


# Change a Director's or Secretary's Role

## Step 1

Log into your YMMS account at NADYouth.com.

## Step 2

In the dark gray menu on the left, select "Secretary" then "C007 – Members." Locate the Director or Secretary and click the purple "Options" button.



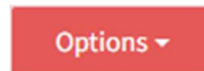
Options ▾

## Step 3A

### Ex-Director/Secretary leaving the club

If the Past Director or Secretary is not staying with the club as a staff or parent, inactivate the user by selecting the "INACTIVATE MEMBER."

You can reactivate a member by setting the first "Status" filter box at the top of the page to ALL or "INACTIVE" and clicking the green "Filter" button. Then select the red "Options" button followed by "REACTIVATE MEMBER."



## Step 3A

### Director/Secretary staying with the club but changing roles

If the Past Director/Secretary is staying with the club but switching to a different role within the club, contact your Conference Youth Department and ask that they change the member to the new role.