2023-2024
PATHFINDER AND ADVENTURER CLUB MINISTRIES

CLUB PACKET

YMMS INSTRUCTION, CLUB REGISTRATION, EVENT REGISTRATION AND STERLING VOLUNTEERS

CAROLINA CONFERENCE YOUTH DEPARTMENT

TABLE OF CONTENTS

IMPORTANT:
GENERAL CLARIFICATIONS

- **PATHFINDER/ADVENTURER CLUB REGISTRATION:**

All clubs must be registered on the Youth Ministries Management System (YMMS) to be an official club, as well as members and staff. All registration, event registration and Club of the Year reporting will be done through this system ONLY! Please do NOT send any forms to the Conference Office nor send reports/new/pictures via email. Notice: All printable forms linked in this website are to be kept by the club as records and not by the conference.

- **YMMS ACCOUNT REQUEST/REACTIVATION**

Requesting / reactivating a YMMS account = Club registration for the New Club Year ✓

Every year we will reset the system in July. Why?

- Director/Secretary changes
- Safety of the data
- Updates on eAdventist
- New leadership does Background Check
- Requests can take up to 10 business days (you need to email us)

ACCOUNTS ARE PERSONAL

PERSONAL ACCOUNTS

ALL THE DATA IS STORED IN THE CLUB ACCOUNT

do not share your password

give you access to the club information

club information is never STORED in a personal account

GENERAL CLARIFICATIONS CONT...

- **CLUB OFFICERS MUST BE LISTED ON eADVENTIST TO HAVE ACCESS TO YMMS:**

Please ask your Local Church Clerk to update the eAdventist Officer's list. If the local church clerk needs help or doesn't know how to update eAdventist, please ask her to contact our Conference Clerk:

Irma Munoz
imunoz@carolinasda.org
704-887-5710

- **DRIVERS:**

Every club is responsible for making their volunteer drivers fill out the Driver Questionnaire and entering the information collected there into the YMMS, **HOWEVER**, the fact that you entered this info on YMMS doesn't automatically approve them as drivers:

1. The church board must approve them as drivers
2. They need to verify that they actually submitted the Driving Records Background check request through Sterling and not just the criminal records, and that their result is "elegible".
3. We at the Conference will also verify this and approve them in YMMS, you will need to make sure that in the members list, the driver column shows a date instead of "pending".

- **EMAILING THE OFFICE:**

1. To ensure that we will be able to work with you in a timely manner, please identify ALL your emails with your Name, Last Name and complete Church Name.
2. Do NOT identify yourself with your "club name" or nickname, as I won't be able to track you down easily and it will definitely put you further in the waiting list for a reply.

- **STERLING VOLUNTEERS COORDINATOR**

Each church must have at least one Sterling Volunteers Coordinator (Level 2). This individual, authorized by the Church Board/Pastor, will be responsible for verifying the background check status of church members. On page 20 of this package, you will find the authorization form. Please fill it out and follow the instructions to have access to your church member's status along the process.

STEPS TO BE AN OFFICIAL CLUB

These are the steps that clubs need to complete in order to:

- Earn Certificate of Operation
- Attend the Conference Camporee (October 19-22, 2023)
- Register Your Club Oficially

Completing these steps by September 25 is a requirement to qualify for Club of the Year.

1. CLUB REGISTRATION on YMMS   www.nadyouth.com

- Every club will need to request an account in the Youth Ministries Management System (YMMS). This step must be completed by either the Club Director or Club Secretary. (see page 5 for instructions).
- Add members and event dates to your club calendar on YMMS.

Note: if your club is already on YMMS, you will **ONLY** need to update member roles, add new members and/or deactivate ex-members and add calendar dates for the 2023-2024 club year.

2. STERLING VOLUNTEERS   www.ncsrisk.org

Each adult staff member must complete their Sterling Volunteers process **(background check and training modules)** through Sterling Volunteer. Legal names **MUST** be used through the entire process (see page 6 & 7 for instructions).

- Driver Questionnaire Checklist:

Please process all Driver Questionnaires for any Volunteer Drivers you might have for the year. Anyone driving kids (other then their own) to club events/activities need to be Eligible as Drivers on Sterling Volunteers and should appear on the club's member list as "APPROVED" under the "Driver" column on YMMS.

