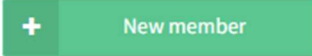



Add Members to Your Club – Manual

IMPORTANT AND REQUIRED INFORMATION TO HAVE ON HAND BEFORE STARTING

CLUB STAFF	CHILDREN	PARENTS	MASTER GUIDE
<ul style="list-style-type: none"> ✓ Date of Birth of Staff. ✓ Email Address. ✓ Background Check Eligibility Date for all Adults. ✓ If required, Approved Driver Questionnaire form if they will be a Volunteer Driver. ✓ Emergency Contact Name & Phone. <p>All adults working with children MUST complete the Adventists Screening Verification (https://t.ly/3cBrb) BEFORE they are allowed to serve in your Club and before you can register them in YMMS.</p>	<ul style="list-style-type: none"> ✓ Info from Local Club Registration. ✓ Pathfinder Local Club Reg. ✓ Adventurer Local Club Reg. <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," & Pathfinder "Staff Child."</p>	<ul style="list-style-type: none"> ✓ Date of Birth of Parent. ✓ Email Address. ✓ If attending combined Pathfinder & Adventurer overnight local club/conference sponsored events: Background Check Eligibility Date is REQUIRED. ✓ If required, Approved Driver Questionnaire Form if they will be a Volunteer Driver. ✓ Emergency Contact Name/Phone. <p>All adults working with children MUST complete the Adventists Screening Verification (https://t.ly/3cBrb) BEFORE they are eligible to register and attend events.</p>	<ul style="list-style-type: none"> ✓ Date of Birth of Parent. ✓ Email Address. ✓ If attending local Club/conferencesponsored events: Background Check Eligibility Date is REQUIRED. ✓ If required, Approved Driver Questionnaire Form if they will be a Volunteer Driver. ✓ Emergency Contact Name/Phone. <p>All adults working with children MUST complete the Adventists Screening Verification (https://t.ly/3cBrb) BEFORE they are eligible to register and attend events.</p>

<h3>Step 1</h3> <p>Log into your YMMS account at NADYouth.com.</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>	