

YOUR CONFERENCE

Youth
Ministries
Management
System

Step-by-Step Tutorial


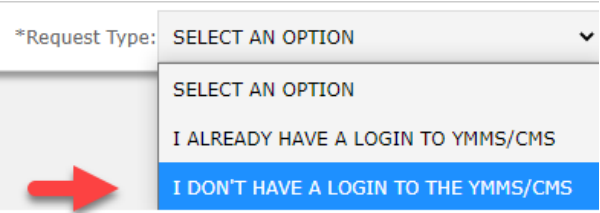


YMMMS Step-by-Step Tutorial

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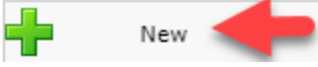



CREATE A DIRECTOR/SECRETARY ACCOUNT

<h3>Requirements</h3> <p>It is required to complete the training and background check, visit Adventists Screening Verification.</p> <ul style="list-style-type: none">✓ Only for Club Director, Assistant Director, or Club Secretaries✓ Date of Birth of Staff.✓ Email Address.✓ Background Check Eligibility Date.✓ Background Check exact name used. Click Here for example.✓ Approved Driver Questionnaire Form if they will be a Volunteer Driver.✓ Emergency Contact Name/Phone.	<h3>Step 1</h3> <p>Log into your YMMS account at NADYouth.com</p>	<h3>Step 2</h3> <p>In the login screen, click the button "Request/Reactivate account".</p>  <p>This is the first step to starting your club for the current year cycle in YMMS.</p> <p>If you are a new club leader, you will need to request a new YMMS account.</p> <p>Established club leaders will need to reactivate their account.</p>
<h3>Step 3</h3> <p>In the Request Type, select "I don't have a login to the YMMS".</p> 	<h3>Step 4</h3> <p>Fill out ALL the information requested. Read the Privacy Policy and Terms of Use. Check the box "I accept the Terms" and click SUBMIT.</p> <p>It will take the Texas Conference personnel 7 to 10 working days to validate/accept your request, please plan accordingly.</p> <p>Note: The following should not request an account in YMMS themselves. Conference Staff, Area Coordinators, All other Club Staff, Club Members, and Parents.</p>	<h3>Important</h3> <p>YMMS will match the user's (1) Name, (2) Birth Date, and (3) Background Check Verification Date with Adventist Screening Verification as part of the approval process. If any of these three items do not EXACTLY MATCH, the user account will not be approved. When this happens, the user will not be able to access YMMS and possibly not be able to register for Conference events until the error is corrected.</p>











STAFF/PARENT MANUAL CLUB REGISTRATION

IMPORTANT AND REQUIRED INFORMATION BEFORE STARTING

CLUB STAFF	CHILDREN	ADVENTURERS PARENTS	PARENTS of PATHFINDERS and MASTER GUIDE
<ul style="list-style-type: none"> ✓ Date of Birth of Staff. ✓ Email Address. ✓ Background Check Eligibility Date for all Adults. ✓ Approved Driver Questionnaire form if they will be a Volunteer Driver. ✓ Emergency Contact Name & Phone. <p>All volunteers MUST complete the Adventists Screening Verification BEFORE they are allowed to serve in your Club and before you will be able to register them in YMMS.</p>	<ul style="list-style-type: none"> ✓ Info from Local Club Registration. ✓ Pathfinder Local Club Reg. ✓ Adventurer Local Club Reg. <p>Note: A Pathfinder Club Staff's child, if in an Adventurer Club, must be registered under both Clubs separately but with the different roles they have in each Club.</p>	<ul style="list-style-type: none"> ✓ Date of Birth of Parent. ✓ Email Address. ✓ If attending combined Pathfinder & Adventurer overnight local club/conference sponsored events: Background Check Eligibility Date is REQUIRED. ✓ Approved Driver Questionnaire Form if they will be a Volunteer Driver. ✓ Emergency Contact Name/Phone. <p>All Staff MUST complete the Adventists Screening Verification BEFORE they are eligible to be registered and attend events.</p>	<ul style="list-style-type: none"> ✓ Date of Birth of Parent. ✓ Email Address. ✓ If attending local Club/conference sponsored events: Background Check Eligibility Date is REQUIRED. ✓ Approved Driver Questionnaire Form if they will be a Volunteer Driver. ✓ Emergency Contact Name/Phone. <p>All Staff MUST complete the Adventists Screening Verification BEFORE they are eligible to be registered and attend events.</p>

