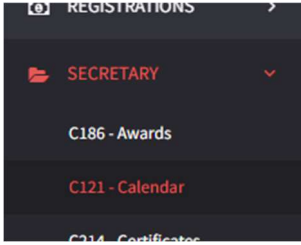
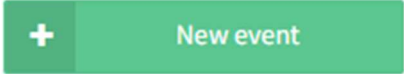



# Add Events to Your Club Calendar

<p style="text-align: center;"><b>Step 1</b></p> <p>Log into your YMMS account at NADYouth.com.</p>	<p style="text-align: center;"><b>Step 2</b></p> <p>Look on the left-hand side menu, click on "Secretary" and then click on "C121 – Calendar".</p> 	<p style="text-align: center;"><b>Step 3</b></p> <p>On the new page, in the upper right corner, select the green "New Event."</p> 
<p style="text-align: center;"><b>Step 4</b></p> <p>Add all the required and relevant information. All fields are required.</p>	<p style="text-align: center;"><b>Step 5 (Optional)</b></p> <p>Check the reminder check box to send yourself an email reminder.</p>	<p style="text-align: center;"><b>Step 6</b></p> <p>For additional events, repeat steps 3 to 5 for all your Club Events.</p>
<p><b>CHANGE OR DELETE AN EVENT</b></p> <p>Click on the Event Title in your Calendar, then choose either the "Change event" or "Delete event" button.</p> 		<p><b>PRINT THE CALENDAR (Agenda View)</b></p> <p>Start by viewing the whole calendar as an agenda list. Go to "Secretary" and then click on "C121 – Calendar". Near the upper left corner select the blue "Complete Agenda."</p> <p>Print this page just as you normally would.</p>