

# Carolina Conference

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Youth  
Ministries  
Management  
System

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**Local Club**  
**Step-by-Step Tutorials**



# YMMS Step-by-Step Tutorials

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**Main Website:** [NADYouth.com](http://NADYouth.com)











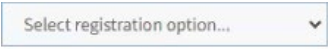

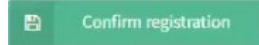
**Need Help:** [Help.NADYouth.com](http://Help.NADYouth.com)

**Live Chat:** [help.nadyouth.com/chat](http://help.nadyouth.com/chat)

## Create a New Director or Secretary Account

<p style="text-align: center;"><b>Before You Begin</b></p> <p>Most Conferences require a background screening check and training from Adventists Screening Verification (<a href="https://t.ly/3cBrb">https://t.ly/3cBrb</a>). –</p> <p><b>Be sure you know:</b></p> <ul style="list-style-type: none"> <li>✓ This worksheet is only for Club Director or Club Secretary.</li> <li>✓ Your Date of Birth.</li> <li>✓ Your Email Address.</li> <li>✓ { Background Check Eligibility Date.</li> <li>✓ { Background Check <b>exact</b> name used.</li> <li>✓ Some conferences require an approved Driver Form if you are to be a Volunteer Driver in your club.</li> </ul>	<p style="text-align: center;"><b>Step 1</b></p> <p>The First step at the beginning of every club year (August - June) is registering the Club and yourself as Club Director or Club Secretary.</p> <p style="text-align: center;">  </p> <p>Go to NADYouth.com and click the purple "Request An Account" button on the login screen.</p>	<p style="text-align: center;"><b>Step 2</b></p> <p>Choose your Country. </p> <p>Register for the first time or reactivate your account.</p> <p>Select an option:</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>SELECT AN OPTION</p> <p style="background-color: #007bff; color: white; padding: 2px;">SELECT AN OPTION</p> <p>I ALREADY HAVE A REGISTERED PROFILE</p> <p>I ALREADY HAVE A REGISTERED PROFILE, BUT I DON'T HAVE A LOGIN AND PASSWORD</p> <p>I DON'T HAVE A REGISTERED PROFILE</p> </div>
<p style="text-align: center;"><b>Step 3</b></p> <p>You will be asked to select an option:</p> <ul style="list-style-type: none"> <li>• <b>I already have a registered profile:</b> This is for returning Club Directors and secretaries.</li> <li>• <b>I already have a registered profile, but I don't have a login and password:</b> This option is for all staff who have been in YMMS and are now moving into the Director or Secretary role or who can't remember their login information.</li> <li>• <b>I don't have a registered profile:</b> This is for new Club Directors and secretaries who have never been in YMMS.</li> </ul> <p><b>Please finish filling out the rest of the form and submitting it. You will receive an email notifying you when your YMMS account is active and ready to log in.</b></p>		<p style="text-align: center;"><b>Important Note:</b></p> <p>YMMS will match the user's Name and Date of Birth as part of the approval process. The user account will not be approved if these items do not MATCH EXACTLY.</p> <p>When this happens, the user will be unable to access YMMS and possibly not be able to register for Conference events until the error is corrected.</p> <p>Please allow up to 10 business days for the conference to approve your registration.</p>

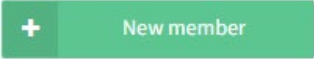

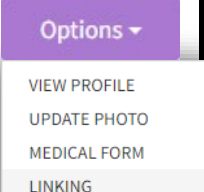
## Add Members to Your Club – Self-Add

<p style="text-align: center;"><b>Set Up - Step 1</b></p> <p>Log into your YMMS Club Director or Club Secretary account at NADYouth.com.</p>	<p style="text-align: center;"><b>Set Up - Step 2</b></p> <p>Go to the dark gray menu on the left and select "Secretary," followed by the "C220—Enrollment" submenu.</p> <p>If you do not see this as an option, please let your Conference Club Ministries Team know so they can adjust your permissions.</p>	<p style="text-align: center;"><b>Set Up - Step 3</b></p> <p>Go to the Settings  button and check the "Available Pre-Registration" check box. Then, fill in the data about your Club. Optionally, you can include a PDF of your club handbook in the "Internal Regulation" as a file upload. Finally, click the green "Save"  button.</p>
<p style="text-align: center;"><b>Set Up - Step 4</b></p> <p>Now find and click the blue "New Password" button to generate a Club Registration key. </p> <p>Now, you can copy the Club Registration Key and the Club Registration Link to send to your parents and staff.</p> <p>Please Note: The Key is UPPER CASE and needs to be typed in upper case.</p>	<p style="text-align: center;"><b>Review Submissions</b></p> <p>Once a parent or staff member submits a registration for your club, it will be listed and will wait for you to approve it in the "C220—Enrollment" sub-module under "Secretary."</p> <p>Select the Validate icon to review the New or Updated submission.  </p> <p>Review the data as you scroll to the bottom. The center icons will help.</p> <p>  New data       No Change   Different Data       Empty Data     </p>	<p style="text-align: center;"><b>Accept Submissions</b></p> <p>To accept updated registrations, click the "Update"  button.</p> <p>To accept new Registrations, click  </p> <p>Click on the "Select Registration Option" and select whether this is an update for an existing member or a new registration. Then, Click the green "Next" button. Review the account again and then press the "Confirm Registration." </p>