<p>Step 1</p> <p>Log into your YMMS account at NADYouth.com</p>	<p>Step 2</p> <p>In the Short Cut Menu, go to Members and click on Register, or Under Secretary, click on "C007 – Members" and click New.</p> 	<p>Step 3</p> <p>Fill out ALL the information requested using the info gathered as detailed above. Make sure to click Save.</p> 
<p>Step 4</p> <p>The page will refresh and you can look to make sure your Club Member shows in the list below.</p>	<p>Step 5 (optional)</p> <p>If you want to view the information you just entered, click on the magnifying glass icon.</p> 	<p>Step 6</p> <p>If you need to make any changes to the information you entered, click on the form icon.</p> 

STAFF/PARENT SELF CLUB REGISTRATION

<p style="text-align: center;">Set Up - Step 1</p> <p>Log into your YMMS account at NADYouth.com</p>	<p style="text-align: center;">Set Up - Step 2</p> <p>Go to the "C216 – Enrollment" sub-module under the Secretary module.</p>	<p style="text-align: center;">Set Up - Step 3</p> <p>Go to the Settings button  Settings and fill in the data about your Club. Be sure to check both options to allow "Club enabled in Find a Club" and "Available Pre-Registration."  Generate key</p> <p>Optionally you can include a PDF of your club handbook or welcome letter in the "Internal Regulation" as a file upload. Finally, click "Save."  Save</p>
<p style="text-align: center;">Set Up - Step 4</p> <p>Generating a key to send to parents and staff is also important. Simply click the Generate Key button to create a new key.  Settings  Generate key</p> <p>Now you can copy the Key and the Club Registration Link in either English or Spanish to send to your parents and staff.</p>	<p style="text-align: center;">Review Submissions - Step 1</p> <p>Once a parent or staff has submitted a Registration for your club, it will be listed and waiting for you to approve in the "C216 – Enrollment" sub-module under the Secretary module.</p> <p>Select the Validate icon to review the submitted application. </p> <p>Click the "Select registration option..." and specify if this is a new registration or an update to an existing registration. Then click the "Select Option" Button  Select option</p>	<p style="text-align: center;">Review Submissions - Step 2</p> <p>Scroll down and review the information.</p> <p>To accept new registrations, click the "Insert New" button.  Insert New</p> <p>To accept updates, click either the Update Button to accept the new information "as-is" or the "Update and Edit" button to modify and accept the new information.  Update  Update and Edit</p>

ACTIVATE/INACTIVATE MEMBERS

Step 1

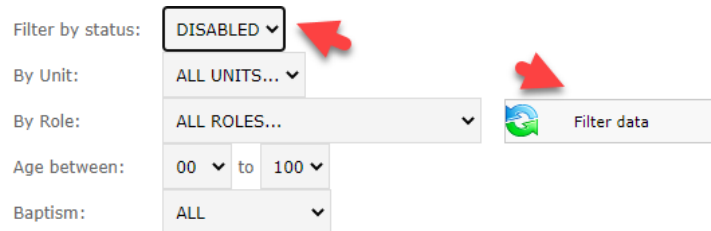
Log into your YMMS account at NADYouth.com

Step 2


In the Short Cut Menu, go to Members and click on Manage.

Step 3A - Activate

To activate, search for the club member. Change the filter by status Disabled and click the filter data button to apply your filter changes.

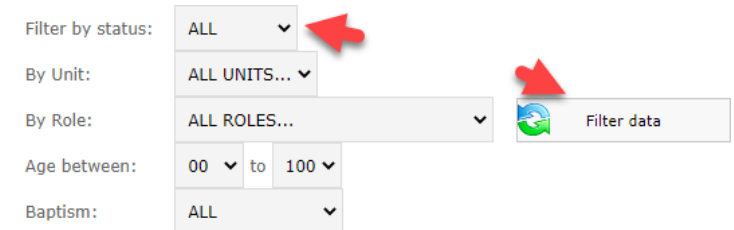


Select the member to be activated and click on the blue checkmark.

Note, no user  completely deleted, only their status is changed to "active" or "inactive". Active members show in black.

Step 3B - Inactivate

To inactivate/disable, search for the club member. The default search is for only active members. Change the "Filter by status" to "ALL" and click the filter data button to view both active and inactive members.



Select the member to be activated and click the red X.



Note, no users are completely deleted; only their status is changed to "active" or "inactive." Inactive members show in red.

CHANGE YOUR PASSWORD

Step 1


Log into your YMMS account at NADYouth.com

Step 2

In the bottom right corner of the password, click on Forgot Password.

