

EVENT REGISTRATION TUTORIALS

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**

Go to: www.nadyouth.com



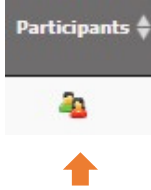
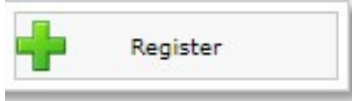




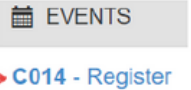
REMINDERS

- 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

YMMS -How to...

REGISTER FOR AN EVENT WITH MULTIPLE OPTIONS

<p>Step 1</p> <p>Log into your account at www.nadyouth.com</p> 	<p>Step 2</p> <p>In the Left Hand-side Menu go to Events and Click on "C014 – Register" To find the event you wish to register for,</p> 	<p>Step 3</p> <p>To the far Right Click on the Participants Icon</p> 	<p>Step 4</p> <p>On the top right corner Click Register Button</p> 
<p>Step 5</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 Members not released</p> <p>WILL NOT be able to attend until their Sterling Volunteers has been approved by the office.</p> <p>Click Here</p>	<p>Step 6</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>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>Step 7</p> <p>You will now see a Pop-up window regarding PayPal. However, a PayPal account is not required.</p> <p>You may choose to scroll down and Click on "Pay with Debit or Credit Card" Button</p>		<p>Swaps:</p> <p>To switch people that are the same price go to  then click on CHANGE</p> <p>Select member you wish to swap with Then click  Confirm</p>	<p>*To purchase additional tickets:</p> <p>On the left hand side Menu click on Events and then click on "C014-Register"</p> <p>Proceed as before from Step 2 above</p> 

YMMS -How to...

REGISTER FOR A GENERAL REGISTRATION

Step 1

Log into your account at
www.nadyouth.com



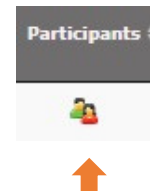
Step 2

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



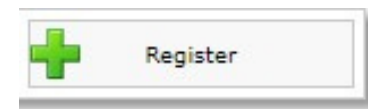
Step 3

To the far Right Click on the
Participants Icon



Step 4

On the top right corner
Click Register Button



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 Ineligible
Members tab.

Step 6

Click on the Payment Button

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 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

REGISTRATION TROUBLESHOOTING

YMMS:

Club Members SV Status Showing as “Checking” or Ineligible on YMMS?

[CLICK HERE](#)

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 -

[CLICK HERE](#)

Example Compliance Report

[CLICK HERE](#)

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? – [Click Here](#)

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**