3. SUBMIT INITIAL REPORT on YMMS   www.nadyouth.com

Please make sure to submit your Initial Report on YMMS, so that we can verify that steps 1 and 2 have been completed (see page 14 for instructions).
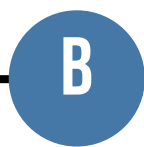
CLUB REGISTRATION ON YMMS

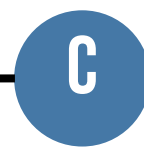**ONLY CLUB DIRECTORS, SUB-DIRECTORS OR SECRETARIES ARE AUTHORIZED TO ACCESS / MAKE CHANGES TO THE CLUB ACCOUNT**

1. Complete the Adventist Screening Verification (Training and Background Check) process on **Sterling Volunteers** www.ncsrisk.org (see instructions on page 6)

2. Request or reactivate your **personal account on YMMS**: www.nadyouth.com (you will be asked for your verification date from Sterling Volunteers)

A	B	C
Log into Adventist Verification Screening and retrieve your Background Check Completion/Verification Date (see page 7)	Request your **personal account** at www.nadyouth.com by using the red button and following the prompts (your name MUST match what you entered into Sterling)	Email the office for account approval at varana@carolinasda.org

NOTE: **Your account needs to be approved by the conference** before you can log in, if you try to log in right away it is going to say that your account cannot be found. **Do not create another one, just email us and we will approve it.**

3. Add members to your club***** or update the existing members on YMMS:
   Two ways:
   a. Club Directors, Sub-directors and Secretaries are authorized to register members from their dashboard (see instructions on page 8)
   b. Members (staff/path/adv/parents) can self enroll (see pages 9-11)

4. Enter Calendar Dates on YMMS (see instructions on page 13)

5. Complete the initial report on YMMS (see instructions on page 14)

*In order for any member older than 18 to be registered on YMMS, they must first complete the Sterling Volunteer process (Training Modules and Background Check)

STERLING VOLUNTEERS INSTRUCTIONS
(BACKGROUND CHECK)

LEGAL NAMES MUST BE USED THROUGHOUT THE WHOLE PROCCESS

Step 1: Go to www.ncsrisk.org and click on the first-time registrant button

Step 2: Select "Begin the registration process"

Step 3: Click on "Seventh-Day Adventist Church"

Step 4: Select the State in which your Club is located (North Carolina/South Carolina)

Step 5: Select the Conference where you work or volunteer (Carolina Conference)

Step 6: When asked if you have previously registered, click "No"

Step 7: Create a user ID and a password you can easily remember. It's recommended to use your email address for your username.

Step 8: Please provide the information requested on the screen. (Note: Do not click the back button or your registration will be lost).

Step 9: Select your primary location where you work or volunteer and click continue. If you work or volunteer in another location, please select 'Yes' and then select the location.

Step 10: Select your role(s) within the organization (multiple may be selected).

Step 11: Click on the green circle to begin the online training. Upon completion, the last screen will allow you to print a certificate, BUT you are not done just yet.

Step 12: Please read the instructions regarding the details of the online training and then proceed. Select 'Click Here' to begin the online training (Note: Training can take up to half an hour).

Step 13: Upon completion of your online training, you will be instructed to complete your background check. Please MAKE SURE to complete ALL the steps within the background check process (Note: The background check will only take 5-10 minutes).

Step 14: Review and complete the consent terms and mark the boxes to agree. Enter your First and Last Name as it appears on your legal document and enter your SSN or mark the box that says "No SSN".

Step15: Confirm the information is correct and DON'T FORGET TO CLICK the "Submit Background Check" button at the end. Once the background check has been successfully processed you will be notified via email.

Step 16: To obtain your Verification Date, log into your account, go to "My Report" and retrieve the "Background Screening" date, make sure it says "elegible", if it says consider please contact Ellen Roberts: eroberts@carolinasda.org for assistance. *Additional details on page 7.

ADVENTIST SCREENING VERIFICATION
(STERLING VOLUNTEERS INSTRUCTIONS)

How to retrieve your verification date:

Once the online training and the submission of your background check is completed (after completing up to Step 15), you can login to your account and **click on 'My Report'** to view your online training, retrieve a certificate, and view your background check completion/verification date.

You can also access 'Update My Account' on the top right corner of your screen to update your personal information.

