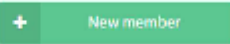



# Add Members to Your Club – Manual

## IMPORTANT AND REQUIRED INFORMATION TO HAVE ON HAND BEFORE STARTING

CLUB STAFF	CHILDREN	PARENTS	MASTER GUIDE
<ul style="list-style-type: none"> <li>✓ Date of Birth of Staff.</li> <li>✓ Email Address.</li> <li>✓ Background Check Eligibility Date for all Adults.</li> <li>✓ If required, Approved Driver Questionnaire form if they will be a Volunteer Driver.</li> <li>✓ Emergency Contact Name &amp; Phone.</li> </ul> <p>All adults working with children MUST complete the Adventists Screening Verification (<a href="https://t.ly/3cBrb">https://t.ly/3cBrb</a>) BEFORE they are allowed to serve in your Club and before you can register them in YMMS.</p>	<ul style="list-style-type: none"> <li>✓ Info from Local Club Registration.</li> <li>✓ Pathfinder Local Club Reg.</li> <li>✓ Adventurer Local Club Reg.</li> </ul> <p>Note: A Pathfinder Club Staff's child, if also in an Adventurer Club, must be registered under both Clubs separately but with different roles in each Club example: Adventurer "Busy Bee," &amp; Pathfinder "Staff Child."</p>	<ul style="list-style-type: none"> <li>✓ Date of Birth of Parent.</li> <li>✓ Email Address.</li> <li>✓ If attending combined Pathfinder &amp; Adventurer overnight local club/conference sponsored events: Background Check Eligibility Date is REQUIRED.</li> <li>✓ If required, Approved Driver Questionnaire Form if they will be a Volunteer Driver.</li> <li>✓ Emergency Contact Name/Phone.</li> </ul> <p>All adults working with children MUST complete the Adventists Screening Verification (<a href="https://t.ly/3cBrb">https://t.ly/3cBrb</a>) BEFORE they are eligible to register and attend events.</p>	<ul style="list-style-type: none"> <li>✓ Date of Birth of Parent.</li> <li>✓ Email Address.</li> <li>✓ If attending local Club/conferencesponsored events: Background Check Eligibility Date is REQUIRED.</li> <li>✓ If required, Approved Driver Questionnaire Form if they will be a Volunteer Driver.</li> <li>✓ Emergency Contact Name/Phone.</li> </ul> <p>All adults working with children MUST complete the Adventists Screening Verification (<a href="https://t.ly/3cBrb">https://t.ly/3cBrb</a>) BEFORE they are eligible to register and attend events.</p>

<p><b>Step 1</b></p> <p>Log into your YMMS account at <a href="https://t.ly/3cBrb">NADYouth.com</a>.</p>	<p><b>Step 2</b></p> <p>Go to the dark gray menu on the left and select "Secretary," followed by "C007 – Members." In the upper right corner, click the "New Member" button.</p> 	<p><b>Step 3</b></p> <p>Fill out the New Member Registration Form using the info gathered in the red area at the top of this page. Finally, make sure to click the green "Save" button.</p> 
<p><b>Step 4</b></p> <p>The page will refresh, and you can look to make sure your Club Member shows up in the list.</p>	<p><b>View or Edit (Optional)</b></p> <p>You can view a member profile, edit their account (change data), and inactivate or activate a member using the purple "Options" button and choosing your desired action.</p> 