# Add Members to Your Club – Manual

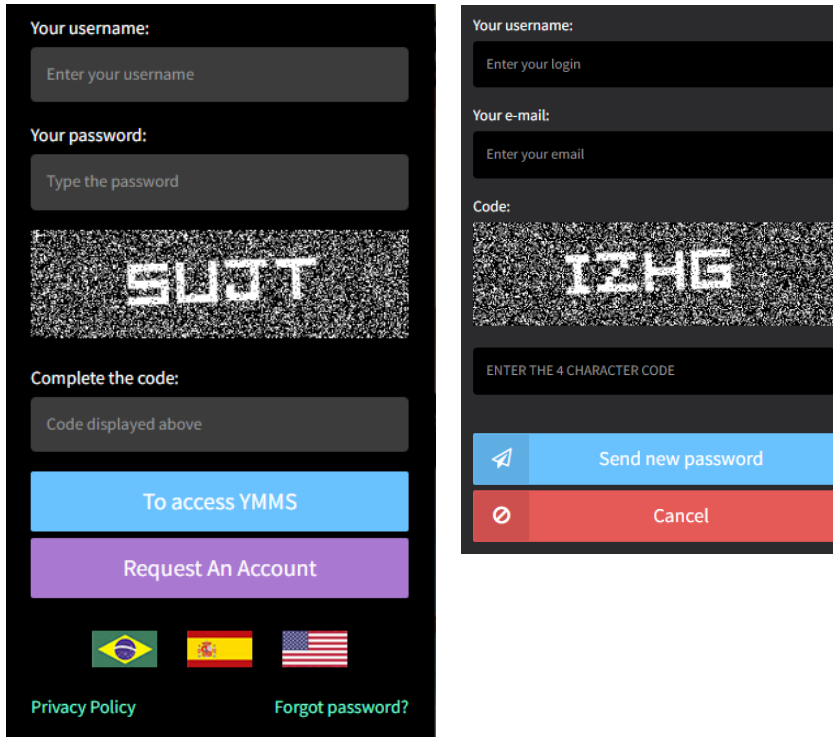
## IMPORTANT AND REQUIRED INFORMATION TO HAVE ON HAND BEFORE STARTING

CLUB STAFF	CHILDREN	PARENTS	MASTER GUIDE
<ul style="list-style-type: none"> <li>✓ Date of Birth of Staff.</li> <li>✓ Email Address.</li> <li>✓ Background Check Eligibility Date for all Adults.</li> <li>✓ If required, Approved Driver Questionnaire form if they will be a Volunteer Driver.</li> <li>✓ Emergency Contact Name &amp; Phone.</li> </ul> <p>All adults working with children <b>MUST</b> complete the Adventists Screening Verification (<a href="https://t.ly/3cBrb">https://t.ly/3cBrb</a>) <b>BEFORE</b> they are allowed to serve in your Club and before you can register them in YMMS.</p>	<ul style="list-style-type: none"> <li>✓ Info from Local Club Registration.</li> <li>✓ Pathfinder Local Club Reg.</li> <li>✓ Adventurer Local Club Reg.</li> </ul> <p>Note: A Pathfinder Club Staff's child, if also in an Adventurer Club, must be registered under both Clubs separately but with different roles in each Club example: Adventurer "Busy Bee," &amp; Pathfinder "Staff Child."</p>	<ul style="list-style-type: none"> <li>✓ Date of Birth of Parent.</li> <li>✓ Email Address.</li> <li>✓ If attending combined Pathfinder &amp; Adventurer overnight local club/conference sponsored events: Background Check Eligibility Date is <b>REQUIRED</b>.</li> <li>✓ If required, Approved Driver Questionnaire Form if they will be a Volunteer Driver.</li> <li>✓ Emergency Contact Name/Phone.</li> </ul> <p>All adults working with children <b>MUST</b> complete the Adventists Screening Verification (<a href="https://t.ly/3cBrb">https://t.ly/3cBrb</a>) <b>BEFORE</b> they are eligible to register and attend events.</p>	<ul style="list-style-type: none"> <li>✓ Date of Birth of Parent.</li> <li>✓ Email Address.</li> <li>✓ If attending local Club/conferencesponsored events: Background Check Eligibility Date is <b>REQUIRED</b>.</li> <li>✓ If required, Approved Driver Questionnaire Form if they will be a Volunteer Driver.</li> <li>✓ Emergency Contact Name/Phone.</li> </ul> <p>All adults working with children <b>MUST</b> complete the Adventists Screening Verification (<a href="https://t.ly/3cBrb">https://t.ly/3cBrb</a>) <b>BEFORE</b> they are eligible to register and attend events.</p>

