



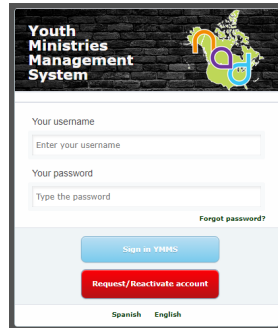
YMMS Tutorial

Carolina Conference Pathfinder/Adventurer Add Events to Your Calendar



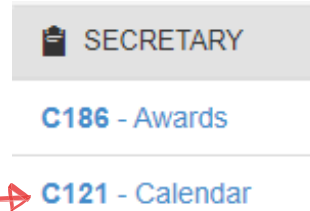
Step 1

Log into your account at 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



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**

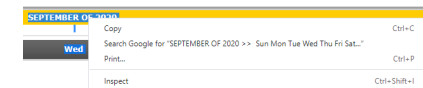


Notes

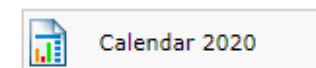
If you wish to print the Calendar in Calendar View:



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.



If you wish to print the Calendar in List View: Click on the button on the top right corner.



Scroll down on the page and click on Print

