

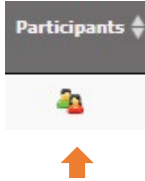
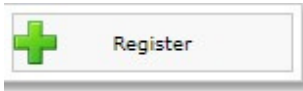
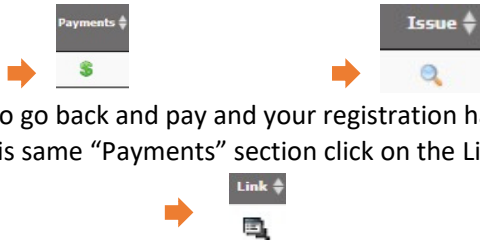


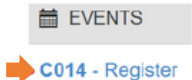


# EVENT REGISTRATION

YMMS -How to...

## REGISTER FOR AN EVENT WITH MULTIPLE OPTIONS

<p><b>Step 1</b></p> <p>Log into your account at <a href="http://www.nadyouth.com">www.nadyouth.com</a></p> 	<p><b>Step 2</b></p> <p>In the Left Hand-side Menu go to Events and Click on "C014 – Register"</p> <p>To find the event you wish to register for,</p> 	<p><b>Step 3</b></p> <p>To the far Right Click on the Participants Icon</p> 
<p><b>Step 4</b></p> <p>On the top right corner Click Register Button</p> 	<p><b>Step 5</b></p> <p>Use the drop-down menu to select a Club Member from your List.</p> <p>Then Click / have a check mark on the Option you are registering them for.</p> <p>Note: Some Members may not show in the drop-down list.</p> <p>Members showing up in</p> <p><b>Members not released</b></p> <p><b>WILL NOT</b> be able to attend until their Sterling Volunteers has been approved by the office.</p> <p><a href="#">Click Here</a></p>	<p><b>Step 6</b></p> <p>Click on the Register Button to continue to the next person</p> <p>When you are done Click on the Finalize Button</p> <p>Then Click on the Generate Button to Confirm</p>
<p><b>Receipts:</b></p> <p>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</p>  <p>If you need to go back and pay and your registration has not expired, in this same "Payments" section click on the Link Icon</p> <p>it will re-direct you again to the payment window</p>	<p><b>Swaps:</b></p> <p>To switch people that are the same price go to  then click on <b>CHANGE</b></p> <p>Select member you wish to swap with Then click  Confirm</p>	
<p><b>*To purchase additional tickets:</b></p> <p>On the left hand side <b>Menu</b> click on Events and then click on "C014-Register"</p> <p>Proceed as before from <b>Step 2</b> above</p> 		

# REGISTRATION TROUBLESHOOTING RESOURCES

## YMMS:

**Club Members SV Status Showing as “Checking” or Ineligible on YMMS members list or not showing up in event dropdown list?**

**See page 4 and 5 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 6 of this PDF of this PDF**

**Example Compliance Report**

**See Page 7 of this PDF**

**Need someone to renew/finish their Background Check?**

**[www.ncsrisk.org/asv](http://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 the YMMS section on our website:**

**[www.carolinasda.org/YMMS](http://www.carolinasda.org/YMMS)**



**Instructions for a child that is not showing on drop-down list to register for an event or is showing as Ineligibe in YMMS:**

1) Please double check that they are in the correct Role for their age as per NAD policies:

<b>YMMS Roles by Grade/Age</b>			
<b>Ministry</b>	<b>Role</b>	<b>Age Group</b>	<b>Grade</b>
ADVENTURER	ADVENTURER - LITTLE LAMB	3-5	PRE K
ADVENTURER	ADVENTURER - EAGER BEAVER	4-6	Kindergarten
ADVENTURER	ADVENTURER - BUSY BEE	5-7	1st grade
ADVENTURER	ADVENTURER - SUNBEAM	6-8	2nd grade
ADVENTURER	ADVENTURER - BUILDER	7-9	3rd grade
ADVENTURER	ADVENTURER - HELPING HAND	8-10	4th grade
PATHFINDER	PATHFINDER - FRIEND	10-11	5th grade
PATHFINDER	PATHFINDER - COMPANION	10-12	6th grade
PATHFINDER	PATHFINDER - EXPLORER	11-13	7th grade
PATHFINDER	PATHFINDER - RANGER	12-14	8th grade
PATHFINDER	PATHFINDER - VOYAGER	13-15	9th grade
PATHFINDER	PATHFINDER - GUIDE	14-16	10th grade
PATHFINDER	TLT	16-18	11th-12th grade
PATHFINDER	JUNIOR COUNSELOR	15-18	10th-12th grade
<b>Note: Any Pathfinder that is 18+ must complete a background check</b>			

NOTE: If you have an Adventurer or Pathfinder needing special accommodations (skipped a grade, back a grade, special needs, etc.) please choose the role “ADVENTURER” or “PATHFINDER” which has a wider range for Adventurers (3-11) and for pathfinders (9-19). However, note 18+ still require background check regardless of the role.