<h3>Step 1</h3> <p>Log into your YMMS account at <a href="https://NADYouth.com">NADYouth.com</a>.</p>	<h3>Step 2</h3> <p>Go to the dark gray menu on the left and select "Secretary," followed by "C007 – Members." In the upper right corner, click the "New Member" button.</p> 	<h3>Step 3</h3> <p>Fill out the New Member Registration Form using the info gathered in the red area at the top of this page. Finally, make sure to click the green "Save" button.</p> 
<h3>Step 4</h3> <p>The page will refresh, and you can look to make sure your Club Member shows up in the list.</p>	<h3>View or Edit (Optional)</h3> <p>You can view a member profile, edit their account (change data), and inactivate or activate a member using the purple "Options" button and choosing your desired action.</p>	

## Option 1

If you cannot remember your password to log in, in the bottom right corner of the login screen click the “Forgot Password” link.



The left screenshot shows the login screen with the following elements:

- Your username:
- Your password:
- Image verification: SUOT
- Complete the code:
- Buttons: To access YMMS, Request An Account
- Flags: Brazil, Spain, USA
- Links: Privacy Policy, [Forgot password?](#)

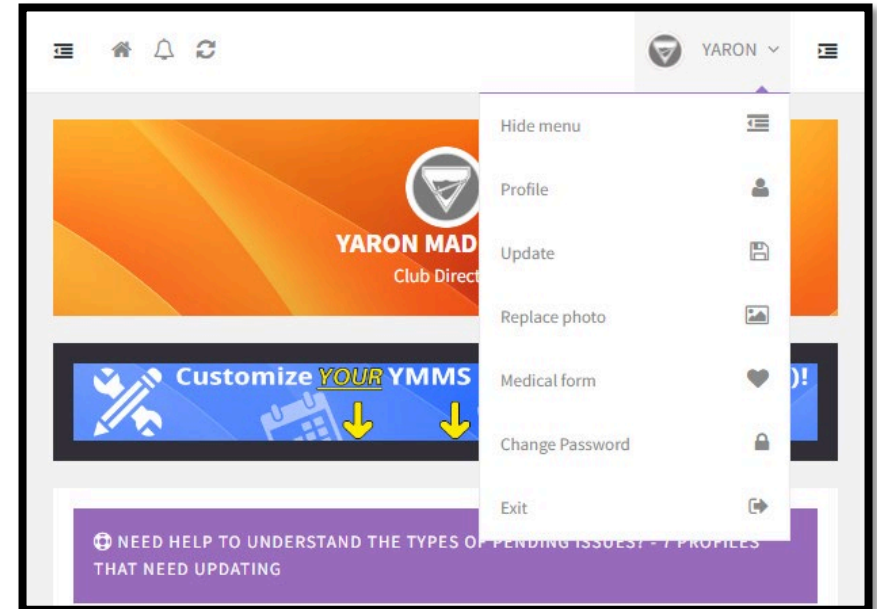
The right screenshot shows the 'Forgot Password' flow with the following elements:

- Your username:
- Your e-mail:
- Code:
- Buttons: Send new password, Cancel

You will need to know your Username and Password. If you cannot remember either of these, Your Club Director, Club Secretary, or Conference Secretary can look these up for you.

