

YMMS TUTORIAL: HOW TO SUBMIT A QUARTERLY REPORT

Go to: www.nadyouth.com to submit your quarterly report in YMMS and follow the steps below:

1. On the left hand side menu click on "**Ranking**", then click on "**Online Report**" and click on icon under "**Fill in**".

The screenshot shows the YMMS interface. On the left, a sidebar menu has 'RANKING' circled in red, with a sub-link 'C091 - Online report' also circled. The main area displays a table with columns: 'Nº', 'Title', 'Fill in', 'Pendings', and 'Answer'. The first row shows '14', '2020/2021 PATHFINDER QUARTERLY REPORT', a green 'Fill in' icon, '14', and '0'. A red arrow points to the 'Fill in' icon. Above the table are buttons for 'Display', 'Columns', 'Copy', 'Print', and 'Export'. A 'Filter' box shows '2021' and 'Filter'. A 'Total of records: 1' is displayed. On the right, a 'Requirements for completion' section for 'A - NOVEMBER 09 / 2020' is shown. It lists 'A - NUMBER OF PATHFINDERS REGISTERED IN CLUB' with a '1' in a box and a 'Reply' button circled in red. Below it are 'B - NUMBER OF ADULT STAFF' and 'C - HAD SPIRITUAL EMPHASIS AT EACH MEETING?' with 'NO.' and 'YES.' options, each with a '0' or '1' in a box and a 'Reply' button.

2. Click on "**Reply**"

3. Enter information and click "Confirm"

The screenshot shows the 'Registration requirement' form. At the top, it says 'Selected response: CLICK HERE TO CONTINUE COMPLETING.'. Below this is a section for 'Observations/comments' with a text area. Underneath is a field for 'Number of Pathfinders Registered in Club:' with a text input box and a red note '(Enter only number)'. At the bottom, there are two buttons: 'Confirm' (circled in red) and 'Back'.