














# ADD MEMBERS TO YOUR CLUB

<p style="text-align: center;"><b>Set Up - Step 1</b></p> <p>Log into your YMMS Club Director or Club Secretary account at NADYouth.com.</p>	<p style="text-align: center;"><b>Set Up - Step 2</b></p> <p>Go to the dark gray menu on the left and select "Secretary," followed by the "C220—Enrollment" submenu.</p> <p>If you do not see this as an option, please let your Conference Club Ministries Team know so they can adjust your permissions.</p>	<p style="text-align: center;"><b>Set Up - Step 3</b></p> <p>Go to the Settings  button and check the "Available Pre-Registration" check box. Then, fill in the data about your Club. Optionally, you can include a PDF of your club handbook in the "Internal Regulation" as a file upload. Finally, click the green "Save"  button.</p>
<p style="text-align: center;"><b>Set Up - Step 4</b></p> <p>Now find and click the blue "New Password" button to generate a Club Registration key. </p> <p>Now, you can copy the Club Registration Key and the Club Registration Link to send to your parents and staff.</p> <p>Please Note: The Key is UPPER CASE and needs to be typed in upper case.</p>	<p style="text-align: center;"><b>Review Submissions</b></p> <p>Once a parent or staff member submits a registration for your club, it will be listed and will wait for you to approve it in the "C220—Enrollment" sub-module under "Secretary."</p> <p>Select the Validate icon to review the New or Updated submission.  </p> <p>Review the data as you scroll to the bottom. The center icons will help.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> New data</div> <div style="text-align: center;"> No Change</div> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Different Data</div> <div style="text-align: center;"> Empty Data</div> </div>	<p style="text-align: center;"><b>Accept Submissions</b></p> <p>To accept updated registrations, click the "Update"  button.</p> <p>To accept new Registrations, click  </p> <p>Click on the "Select Registration Option" and select whether this is an update for an existing member or a new registration. Then, Click the green "Next" button. Review the account again and then press the "Confirm Registration." </p>