## Option 2

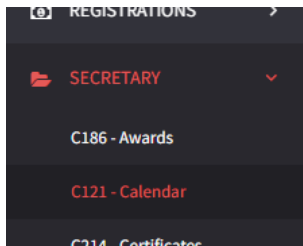
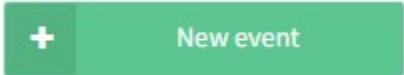

To change your password when you are already logged into NADYouth.com, locate your name in the upper right corner of the page and click it.




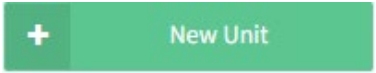

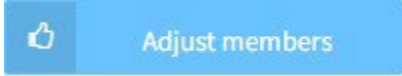
The dropdown will include the option to change your password and several other options.

# Change Your Password

## Add Events to Your Club Calendar

<p style="text-align: center;"><b>Step 1</b></p> <p>Log into your YMMS account at NADYouth.com.</p>	<p style="text-align: center;"><b>Step 2</b></p> <p>Look on the left-hand side menu, click on "Secretary" and then click on "C121 – Calendar".</p> 	<p style="text-align: center;"><b>Step 3</b></p> <p>On the new page, in the upper right corner, select the green "New Event."</p> 
<p style="text-align: center;"><b>Step 4</b></p> <p>Add all the required and relevant information. All fields are required.</p>	<p style="text-align: center;"><b>Step 5 (Optional)</b></p> <p>Check the reminder check box to send yourself an email reminder.</p>	<p style="text-align: center;"><b>Step 6</b></p> <p>For additional events, repeat steps 3 to 5 for all your Club Events.</p>
<p><b>CHANGE OR DELETE AN EVENT</b></p> <p>Click on the Event Title in your Calendar, then choose either the "Change event" or "Delete event" button.</p> 		<p><b>PRINT THE CALENDAR (Agenda View)</b></p> <p>Start by viewing the whole calendar as an agenda list. Go to "Secretary" and then click on "C121 – Calendar". Near the upper left corner select the blue "Complete Agenda."</p> <p>Pring this page just as you normally would.</p>





# Create a Class/Unit & Add Members

<p><b>Start</b></p> <p>Log into your YMMS account at NADYouth.com.</p> <p>Be sure to add Members and Staff to your club before moving to the next steps.</p>	<p><b>Create a "Unit"</b></p> <p>In the left-hand dark gray menu, go to "Units of Club" then "C021 – Units."</p>  <p>On the top right corner, click on the green "New Unit" button .</p> 	<p><b>Create a "Unit"</b></p> <p>Give your unit a name in the first "Name of the unit:" box.</p> <p>Select any staff that have the "Counselor" role in the "Counselor:" drop down.</p> <p>Take note of the "Club code:" and "Unit Password:" to send to you Counselor later.</p> <p>Finish setting up the "Unit" by clicking the green "Save" button.</p> <p>Send your Counselor the URL's, Club code, &amp; Unit Password.</p>																
<p><b>Add Members</b></p> <p>Go to "Units of Club" and "C020 - Members".</p>  <p>Under the list of members, click the "Adjust Members" button.</p> 	<p>Unit: <input type="text" value="KINGS KIDS"/></p> <p>Members: <input type="button" value="Display"/> <input type="text" value="Search:"/></p> <table border="1"> <thead> <tr> <th>Member</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> ANNA GARDEN BOND</td> <td>CLUB TREASURER</td> </tr> <tr> <td><input checked="" type="checkbox"/> ANNEKE BRONKHORST</td> <td>ADVENTURER</td> </tr> <tr> <td><input type="checkbox"/> CORNELIA BRONKHORST</td> <td>CLUB ASSISTANT DIRECTOR</td> </tr> <tr> <td><input type="checkbox"/> CORNELIA BRONKHORST</td> <td>COUNSELOR</td> </tr> <tr> <td><input checked="" type="checkbox"/> ELLEN PERRE</td> <td>STAFF</td> </tr> <tr> <td><input type="checkbox"/> ANNEKE BRONKHORST</td> <td>ADVENTURER</td> </tr> <tr> <td><input checked="" type="checkbox"/> CORNELIA BRONKHORST</td> <td>CLUB SECRETARY</td> </tr> </tbody> </table> <p>Showing 1 to 11 of 11 entries      Previous <input type="text" value="1"/> Next</p> <p><input type="checkbox"/> SELECT ALL MEMBERS</p> <p><input type="button" value="Back"/> <input type="button" value="Save"/></p>	Member	Role	<input checked="" type="checkbox"/> ANNA GARDEN BOND	CLUB TREASURER	<input checked="" type="checkbox"/> ANNEKE BRONKHORST	ADVENTURER	<input type="checkbox"/> CORNELIA BRONKHORST	CLUB ASSISTANT DIRECTOR	<input type="checkbox"/> CORNELIA BRONKHORST	COUNSELOR	<input checked="" type="checkbox"/> ELLEN PERRE	STAFF	<input type="checkbox"/> ANNEKE BRONKHORST	ADVENTURER	<input checked="" type="checkbox"/> CORNELIA BRONKHORST	CLUB SECRETARY	<p>← Select the "Unit" you want to add members into.</p> <p>← Place a check next to each person that is to be included in this unit.</p> <p>←</p> <p>←</p> <p>← Click the green "save" button to complete this unit.</p>
Member	Role																	
<input checked="" type="checkbox"/> ANNA GARDEN BOND	CLUB TREASURER																	
<input checked="" type="checkbox"/> ANNEKE BRONKHORST	ADVENTURER																	
<input type="checkbox"/> CORNELIA BRONKHORST	CLUB ASSISTANT DIRECTOR																	
<input type="checkbox"/> CORNELIA BRONKHORST	COUNSELOR																	
<input checked="" type="checkbox"/> ELLEN PERRE	STAFF																	
<input type="checkbox"/> ANNEKE BRONKHORST	ADVENTURER																	
<input checked="" type="checkbox"/> CORNELIA BRONKHORST	CLUB SECRETARY																	