REGISTER MEMBERS ON YMMS
(REQUIRED INFORMATION BEFORE STARTING)

CLUB STAFF:	CHILDREN:
• Staff's Date of Birth • Email Address • Background check completion/ verification date for **ALL** adults (see page 7 for how to retrieve) • Approved Driver Questionnaire Form if they will be a Volunteer Driver	• Info from Club Registration: Pathfinder or Adventurer Application Forms *Find and download all forms at: www.carolinasda.org/adventurerforms www.carolinasda.org/pathfinderforms

*Staff MUST complete Adventist Screening Verification BEFORE they are allowed to serve in your club/are registered in YMMS.

IF YOU ARE A CLUB DIRECTOR, SUB-DIRECTOR OR SECRETARY AND YOU WANT TO ADD MEMBERS TO YOUR CLUB:

Step1: Log into your account at www.nadyouth.com

Step 2: In the **Shorcut Menu** go to **Members** and click on **Register**

Step 3: Fill out **ALL** the information requested and remember to **CLICK SAVE**

Step 4: Once you have saved the new member, they should appear on the following screen listed along with the rest of the club members

Step 5: To view information you entered click on magnifying glass 🔍

Step 6: To make changes click on the Edit icon 📝

ACTIVATE SELF ENROLLMENT ON YMMS

Step1: Log into your account at www.nadyouth.com

Step 2: In the **Left-hand side Menu** go to **Secretary** and click on **C216 - Enrollment**
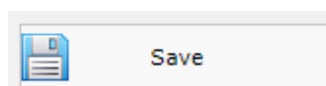
Step 3: On the **Right-hand side top corner** click on the **Settings** Button

Step 4: Add an email address where you want to receive any notifications if someone registers

Step 5: Be sure to have **both Options with Check Marks** or this will not work on the member end, and click **Save**

Club enabled in Find a Club: ☑
Available Pre-Registration: ☑

💾 Save

Optional: Add a document with info you wish for your members to download

Internal Regulation: [Choose File]

It needs to be one document (PDF, Max 2 MB)
This could include: Calendar, Event Flyers, Medical Consent Forms, etc.

Step 6: 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.

Step 7: Send your members the English or Spanish Registration Links along with the key to have them fill in or update their information.

Pre-registrations open: Yes
Club Registration Key: 42058
Club Registration link - English:
Club Registration link - Spanish:

SELF ENROLL / SELF UPDATE MEMBER* INFO

Tutorial for Club members (with no access to YMMS)

Your club may have sent 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 (Verification Date) ready if you are a staff member.

Step 1: Preferably using a Laptop, Tablet or Desktop: click the link and go to the section that says **"Fill in the data to get started"**

Step 2: Fill the information using the **Club Registration Key.** Full Name and Date of Birth MUST match what legally used for your Sterling Volunteer Background Check.

Step 3: Click the **Start Pre-Registration Button.** If you had a typo, on the next page you will be able to click on "Change initial data"

Step 4: Download/review the Internal Regulations for the club you are joining.
Note: some Club Directors choose to use this function and others may not.

Step 5: Select your Role. Note: your club director or Staff may have asked you to pick a specific role. Please follow their instructions, or ask them.

Step 6: Fill in the rest of your information. Note: If you are a Staff Member, your Verification Date is your Background Check date (from Sterling Volunteer)

REMEMBER TO: 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.

MANAGE ENROLLMENT REQUESTS

Step 1: Log into your account at www.nadyouth.com

Step 2: In the Left-hand side Menu go to Secretary and click on C216 - Enrollment

Step 3: If anyone has self-enrolled, this will show up as a list. Their status can be one of these three:

Status ⬍	
CHECK	Members with this status may have information that seems familiar to the System, it may be a New or Returning memeber
REGISTER	Members with this Status may be a New member
UPDATE	Members with this Status have infortmation already in the System. It would be a Returning member.

Step 4: Sort the registration by **Status** if you wish. Then Click on the Green thumbs-   up icon to see what the person filled in.
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**

Step 5: IF the Drop-down appears select **New Profile** and click on "**Select option**". No drop down Menu should show up for UPDATE since the member being updated has already been identified.

Step 6 (For NEW members): 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.

