EVENT REGISTRATION

YMMS -How to…
REGISTER FOR A GENERAL REGISTRATION

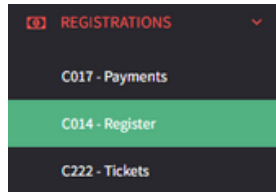|		
Step 1	**Step 2**	**Step 3**

Step 1
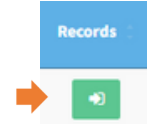
Log into your account at
www.nadyouth.com
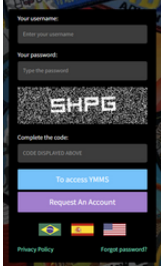
Step 2

In the left-hand menu, navigate to "**REGISTRATIONS**" and click on "**C014 – Register**" to find the event you wish to register for.
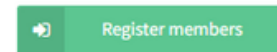
Step 3

To the far right, click on the "**Records**" icon

Step 4

On the top middle screen click "**Register members**" Button

Step 5

On the next screen, scroll down to see the list of "**Available members**" to register for the event under the labeled green tab.

Then click / have a **check mark** in the box next to each name you wish to register for the event.

Note: Some Members may not show in the "Available members" list.

Click on the red tab "**Ineligible members**" next. There you will be able to confirm those names that you registered on YMMS, but whose registration has not been **APPROVED** by the office yet.

Members showing up in the "Ineligible members" tab WILL NOT be able to register to attend the event until their SV status in YMMS shows as APPROVED in your club's members list.

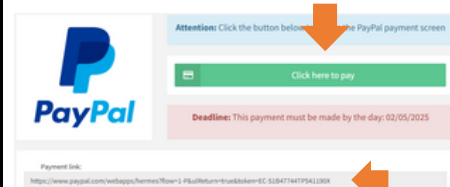**FOR MORE INSTRUCTIONS REGARDING INELIGIBLE MEMBERS, PLEASE REVIEW THE NEXT PAGE IN THIS DOCUMENT.**

Step 6

When you are done, click on the "**Pay**" button to continue to the next screen

Step 7

Then click on the green "**Click here to pay**" button to make payment, or copy the link at the bottom and send to the person that will be making the payment.

You will now see a Pop-up window regarding PayPal. Please follow the instructions to complete payment.

Note: Please be mindful that you only have a few days to complete the payment. There will be a "**Deadline**" posted right under the green payment button.

Receipts:

If you would like to see your receipt: Go back to Step 2, and then click on the Yellow button at the middle-top of the screen that says "**Receipts.**"

On the next screen, you will see a list of all the events that you have paid for in the past. Once you are there, look for the right event, then click the Yellow icon under "**Generate**", then click on "**print**" at the bottom of the screen.

If you don't see your receipt, you may not have completed the payment. Go back to the payment screen by repeating steps 2 and 3. Once you click "**records**" the system will take you back to step 7, where you will see the payment screen.

Swaps:

To swap members go back to step 3, click on the "**manage**" icon, to the far right of the name you want to swap, select the member you wish to swap and click "**confirm exchange**."

EVENT REGISTRATION

SOLUCIONAR PROBLEMAS DE REGISTRO A EVENTOS

Please review your club's member list and check the SV Status column. Update the profiles of the members as necessary to ensure their status shows as APPROVED. As the club leader, it is your responsibility to ensure that all members aged 18 and older have an APPROVED status on the YMMS member list. Without this, they cannot participate in your club activities and won't be able to register for future Conference events.

To review and update your list:

1. Go to the **SECRETARY** module.
2. Click on the sub-module **C007 - Members**.
3. Sort your list by age by clicking on the blue row at the top, on the column where it says **Age**.
4. Review members aged 18 and older, focusing on the **SV Status** column.
5. For members not marked as **APPROVED**, use the purple **OPTIONS** button and select **CHANGE DATA** to make the necessary updates to their profiles as necessary. Please refer to the instructions below to find out possible updates that need to be made in each case.
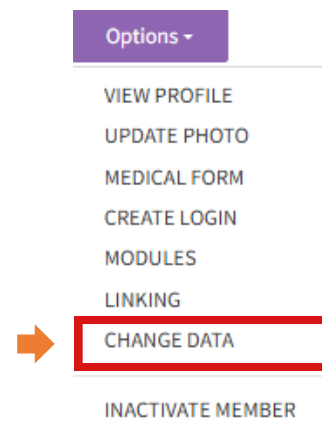
Id		Name	Pendencies	Birth	Age	Role	SV Expiration	SV Status	Health	Options
1380388	☐	MARTHA JOHNSON	5	03/04/2007	17	TLT	03/17/2025	EXPIRING	PENDING	Options ▾
1380389	☐	WILLIAM DAVIS	6	10/14/2006	18	TLT		PENDING	PENDING	Options ▾
1412937	☐	EMMA JONES	5	06/12/2005	19	DRILL INSTRUCTOR	10/07/2026	APPROVED	PENDING	Options ▾
1380361	☐	KATHY MILLER	5	11/11/2004	20	COUNSELOR	02/01/2026	CHECKING	PENDING	Options ▾