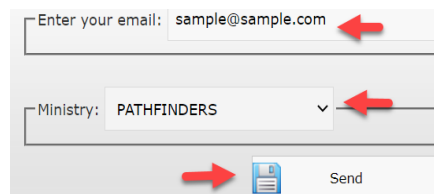
Your password


Type the password


 [Forgot password?](#)



Step 3

Type your email and select your ministry, Click in the send icon.

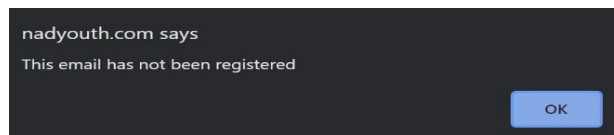


Enter your email: 

Ministry: 

  Send

If you type the incorrect email or select the wrong ministry, you will receive an error message.



If the information is correct, you will receive an email with instructions.

Step 4

Is important to have a strong password, and follow the recommended password guidelines.

Strong password tip from YMMS:

- 1 - Password is greater than 8 characters: + 5% of strength
- 2 - Password greater than 12 characters: + 15% of strength
- 3 - Password with at least 01 upper case letter: + 20% strength
- 4 - Password with at least 01 lower case letter: + 20% of strength
- 5 - Password with at least 01 number from 0 to 9: + 20% of strength
- 6 - Password with at least 01 special character: + 20% of strength - (! @ # \$ % & ?)


Minimum acceptable: 80%

Possible total: 100%

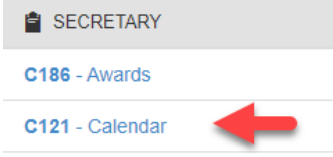
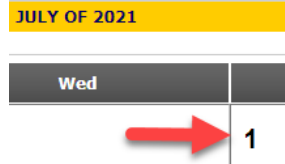
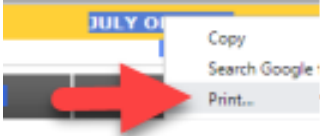


.....

Suggestion: 6c0=FHfR%_z6

Password entered: 9f5\$Bk@_3#Ee (Characters: 12)

 Perfect - Degree of strength: 100%

ADD EVENTS TO YOUR CALENDAR

<p>Step 1</p> <p>Log into your YMMS account at NADYouth.com</p>	<p>Step 2</p> <p>Look on the left-hand side menu, click on Secretary and then click on "C121 – Calendar".</p> 	<p>Step 3</p> <p>Find the Month you wish to add an event in and click on the number of the Date.</p> 
<p>Step 4</p> <p>Add all the required and relevant information. Please be sure to select the correct TYPE of Activity.</p>	<p>Step 5 (Optional)</p> <p>Set an internal reminder for yourself. Note: A Reminder will be sent ONLY if you chose that option in the email you specified.</p>	<p>Step 6</p> <p>For additional events, repeat steps 3 to 5 for all your Club Meetings, Local Club Events, and other events.</p>
<p>PRINT THE CALENDAR (GRID)</p> <p>Highlight/select all the days of the month you wish to Print (press and hold the left button on your mouse and highlight down). Right-click and select Print.</p> 	<p>PRINT THE CALENDAR (LIST)</p> <p>Click on the button at the top right corner. Scroll down to the bottom of the page.</p> 	<p>CHANGE OR DELETE AN EVENT</p> <p>Click on the Event Title in your Calendar, then choose Change or Delete.</p> 

CREATE A CLASS/UNIT AND ADD MEMBERS


Step 1

Log into your YMMS account at NADYouth.com

Step 2

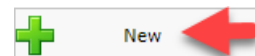
We recommend adding all clubstaff and members before this step.

In the Left hand-side Menu, go to

Units of  Units.

Step 3

On the top right corner, click on the “+ New” Button.

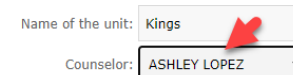


Name each class, for example, Friends or Helping hands.

Optional - add an identifier for multiple Counselors/Instructors per class level, for example, Friends Class 1 or Friends Mrs. Smith.

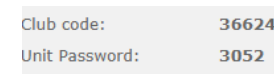
Step 4

On the drop-down, select the counselor.



Note: Only Counselors who are already registered in YMMS with the Role will show up as an option.

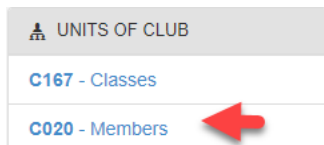
Write down the Club Code and Password for your records

and to 

give to each counselor. Click Save.

Step 5

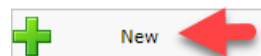
Once all classes are created with a counselor, click on Units of Club and then Members.