Step 6 (For UPDATE/RETURNING members): NO drop-down Menu will show but Verify the info and click **Update or Update and Edit.**

UPDATE MEMBER DATA

- Change current club Member Data Manually
- Change past director/secretary to club staff

Step 1: Log into your account at www.nadyouth.com

Step 2: In the Short Cut Menu go to **Members** and click on **Manage**
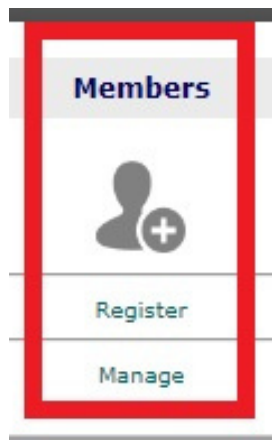
Step 3: On the right hand side **Search Bar**, type the Club Member / Past Director / Secretary name

Step 4: On second to last column "Change**"** click on the **Edit icon**

Step 5: At the top change the **Role** by selecting their new role from the drop down list to their new staff role for the current Club Year.

Step 6: Scroll all the way to the botoom. Accept the terms. Then click **Save**

ADD EVENTS TO YOUR CALENDAR

Step 1: Log into your account at www.nadyouth.com

Step 2: In the left hand side Menu click on **Secretary** and then on "**C121- Calendar**"

Step 3: Find the month you wish to add an event in and **click on the date number**

SEPTEMBER OF 2022			
Wed	**Thu**	**Fri**	
	1	2	3
7	8	9	10

Step 4: Add all the relevant information. *ALL THE INFO IS REQUIRED **Please be sure to select the correct TYPE of Activity in order to get credit towards the Club of the Year.** You can set an optional internal reminder for yourself. Note: A reminder will be sent ONLY if you chose that option. The reminder will be sent ONLY to the email you specified.

Step 5: Please **go back and repeat** these steps for all your Club Meetings, Local Club Events and Club of the Year required events, etc. *If you made any mistakes: **Click on the Event Title** in your Calendar and choose **Change or Delete.**

Step 6:

If you wish to print the Calendar in Calendar View:

Highlight/select the Month Name with your mouse, (press and hold the left button on your mouse and highlight down) to the last date of the month. Right Click and Select Print.

SEPTEMBER OF 2020		
Copy		Ctrl+C
Search Google for "SEPTEMBER OF 2020 >> Sun Mon Tue Wed Thu Fri Sat..."		
Print...		Ctrl+P
Inspect		Ctrl+Shift+I
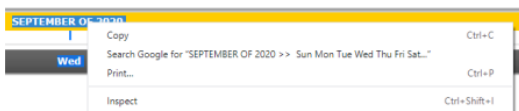
If you wish to print the Calendar in List View:
Click on the button on the top right corner.

Calendar 2020
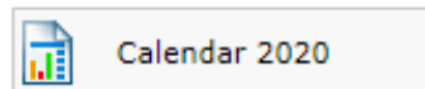
Scroll down on the page and click on Print

Print
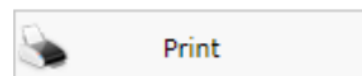
SUBMITTING REPORTS ON YMMS

ALL REPORTS NEED TO BE SUBMITTED THROUGH YMMS

Step 1: On the left hand side menu click on "Ranking"

Step 2: Then click on "Online Report"

Step 3: Click on icon under "Fill in"

Step 4: Click on "Reply"

Step 5: Enter information and click "Confirm"

EVENT REGISTRATION

Before you start...

- **Those with access to the system can register the club attendees**

  Director, Subdirector, Secretaries, YMMS specialist?
  If you are none of the above please contact someone from your club who is

- **Make sure to read the event registration information on the website for details BEFORE registering anyone**

- **Have a plan for payment**

- **Verify whose SV are pending on your members list on YMMS**

Reminders...

- **Swaps have a deadline**
- **Swaps can only be done within the club**
- **Swapping people last minute could affect housing arrangements**
- **SV deadline is always a week before registration deadline**
- **All deadlines will be effective at 1pm**
- **You may want to sit down and decide with your church board/treasurer/pastor/club leaders what's going to be the best system for your club to make payments.**
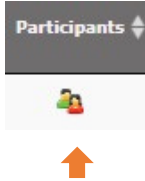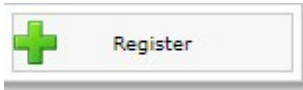
  We recommended sending the payment link to the church's treasurer so that she can pay with the church's credit card and having everyone else pay the church. This is the most easy and efficient way to make payments

EVENT REGISTRATION

YMMS -How to…
REGISTER FOR AN EVENT WITH MULTIPLE OPTIONS

Step 1

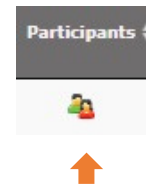Log into your account at
www.nadyouth.com

Step 2

In the Left Hand-side Menu go to
Events and Click on
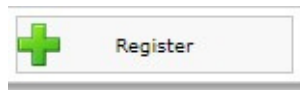"C014 – Register"
To find the event you
wish to register for,

Step 3

To the far Right Click on the
Participants Icon

Step 4

On the top right corner
Click Register Button

Step 5

Use the drop-down menu to select
a Club Member from your List.