Potential SV Status Scenarios:

1. SV Status: PENDING
- This status indicates there is no Sterling Volunteers verification date on file for the member.
- Likely cause: Their background check has expired.
- Solution: Update their profile with their new Sterling verification date. This must be done manually by selecting **OPTIONS > CHANGE DATA**.
  - Please verify accuracy of the Background Check Sterling verification date. Have the member log in to their Sterling Volunteers account (www.ncsrisk.org/adventist). Once they are logged in, they must click "**My Report**" on the left-hand side menu, and confirm the **verification date** and status showing in the chart (the status should show as "**ELIGIBLE**" on Sterling).

For more instructions about Sterling go to: www.carolinasda.org/sterlingvolunteers

CONT...NEXT PAGE

Options ▾

- VIEW PROFILE
- UPDATE PHOTO
- MEDICAL FORM
- CREATE LOGIN
- MODULES
- LINKING
- CHANGE DATA
- INACTIVATE MEMBER

EVENT REGISTRATION

CONT...SOLUCIONAR PROBLEMAS DE REGISTRO A EVENTOS

2. SV Status: CHECKING
- This status often results from incorrect data. Check for:
  - Misspelled full names.
  - Middle names included (YMMS does not match these with Sterling, please remove).
  - Nicknames used instead of legal names.
  - Accents, apostrophes, or symbols included in names (if so, please remove them).
  - Name discrepancies, such as missing a second last name, including an extra last name, using the middle name as first name, or differences in name due to marital status.
    - Action: Have the member log in to their Sterling Volunteers account, click "**Update my profile**" on the right top corner of the page, and confirm the **First name** and **Last name** fields' accurate spelling.
  - Mismatched Date of Birth (DOB) between YMMS and Sterling (it happens often)
    - Action: Have the member contact Sterling to confirm no mistakes were made during registration.
  - Incorrect SV verification date.
    - Action: Please verify accuracy. Have the member log in to their Sterling Volunteers account, click "**My Report**" from the left-hand menu, and confirm the verification date and status showing in the chart (the status should show as "**ELIGIBLE**").
  - Solution: Update the member's profile once you confirm the correct data. This must be done manually by selecting **OPTIONS > CHANGE DATA**.

Note: Even if a volunteer tells you that they completed their background check process through Sterling, there is always a slight possibility that a volunteer failed to complete the process. It is possible that they created their account with Sterling Volunteers, but they failed to complete the two-part process (training and background check submission).

- Action: Have the member log in to their Sterling Volunteers account, click "**My Report**" from the left-hand menu, and confirm the verification date and status showing in the chart (the status should show as "**ELIGIBLE**").

3. SV Status: EXPIRING
  - This status indicates that the member's background check is expiring soon.
  - Please review the column to the left of the SV status to check their **SV expiration date.**
  - Notify the member that their background check is due for renewal as soon as possible.

EVENT REGISTRATION
CONT...SOLUCIONAR PROBLEMAS DE REGISTRO A EVENTOS

- Have them log into Sterling Volunteers, renew their background check, and complete any required training.
- Once completed, update their verification date in YMMS. This must be done manually by selecting **OPTIONS > CHANGE DATA**.
  - Note: this can only be done in YMMS after expiration; if you would like to update it sooner, please send an email to: varana@carolinasda.org.

Important Notes:
- YMMS allows only **5 changes** per member profile before the system blocks further edits. Avoid guessing when updating profiles. Instead, confirm the correct information with the member directly, or have them contact Sterling Volunteers to ensure their data is accurate.
- Encourage members to resolve any discrepancies promptly to avoid delays in their approval.
- If a staff member is no longer active in the club, mark them as inactive. **OPTIONS > INACTIVATE MEMBER**.