

CREATE A DIRECTOR/SECRETARY ACCOUNT

Before You Begin

Most Conferences require a background screening check and training from Adventists Screening Verification (<https://t.ly/3cBrb>). –

Be sure you know:

- ✓ This worksheet is only for Club Director or Club Secretary.
- ✓ Your Date of Birth.
- ✓ Your Email Address.
- ✓ [Background Check Eligibility Date.
- ✓ [Background Check **exact** name used.
- ✓ Some conferences require an approved Driver Form if you are to be a Volunteer Driver in your club.


Step 1

Go to NADYouth.com and click the purple “Request An Account” button on the login screen.

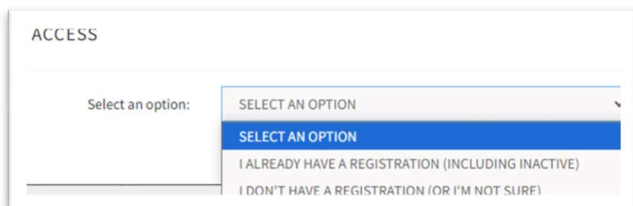


This is the first step to request for the first time or reactivate your Club Director or Club Secretary account.

Step 2

1. Choose your Country.  Select if you already have a registration from a previous year.

Step 3



If you are a returning Club Director or Club Secretary indicate that "I already have a registration (Including inactive)".

If you are a new Club Director or Club Secretary or are unsure if you have an account, select the "I don't have a registration (Or I'm not sure)" option.

Step 4

Finish filling in the rest of the form.

The username you choose can not contain spaces.

Click the purple "Send" button to submit it for approval.

Expect the Conference approval to take between 3 to 10 business days.

You will receive an email letting you know your account is active and that you can log into YMMS.

Important Note:

YMMS will match the user's Name and Date of Birth as part of the approval process. The user account will not be approved if these items do not EXACTLY MATCH.

When this happens, the user will be unable to access YMMS and possibly not be able to register for Conference events until the error is corrected.