Then Click / have a check mark
on the Option you are
registering them for.

Note: Some Members may not show
in the drop-down list.

Members showing up in

Members not released

WILL NOT be able to attend until
their Sterling Volunteers has been
approved by the office.

Click Here

Step 6

Click on the Register Button to
continue to the next person

When you are done Click on the
Finalize Button

Then Click on the Generate Button
to Confirm

Step 7

You will now see a Pop-
up window regarding PayPal.
However, a
PayPal account is not required.

You may choose to scroll down
and Click on
"Pay with Debit or Credit Card"
Button

Receipts:

If you would like to see your receipt: Go back to Step 2 but instead
Click on the Green Dollar Symbol and then Click the Magnifying glass

If you need to go back and pay and your registration has not expired,
in this same "Payments" section click on the Link Icon

it will re-direct you again to the payment window

Swaps:

To switch people that are the same
price go to 👥 then click on CHANGE

Select member you wish to swap with
Then click 💾 Confirm

*To purchase additional tickets:

On the left hand side **Menu** click
on Events and then click on
"C014-Register"

Proceed as before from **Step 2** above

📅 EVENTS

C014 - Register

EVENT REGISTRATION

YMMS -How to…
REGISTER FOR A GENERAL REGISTRATION

Step 1

Log into your account at
www.nadyouth.com

Step 2

In the Left Hand-side Menu go to
Events and Click on
"C014 – Register"
To find the event you
wish to register for,

EVENTS
C014 - Register

Step 3

To the far Right Click on the
Participants Icon

Participants

Step 4

On the top right corner
Click Register Button

Register

Step 5

Put a Check Mark next to each
individual you wish to register.

Note: Some Members may show
up under a different tab.
Please Click here for common
reasons why someone may
show under the Inelegible
Members tab.

Step 6

Click on the Payment Button

$ Payment
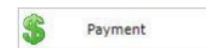
Then Click the Generate Button

You will now see a Pop-up window
regarding PayPal. However, a PayPal
account is not required. You may
choose to scroll down and
Click on the
"Pay with Debit or Credit Card"
Button

Step 7

If you would like to see your receipt
: Go back to Step 2 but instead
Click on the Green Dollar Symbol an
d then Click the Magnifying glass

Payments
$

Issue

Step 8

If you need to go back and pay and your
registration has not expired,
in this same "Payments" section click on
the Link Icon

Link

it will re-direct you again to the payment window

17
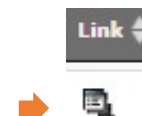
REGISTRATION TROUBLESHOOTING RESOURCES

YMMS:

Club Members SV Status Showing as "Checking" or Inelegible on YMMS?
See page 19 of this PDF

STERLING VOLUNTEERS:

Need to get access to your Compliance Report?
Contact your church's Sterling Volunteer Level 2 Administrator

Local Church doesn't have one?
Check out this form that your Church Board & Pastor can submit
See page 20 of this PDF

Example Compliance Report
See Page 21 of this PDF

Need someone to renew/finish their Background Check?
www.ncsrisk.org/asv

Need help directly from Sterling Volunteer?
Call: 1-855-326-1860 option #3
For help with registration, passwords, usernames, background checks and website questions.

Need YMMS Tutorials? Visit our website:

www.carolinasda.org/YMMS

Instructions for an Adult that is showing as Ineligible or Checking in YMMS

1) Do you have access to your compliance report for your church? (If not please contact your Level 2 administrator at your local church).

Once you have access to your report, check the Adults that are still showing as "Checking" in YMMS.

> 1) Do their names match for First and Last Name columns
>
> 2) Do the dates for the background date match If they do not have a Background check date but finished their training they may have not picked Pathfinder or Adventurer Ministry in their role in Sterling. Please have them call Sterling and they will assign them the role and authorize the background check form to show up on their account. 1-855-326-1860
>
> 3) Do they have multiple account on your report – if so please ask them to contact Sterling to merge the accounts. 1-855-326-1860

2) If all of this has been done then likely there are two thing it could be

> 1) DOB – must be the one on their license, double check
>
> 2) They may have multiple accounts in Sterling beyond your church – This is what we can check for you after all the above has been confirmed.