Be sure to send the Counselor of a unit the "Unit Corner" website addresses, "Club Code", and "Unit Password."



# Record a Members Progress (Counselor) – Unit Corner

<p><b>Step Up - (Director &amp; Secretary)</b></p> <p>Be sure to send your Counselor the Unit Corner website addresses, Club Code, and Unit Password found when creating or changing a Unit.</p> <div data-bbox="233 399 714 630" style="border: 1px solid gray; padding: 5px;"> <p>ACCESS TO THE UNIT CORNER</p> <p>Club code: 36195 Unit Password: 2436</p> <p>Link English: <a href="http://nadyouth.com/club/us/unit-control/">nadyouth.com/club/us/unit-control/</a> Link Portuguese: <a href="http://nadyouth.com/club/br/unit-control/">nadyouth.com/club/br/unit-control/</a> Link Spanish: <a href="http://nadvouth.com/club/es/unit-control/">nadvouth.com/club/es/unit-control/</a></p> </div>	<p><b>Step 1 - (Unit Counselor)</b></p> <p>As the Unit Counselor, log into the Unit Corner web Portal. You will see the list of members assigned to your class.</p> <p>Note: If the list of members is incorrect, contact your Club Director or Club Secretary and ask them to assign the correct members.</p> <div data-bbox="1073 440 1409 630" style="border: 1px solid gray; padding: 5px;"> <p>Member</p> <p>SALLY SUE ADVENTURER - HELPING HAND </p> <p>SAMUEL STEWART ADVENTURER - HELPING HAND </p> </div>	<p><b>Step 2 - (Unit Counselor)</b></p> <p>To the right of each member, click the Cards icon button to access that member's Class Level Cards.</p> <p>Click on the "Fill in" Button for the Class Level you are responsible for teaching.</p> <div data-bbox="1856 310 1997 410" style="border: 1px solid gray; padding: 5px; text-align: center;">  Cards         </div> <div data-bbox="1856 488 1982 589" style="border: 1px solid gray; padding: 5px; text-align: center;">  Fill in         </div>
<p><b>Step 3 - (Unit Counselor)</b></p> <p>For each requirement, fill in the Date of Completion and, in the "Observations/comments" box, make any desired notes.</p>	<p><b>Step 4 - (Unit Counselor)</b></p> <p>Save the updates regularly by clicking the green "Update Card" button. It can be found in the top right and bottom right of the "Fill in" page.</p> <div data-bbox="1226 797 1409 862" style="border: 1px solid green; padding: 5px; text-align: center; background-color: #4CAF50; color: white;">         Update card     </div>	<p><b>Step 5 - (Unit Counselor)</b></p> <p>To update someone else's card, click on the "Previous Page" Blue Button to return to the list of class members and follow step 3.</p> <div data-bbox="1808 867 1982 922" style="border: 1px solid blue; padding: 5px; text-align: center; background-color: #2196F3; color: white;">         Previous page     </div>