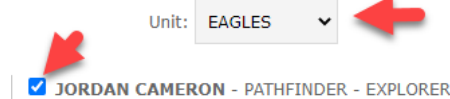
Note: Members must be Registered for Classes and show up on the Class Level Roster.

Step 6

Click on the “+New” button.



Select the Unit from the dropdown.



Check the checkbox next to each child's name who you want to add to that class and then click Save.

Step 7

Email your counselor the following info:

- Club Code
- Unit Password
- Tutorial - How to... Record Club Member's Class Level Progress

Step 8 Corrections

If any member were assigned to the wrong Unit

- 1) Go back to Step 5
- 2) Search for the child in the section called
- 3) The click on the Red X under the Delete column
- 4) Start again at Step 6

RECORD A MEMBER PROGRESS

Step 1

Using the Club Code and Password your Director/Secretary has emailed you, please visit the public “Find a Club” side of YMMS:

(English) <https://nadyouth.com/club>
Then select “[Unit Corner](#)”.

(Español)
<https://nadyouth.com/club/es/>
Luego seleccione “[Rincón de la unidad](#)”.

Step 2

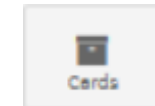
You will see the list of members assigned to your class.

Note: If the list is incorrect, contact your Club Director or Secretary to get them assigned correctly.

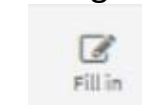


Step 3

On the right-hand side, click on the Cards icon to access that member’s Class Level Cards.



Click on the “Fill in” Button for the Class Level that you are responsible for teaching.



Step 4

For each requirement fill in the Date of Completion and any Comments.

Date	Observations/comments
<input type="text" value="Enter the date"/>	<input type="text" value="Note (optional)"/>

You can always return to edit the Card within the club year.

Note: Directors and Secretaries can access to verify % of completion for each member directly.

Step 5

Save the updates regularly by clicking the “Update Card” Green Button.



Step 6

To update someone else’s card, click on the “Previous Page” Blue Button to go back to the list of class members and follow step 3.



CHECK CLASS/UNIT LEVEL PROGRESS

Step 1

Log into your YMMS account at NADYouth.com

Step 2

In the Left hand-side Menu, go to Units of Club and click on Classes.



Step 3

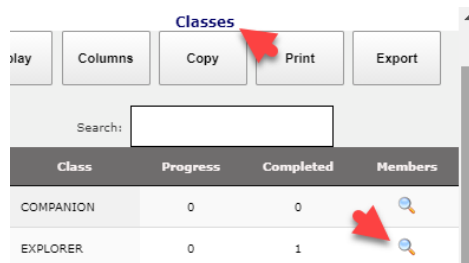
Check Progress by:

Group - All in one Class Level and then members within that Class Level.

Individual - Individual members for ALL Class Levels they have participated in and then Individual Class Level.

Step 4- Group

After Step 2, To see the progress of all the Club Member for a Class levels, scroll down to the section Classes and click on the magnifying glass icon under the column called Members.



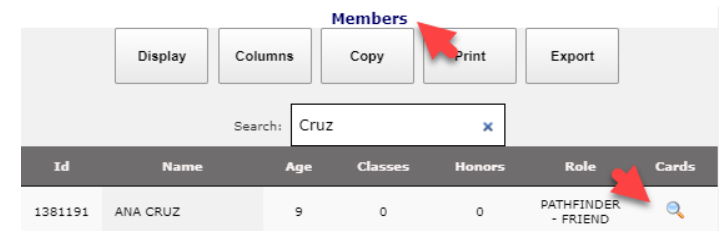
A screenshot of the 'Classes' section in the application. It shows a table with columns: Class, Progress, Completed, and Members. The table has two rows: 'COMPANION' and 'EXPLORER'. A red arrow points to the magnifying glass icon under the 'Members' column for the 'EXPLORER' class.

Class	Progress	Completed	Members
COMPANION	0	0	
EXPLORER	0	1	

If you are interested in a particular member's progress, click magnifying glass icon under Card.

Step 5 – Individual

After Step 2, To see the progress of the Club Member for all Class Levels at once, scroll down to the section Members and click on the magnifying glass icon under the column Card.



A screenshot of the 'Members' section in the application. It shows a table with columns: Id, Name, Age, Classes, Honors, Role, and Cards. The table has one row: '1381191 ANA CRUZ 9 0 0 PATHFINDER - FRIEND'. A red arrow points to the magnifying glass icon under the 'Cards' column for the member 'ANA CRUZ'.