If you still need additional help please contact the office and let us know that you are at this last stage in the process, as we want to be able to help in the most efficient way possible.

Carolina Conference of SDA
Post Office Box 44270
Charlotte, NC 28215

Adventist Screening Verification – Local Church/School Coordinator

The Church/School Board will decide the person(s) to be considered as the Verified Volunteer Local Church/School coordinator.

The approved Coordinator will have access to the volunteers at the local church or school shown below. The only information available for the coordinator to view will be the status of volunteer training (pending, eligible or ineligible).

Church Name: _____ **School Name:** _____

Pastor Signature: _____**Principal Signature:** _____

- **Coordinator Name (please print):**_____

- **Coordinator Signature:** _____

- **Coordinator Email Address:** _____

Date Signed: _____

NOTE: Additional coordinators may be assigned. Please use separate forms for each approved local coordinator.

.

This form may be faxed, scanned, emailed or mailed to:
Ellen Roberts
Fax: 704-596-5775
Email: eroberts@carolinasda.org

FOR CONFERENCE OFFICE USE ONLY
Person Updating VV :
Date Updated:

20

Sample of Compliance Report

Final Points

- **Please read carefully all the information about the event you are trying to register for**
  Inform your staff/parents
  Do not assume

- **Be mindful of the deadlines**
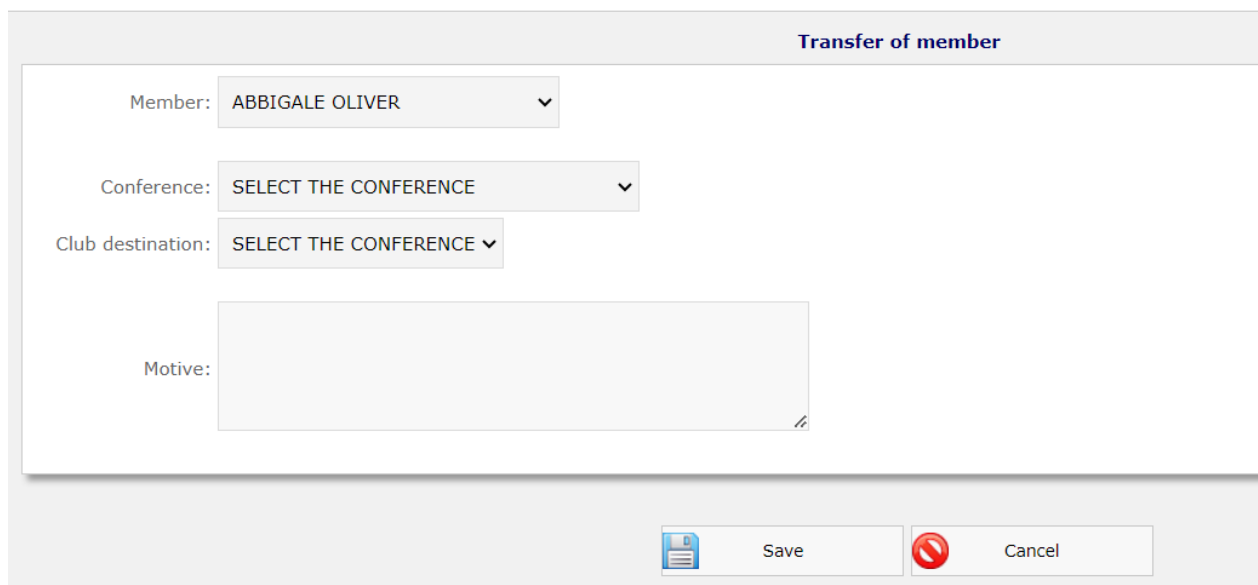
TRANSFER MEMBERS FROM ONE CLUB TO ANOTHER.

Step 1: In the left-side menu, click on **'Secretary'**

Step 2: Then click on **'C008 - Transfer.'**

Step 3: Click on the icon below **'Transfer' or 'Request.**

Step 4: Select the person's name, the source/destination conference, and the name of the source/destination club. Write the reason for the transfer.

Step 5: Click on **Save.**

Step 6: The other club must approve the request or transfer by going to the same place: **Secretary -> C008 - Transfer."**