## Instructions for an Adult that is not showing on drop-down list to register for an event or shows as "Checking" / "Not Applicable" in YMMS

1) On YMMS go to Secretary -> Members and check on your members list, the column "SV Status" for the Adult not showing in the registration drop-down list. Make sure that it says "APPROVED"...

a) If the person shows as "NOT APPLICABLE" this means that their background check expired or is missing on YMMS. You need to confirm their verification date/ask them to renew their background if expired, then, add a valid non-expired date to their profile by editing their info.

b) If the person shows as "CHECKING", please continue to read below and follow the next steps:

2) 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.

a) Do their names match for "First" and "Last Name" columns? If you included their middle name in their registration, please remove it from YMM as it will not match.

b) 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. 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 option #3

c) Do they have multiple account on your report – if so please ask them to contact Sterling to merge the accounts. 1-855-326-1860 option #3

3) If you don't have access to the compliance report, please ask your volunteer to log into their Sterling Volunteers account and verify the following:

a) By going to the left hand side menu and clicking on "My Report", ask them to send you a screenshot so that you can verify their last result that shows as "eligible" and their verification date should match the one in YMMS.

b) Ask them to click on the top right corner "update my account" and take a screenshot, their name in YMMS should match for First and Last Name columns ONLY.

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

a) DOB – must be the one on their license, double check

b) 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 via email at [varana@carolinasda.org](mailto:varana@carolinasda.org) 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**

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**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](mailto:eroberts@carolinasda.org)**

<b>FOR CONFERENCE OFFICE USE ONLY</b>
Person Updating VV :
Date Updated:

# SAMPLE OF COMPLIANCE REPORT



Upda

Training Group Admin Administration

## Administration

System Administration  
Users  
User Search  
Roles  
Profiles  
Locations  
Groups  
Communication Center  
System Setup

Training Administration  
Online Training  
Live Training

Reports  
Compliance Report  
Master Report  
Activity Report - User  
Activity Report - Location  
Order Summary Report  
Renewal Report  
User Reports  
Training Reports  
Background Checks  
Required Documents  
Location Report

Administrator Guide  
Training Video

Contact the Helpdesk

### Compliance Report

Use this page to see user compliance status

First Name:  Last Name:  Compliant:  Active:  Expires:

Location:  Role:  Profile:

BGC  Bulletins  Show Only Expiring  
 Documents  Training

<input type="checkbox"/>	First Name	Last Name	Role(s)	Site(s)	Active	Compliance	Details
<input type="checkbox"/>	John	Smith	Pastor (Employee)	Charlotte Sharon SDA Church	Y	🟢	
<input type="checkbox"/>	Mary	Parker	Youth Ministry (Volunteer)	Monroe SDA Church Charlotte Sharon SDA Church	Y	🟢	
<input type="checkbox"/>	Peter	Miller	Youth Ministry (Volunteer)	Charlotte Sharon SDA Church	Y	🔴	Needs Attention • Training • BGC
<input type="checkbox"/>	Juan	Gonzalez	Teacher Aid (Employee) Adventurers (Volunteer) Classroom Aide (Volunteer)	Charlotte Sharon SDA Church	Y	🟢	Conditions • Non-Driver
<input type="checkbox"/>	John	Doe	Adventurers-NonDriver Children Ministry (Volunteer) Pathfinders-Nondriver Driver (Volunteer)	Charlotte Sharon SDA Church Charlotte Ghana SDA Group	Y	🟢	
<input type="checkbox"/>	Mark	Perez	Elder (Volunteer)	Charlotte Sharon SDA Church	Y	🟢	
<input type="checkbox"/>	Maria	Perez	Adventurers (Volunteer)	Charlotte Sharon SDA Church	Y	🔴	Needs Attention • Could not find a primary role for Carla Chandler (5431564)
<input type="checkbox"/>	Bryan	Munoz	Teacher-Sabbath Sch (Volunteer)	Charlotte Sharon SDA Church	Y	🔴	Needs Attention • Training • BGC
<input type="checkbox"/>	Josh	Gonzalez	Youth Ministries (Volunteer) Vacation Bible Sch (Volunteer)	Charlotte Sharon SDA Church	Y	🟢	