

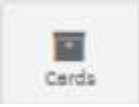











Record a Members Progress (Counselor) – Unit Corner

<p style="text-align: center;">Step 1</p> <p>Be sure to send your Counselor the Unit Corner website addresses, Club Code, and Unit Password found when creating or changing a Unit.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>ACCESS TO THE UNIT CORNER</p> <p>Club code: 36195</p> <p>Unit Password: 2436</p> <p>Link English: nadyouth.com/club/us/unit-control/</p> <p>Link Portuguese: nadyouth.com/club/br/unit-control/</p> <p>Link Spanish: nadvouth.com/club/es/unit-control/</p> </div>	<p style="text-align: center;">Step 2</p> <p>As the Unit Counselor, log into the Unit Corner web Portal. You will see the list of members assigned to your class.</p> <p>Note: If the list of members are incorrect, contact your Club Director or Secretary and ask them to assign the correct members.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Member</p> <p>SALLY SUE ADVENTURER - HELPING HAND </p> <p>SAMUEL STEWART ADVENTURER - HELPING HAND </p> </div>	<p style="text-align: center;">Step 3</p> <p>To the right of each member, click the Cards icon button to access that member's Class Level Cards.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div> <p>Click on the "Fill in" Button for the Class Level you are responsible for teaching.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div>
<p style="text-align: center;">Step 4</p> <p>For each requirement, fill in the Date of Completion and, in the "Observations/comments" box, make any desired notes.</p>	<p style="text-align: center;">Step 5</p> <p>Save the updates regularly by clicking the green "Update Card" button. It can be found in the top right and bottom right of the "Fill in" page.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div>	<p style="text-align: center;">Step 6</p> <p>To update someone else's card, click on the "Previous Page" Blue Button to return to the list of class members and follow step 3.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div>

Check Class/Unit Progress (Director & Secretary)

<p>Log into your YMMS account at NADYouth.com. Go to "Units of Club" & "C167 – Classes."</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p> UNITS OF CLUB</p> <p>C167 - Classes </p> </div> <p>You will note the page is divided into two areas, Classes and Members.</p>	<p style="text-align: center;">Classes</p> <p>Select the blue "Members" button to the right of each class to review the progress (percentage complete) of everyone currently working on the selected Class. Select the green "Card" icon for each to view a member's card.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div>	<p style="text-align: center;">Members</p> <p>Select the blue "Cards" button to view all the available class cards and progress (percentage complete) for the selected member. Select a green "Card" icon to view the card for a selected class the member is working on.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div>
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