YMMS - How to…
ADD MEMBERS TO YOUR CLUB
Florida Conference Pathfinder/Adventurer Ministries

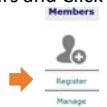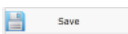**Required info before starting**

Required info before starting (left margin, vertical)

Required info before starting (right margin, vertical)

COY Points: Quarterly Reporting

Club Staff	Children	Pathfinder Parents	Adventurer Parents
✓ Date of Birth of Staff ✓ Email Address ✓ Background Check Eligibility Date for all Adults – Click Here for example. ✓ Approved Driver Questionnaire Form if they will be a Volunteer Driver ✓ Emergency Contact Name/Phone ✓ Shirt Size If staff has not completed the training and background check please Click Here for instructions as they MUST complete these steps BEFORE they are allowed to serve in your Club/be registered in YMMS.	✓ Info from Local Club Registration YMMS Info Needed – Click Here Note: A Pathfinder Club Staff's child, if in an Adventurer Club must be registered under both Clubs separately but with the different Role they have in each Club.	✓ Date of Birth of Parent ✓ Email Address ✓ If attending local Club/conference sponsored events: Background Check Eligibility Date is REQUIRED. ✓ Approved Driver Questionnaire Form if they will be a Volunteer Driver ✓ Emergency Contact Name/Phone ✓ Shirt Size Click Here for example of the date needed, for background check.	✓ Date of Birth of Parent ✓ Email Address ✓ IF attending combined Pathfinder & Adventurer over night local club/conference sponsored events: Background Check Eligibility Date is REQUIRED. – Click Here for example. ✓ Approved Driver Questionnaire Form if they will be a Volunteer Driver ✓ Emergency Contact Name/Phone ✓ Shirt Size Click Here for example of the date needed, for background check.

Let's get started! (left margin, vertical)

Step 1	Step 2	Step 3	Step 4
Log into your account at www.nadyouth.com	In the Short Cut Menu go to Members and Click on Register	Fill out ALL the information requested using the info gathered as detailed above. Remember to CLICK SAVE.	Page will refresh and you can look to make sure your Club Member shows in the list below.

Step 6
Congratulations! You have registered a Member into your Club in YMMS!

If you want to View the information you just entered Click on the magnifying glass icon 🔍

If you need to make any Changes to the information you entered, Click on this icon 📝

YMMS - How to…
Activate Self-Enrollment Option
Florida Conference Pathfinder/Adventurer Ministries

Let's get started!

Step 1	Step 2	Step 3	Step 4
Log into your account at www.nadyouth.com	In the Left Hand-side Menu go to Secretary and Click on "C216 – Enrollment"	On the Right-hand side Click on the Settings Button	Add an Email Address that you want to received any notifications if someone registers.
	C214 - Certificates C012 - Classes C108 - Documents ➡ C216 - Enrollment C011 - Honors	✔ Settings	Email Club: path.adv@floridaconference.com Club Phone: 407-644-5000

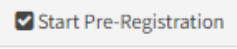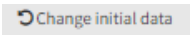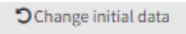| Step 5	(Optional)	Step 6	Step 7
Be sure to have both Options with Check Marks or this will not work on the member end. Club enabled in Find a Club: ☑ Available Pre-Registration: ☑ Click Save 💾 Save	Add a document with info you wish for your members to download. Choose File It needs to be one document (PDF, Max 2 MB) This could include: Calendar, Event Flyers, Medical Consent Forms etc.	Click on Generate Key Button 🔑 Generate key This key (combination of numbers and letters) will show up in a pop-up window and in the top left corner of the next screen. New Keys can be generated each year, but if needed to be done sooner, communicate this change to everyone needing the key as old keys will NOT work once a new one is generated.	Send your members the English or Spanish Registration Links along with the key to have them fill in or update their information. **Club Registration Key:** 3UDB4 **Club Registration link - English:** **Club Registration link - Spanish:** Click Here for Tutorial to share with them if needed.

YMMS - How to…
Self-Enroll / Self-Update Member Info
Florida Conference Pathfinder/Adventurer Ministries

Let's get started!

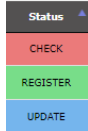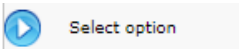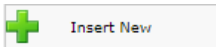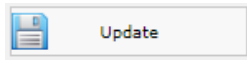|	**Step 1**	**Step 2**	**Step 3**
Your Club may have emailed you several items. 1) Link – English or Spanish 2) Club Registration Key 3) This Tutorial 4) Role to Select BEFORE STARTING Have Background Check Info Ready Click Here for Example	Preferably using a Laptop, Tablet or Desktop: Click the Link and go to the Section that says "Fill in the data to get started"	Fill in the information using the Club **Registration Key Give**. **Full Name and Date of Birth** MUST match what legally used for your Sterling Volunteer Background Check. Click Here of info needed	Click the Start Pre-Registration Button ☑ Start Pre-Registration If you had a typo, on the next page you will be able to click on ↻ Change initial data
Step 4	**Step 5**	**Step 6**	**Remember to**
Download/review the Internal Regulations for the Club you are joining. ⬇ Download Internal Regulation NOTE: Some Club Director choose to use this function and other may not.	Select your Role. Note: Your Club Director or Staff may have asked you to pick a specific role. Please follow their instructions. If you had a typo in the previous page you can go back and make changes by clicking the button ↻ Change initial data	Fill in the rest of your information. **Note: Verification Date is your Background Check Date** Click Here to see Example. Additionally, if there is anything in the Medical Section that is required but you wish to not respond , please select NO for each of those fields.	Accept the terms, Sign your Name and Click 💾 Finalize pre-registration **Congratulations,** **You have Self-Enrolled and now your Club will need to process your Pre-Registration.** **Let them know you have completed your side of the process.**

YMMS - How to…
Manage Enrollment Requests
Florida Conference Pathfinder/Adventurer Ministries

Let's get started!

Step 1	Step 2	Step 3	Step 4
Log into your account at www.nadyouth.com	In the Left Hand-side Menu go to Secretary and Click on "C216 – Enrollment" C214 - Certificates / C012 - Classes / C108 - Documents / → C216 - Enrollment / C011 - Honors	If anyone has self-enrolled, this will show up as a list. Their status can be one of these three **Status** CHECK / REGISTER / UPDATE	Sort the registration by Status if you wish. Then Click on the Green thumbs-up icon to see what the person filled in.
CHECK Members with this Status may have information the seems familiar to the System, it may be a NEW or Returning member.	**REGISTER** Members with this Status may be NEW member.	**UPDATE** Members with this Status have information that matches information already in the System. It would be a Returning member.	NOTE: If someone shows up multiple times in the list you can still follow Step 4 and then scroll to the bottom and Click Delete. Delete

Step 5	New		Update/Returning
	Step 6a		**Step 6b**
IF the Drop-down appears Select New Profile Click Select option NO Drop-down Menu should show up for UPDATE since the member being updated has already been identified.	Verify the information and click Insert New If you need to edit any of their information such as Role, Background Check Date etc. Please refer to the tutorial on how to CHANGE Current Member Data Manually OR Tell them to go back in, now that they have a profile, follow the same steps again but this time the window will auto populate the information and they can edit anything needing to be Updated. Then follow the Returning step.		NO Drop-down Menu will show but Verify the info and Click Update OR Update and Edit