# Check Class/Unit Progress (Director & Secretary)

<p>Log into your YMMS account at NADYouth.com. Go to "Units of Club" &amp; "C167 – Classes."</p> <div data-bbox="396 1166 714 1258" style="border: 1px solid gray; padding: 5px;"> <p> UNITS OF CLUB</p> <p>C167 - Classes </p> </div> <p>You will note the page is divided into two areas, <b>Classes and Members</b>.</p>	<p><b>Classes</b></p> <p>Select the blue "Members" button to the right of each class to review the progress (percentage complete) of everyone currently working on the selected Class. Select the green "Card" icon for each to view a member's card.</p> <div data-bbox="1335 1133 1413 1203" style="border: 1px solid blue; padding: 5px; text-align: center; background-color: #2196F3; color: white;">         i     </div> <div data-bbox="1335 1328 1413 1398" style="border: 1px solid green; padding: 5px; text-align: center; background-color: #4CAF50; color: white;">         “     </div>	<p><b>Members</b></p> <p>Select the blue "Cards" button to view all the available class cards and progress (percentage complete) for the selected member. Select a green "Card" icon to view the card for a selected class the member is working on.</p> <div data-bbox="1948 1073 2026 1143" style="border: 1px solid blue; padding: 5px; text-align: center; background-color: #2196F3; color: white;">         i     </div> <div data-bbox="1934 1312 2011 1382" style="border: 1px solid green; padding: 5px; text-align: center; background-color: #4CAF50; color: white;">         “     </div>
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# Change a Director's or Secretary's Role

## Step 1

Log into your YMMS account at NADYouth.com.

## Step 2

In the dark gray menu on the left, select "Secretary" then "C007 – Members." Locate the Director or Secretary and click the purple "Options" button.

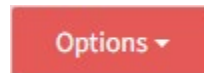


## Step 3A

### Ex-Director/Secretary leaving the club

If the Past Director or Secretary is not staying with the club as a staff or parent, inactivate the user by selecting the "INACTIVATE MEMBER."

You can reactivate a member by setting the first "Status" filter box at the top of the page to ALL or "INACTIVE" and clicking the green "Filter" button. Then select the red "Options" button followed by "REACTIVATE MEMBER."

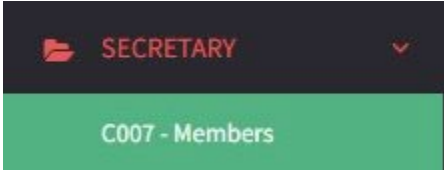


## Step 3A

### Director/Secretary staying with the club but changing roles

If the Past Director/Secretary is staying with the club but switching to a different role within the club, contact your Conference Youth Department and ask that they change the member to the new role.

# Grant Access to Staff or Parents

<p><b>Note:</b> Staff/parents will ONLY have access to the Library of Class Requirements and Honors/Awards. This is an optional resource.</p> <ol style="list-style-type: none"> <li>1) If a Staff/Parent is already part of Adventurer and Pathfinder or Master Guide club, it is not necessary for them to have more than one account because the library includes access to Adventurer, Pathfinder, Master Guide, Class, and Honor/Award requirements together.</li> </ol>	<p style="text-align: center;"><b>Step 1</b></p> <p>Log into your YMMS account at NADYouth.com.</p>	<p style="text-align: center;"><b>Step 2</b></p> <p>On the left-hand side menu, click on "Secretary" then "C007 – Members."</p> 	<p style="text-align: center;"><b>Step 3</b></p> <p>Locate the staff or parent in the list, click their purple "Options" button and choose "CREATE LOGIN."</p>
<ol style="list-style-type: none"> <li>2) We recommend that usernames be very specific to the person and club.</li> <li>3) We recommend users update their password using the tutorial titled "Change or Reset Password."</li> <li>4) Copy all the info you created BEFORE clicking SAVE as it will lock you out once you click save creating the user account.</li> </ol>	<p style="text-align: center;"><b>Step 4</b></p> <p>Create the Username, for example, "Jane.Doe".</p> <p>Note: It is optional to add PF, Adv, or MG to the Username to help differentiate between accounts for members with multiple YMMS accounts for the roles and Clubs they are involved with.</p>	<p style="text-align: center;"><b>Step 5</b></p> <p>Create a Password following the requirements. Or use the randomly generated suggestion.</p> <p>Note: You can double-check/copy the password by looking right under the password text box.</p>	<p style="text-align: center;"><b>Step 6</b></p> <p>Copy the Username and Password to send to the parent or staff member.</p>