIL ADDRESS**) and copy and paste the automatically-generated password that was in your email from DYW. Once you have logged in for the first time, you will be able to change the password to something you can remember more easily. If you forget your password, you can click on the "Forgot your password?" link and have a new one emailed to you, <u>OR</u> you may email the National Field Director, Lisa Burnette, at <u>lisa@distinguishedyw.org</u> to have your password reset to your username.

3. When you log in, you will see this page:

CONTACT INFORMATION

If you cannot complete a required field, please contact us for assistance.

Participant Contact Information
Education Information
Family Information
Activities
Honors & Awards
Community Service
Interests
Favorites
Personalities
Talent
Photo
<u>Change Password</u>
Library Documents for local/state participants

4. Click on each tab to open, and then fill in your information. Click on "Save" to save your entries on each tab. Lisa Middle Name Lawley Last Name Test Street 1 1234 Main St Street 2 Street 3 City Atlanta State Georgia Zip Code 30067 Phone (Home) 4045551234 Phone (Cell) 6785551234 **Email Address** cakeburn@mac.com Date of Birth Parent First Name Parent Last Name Parent Email Address

I'm not a robot

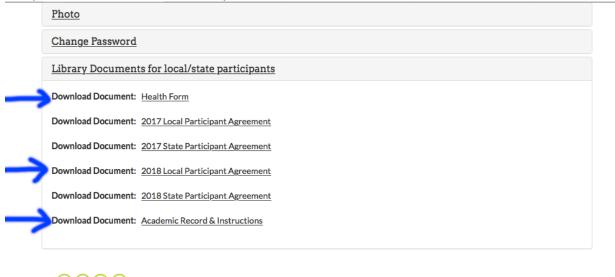
Captcha

5. If you want to change your password, click on the "Change Password" tab and you can enter a new one. Make sure you click "Change Password" to have it take effect.

CONTACT INFORMATION If you cannot complete a required field, please contact us for assistance. Participant Contact Information Education Information Family Information Activities Honors & Awards Community Service Interests Favorites Personalities Talent Photo Change Password Library Documents for local/state participants

6. Once you have finished your online forms, click on the "Library Documents for local/state participants" tab to download the paper forms you will need (Health Form, 2018 Local Participant Agreement, and Academic Record & Instructions). When you click on the link beside each document, a copy will be downloaded to your computer, most

likely in a "Downloads" folder on your hard drive.







PLEASE NOTE: Our website will not save your information correctly if you are not using the most current version of the web browser you are using. If your information is not saving AND you have an up-to-date browser, please contact the National Field Director for assistance at lisa@distinguishedyw.org