Id	Name	Age	Classes	Honors	Role	Cards
1381191	ANA CRUZ	9	0	0	PATHFINDER - FRIEND	

If you are interested in a particular member's progress, click magnifying glass icon under Card.

Step 1

Log into your YMMS account at NADYouth.com

Step 2

In the shortcut Menu, or under Secretary go to Members. Search for the Director or Secretary name.

Step 3A

Ex-Director/Secretary leaving the club

If the Past Director or Secretary is not staying with the club as staff or parent, inactivate the user by clicking the X icon.

Name	Age	Role	Active	Medical form (Expiration)	See	Password	Change	Inactivate
DEMO DIRECTOR	39	CLUB DIRECTOR	YES	PENDING				

Step 3B

Ex-Director/Secretary staying with the club

If the Past Director/Secretary is staying with the club as staff/parent:

On the column called Change click on the Edit Icon.

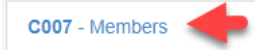

Name	Age	Role	Active	Medical form (Expiration)	See	Password	Change
DEMO DIRECTOR	39	CLUB DIRECTOR	YES	PENDING			


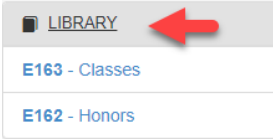


Update the new role and accept the terms.

*Role:

Note: If you are needing them to have Club Staff access, please follow the How to...Give access to Parents and Club Staff Tutorial.

GRANT ACCESS TO STAFF/PARENTS

<p>Important: Staff/parents will ONLY have access to the Library of Class Requirements and Honors/Awards. This is an optional resource.</p> <ol style="list-style-type: none"> 1) If a Staff/Parent is already part of Adventurer and Pathfinder or Master Guide club, it is not necessary for them to have more than one account because the library includes access to Adventurer , Pathfinder, Master Guide, Class and Honor/Award requirements together. 2) We recommend Usernames be very specific to the person and club. 3) We recommend users to update their password using the tutorial...Change or Reset Password. 4) Copy all the info you created BEFORE clicking SAVE as it will lock you out once you click save creating the user account. 	<p style="text-align: center;">Step 1</p> <p>Log into your YMMS account at NADYouth.com</p>	<p style="text-align: center;">Step 2</p> <p>On the left-hand side menu, click on Secretary and click on C007 – Members.</p> 	<p style="text-align: center;">Step 3</p> <p>On the right-hand side, you can search for the staff/parent.</p> <p>Then click on the Lock Icon.</p> 
	<p style="text-align: center;">Step 4</p> <p>Create the Username, for example, PFJaneDoe.</p> <p>Note: It is optional to add PF or Adv or MG to the Username, this will be for access control.</p>	<p style="text-align: center;">Step 5</p> <p>Create the Password following the requirements.</p> <p>Note: You can double-check/copy the password by looking right under the password text box.</p>	<p style="text-align: center;">Step 6</p> <p>Copy for your own records the Staff/Parent Username and Password, then click Save.</p> <p>Note: If the user forgets their username, you should have this information. If the user needs to reset their password, use the tutorial “Change or Reset Password”.</p>

<p style="text-align: center;">Step 1</p> <p>Log into your YMMS account at NADYouth.com</p>	<p style="text-align: center;">Step 2</p> <p>Use the Username and Password that your director/secretary emailed you.</p> <p>The system will ask you to update your password.</p> <p>NOTE: If the system pop-up mention, “The User does not have an email”, please provide your email to your director or secretary, they will update your records.</p>	<p style="text-align: center;">Step 3</p> <p>As a Parent / Club Staff you will have limited access to general information.</p> <div data-bbox="1667 396 1913 553">  </div> <p>Your Club Director may ask you to visit the library for resources.</p> <div data-bbox="1667 654 1938 792">  </div>
<p style="text-align: center;">Classes</p> <p>Classes refer to the Pathfinder and Adventurer Class Levels. Here you can check the requirements for each class.</p> <p>Click on the search icon to see the specific requirements.</p> <div data-bbox="317 1195 495 1260">  </div>	<p style="text-align: center;">Honors</p> <p>In Honors, you will find the requirements and answers to Master Guides/Pathfinder Honors, Adventurers Awards, Chips, and Stars from the NAD and other conferences (as they are added into the system).</p> <p>Click on the search icon to see the specific requirements.</p> <div data-bbox="1104 1203 1283 1268">  </div>	<p style="text-align: center;">Advanced search</p> <p>You can always search for specific Honors, Awards, Chips, or stars using the Search bar.</p>