
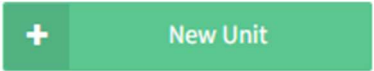
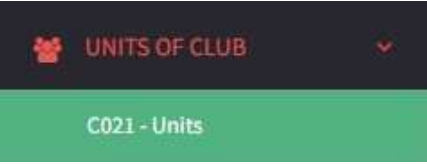
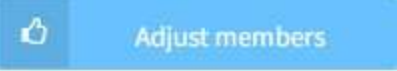


Create a Class/Unit & Add Members

<p>Start</p> <p>Log into your YMMS account at NADYouth.com.</p> <p>Be sure to add Members and Staff to your club before moving to the next steps.</p>	<p>Create a "Unit"</p> <p>In the left-hand dark gray menu, go to "Units of Club" then "C021 – Units."</p>  <p>On the top right corner, click on the green "New Unit" button .</p> 	<p>Create a "Unit"</p> <p>Give your unit a name in the first "Name of the unit:" box.</p> <p>Select any staff that have the "Counselor" role in the "Counselor:" drop down.</p> <p>Take note of the "Club code:" and "Unit Password:" to send to you Counselor later.</p> <p>Finish setting up the "Unit" by clicking the green "Save" button.</p> <p>Send your Counselor the URL's, Club code, & Unit Password.</p>																
<p>Add Members</p> <p>Go to "Units of Club" and "C020 - Members".</p>  <p>Under the list of members, click the "Adjust Members" button.</p> 	<p>Unit: <input type="text" value="KINGS KIDS"/></p> <p>Members: <input type="button" value="Display"/> <input type="text" value="Search:"/></p> <table border="1"> <thead> <tr> <th>Member</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> ANNA DANIEL BOND</td> <td>CLUB TREASURER</td> </tr> <tr> <td><input checked="" type="checkbox"/> ANNELOE BRADY</td> <td>ADVENTURER</td> </tr> <tr> <td><input type="checkbox"/> CECILIA BRADY</td> <td>CLUB ASSISTANT DIRECTOR</td> </tr> <tr> <td><input type="checkbox"/> CHRISTOPHER BRADY</td> <td>COUNSELOR</td> </tr> <tr> <td><input checked="" type="checkbox"/> ELIZABETH</td> <td>STAFF</td> </tr> <tr> <td><input type="checkbox"/> JAMES BRADY</td> <td>ADVENTURER</td> </tr> <tr> <td><input checked="" type="checkbox"/> KENNETH BRADY</td> <td>CLUB SECRETARY</td> </tr> </tbody> </table> <p>Showing 1 to 11 of 11 entries Previous <input type="text" value="1"/> Next</p> <p><input type="checkbox"/> SELECT ALL MEMBERS</p> <p><input type="button" value="Back"/> <input type="button" value="Save"/></p>	Member	Role	<input checked="" type="checkbox"/> ANNA DANIEL BOND	CLUB TREASURER	<input checked="" type="checkbox"/> ANNELOE BRADY	ADVENTURER	<input type="checkbox"/> CECILIA BRADY	CLUB ASSISTANT DIRECTOR	<input type="checkbox"/> CHRISTOPHER BRADY	COUNSELOR	<input checked="" type="checkbox"/> ELIZABETH	STAFF	<input type="checkbox"/> JAMES BRADY	ADVENTURER	<input checked="" type="checkbox"/> KENNETH BRADY	CLUB SECRETARY	<p>← Select the "Unit" you want to add members into.</p> <p>← Place a check next to each person that is to be included in this unit.</p> <p>←</p> <p>←</p> <p>← Click the green "save" button to complete this unit.</p>
Member	Role																	
<input checked="" type="checkbox"/> ANNA DANIEL BOND	CLUB TREASURER																	
<input checked="" type="checkbox"/> ANNELOE BRADY	ADVENTURER																	
<input type="checkbox"/> CECILIA BRADY	CLUB ASSISTANT DIRECTOR																	
<input type="checkbox"/> CHRISTOPHER BRADY	COUNSELOR																	
<input checked="" type="checkbox"/> ELIZABETH	STAFF																	
<input type="checkbox"/> JAMES BRADY	ADVENTURER																	
<input checked="" type="checkbox"/> KENNETH BRADY	CLUB SECRETARY																	

Be sure to send the Counselor of a unit the "Unit Corner" website addresses, "Club Code", and "Unit Password."