

# YMMS - How to...

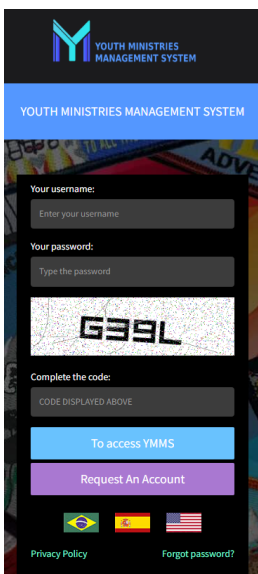
## Create a Unit and Assign Children to Each Unit



Let's get started!

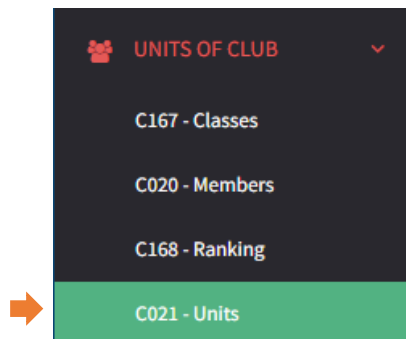
### Step 1

Director/Secretary:  
Log into your account at  
[www.nadyouth.com](http://www.nadyouth.com)



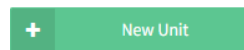
### Step 2

On the lefthand-side menu, go  
to "Units of Club" and click on  
"Units"



### Step 3

On the top right corner, click  
on the "New Unit" button



Name each Unit. We suggest using  
the Class Level name and then  
perhaps another identifying detail if  
you have multiple Counselors/  
Instructors per class level.

Name of the unit:

Examples:

Friends (Class 1)  
or  
Friends (Mrs. Smith)  
or  
Friends (Catch-Up work)

### Step 4

On the drop down select the  
counselor.

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

Counselor:

Write down the Club Code and  
Password for your records and to give  
to each counselor.

ACCESS TO THE UNIT CORNER

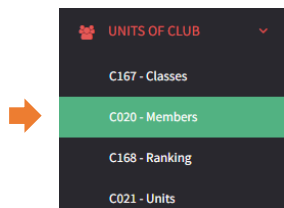
Club code: **36561**  
Unit Password: **1452**

Remember to Click Save



### Step 5

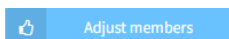
Once all Units are created and  
assigned a counselor,  
click on "Units of Club" and  
then "Members"



Note: Members must already be  
registered for Classes and show up on  
the Class Level Roster

### Step 6

Click on the "Adjust members"  
button at the bottom of the page



Select the Unit from the dropdown

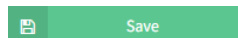
Unit:

Check the boxes next to each child's  
name who you want to  
register in that Unit.

And then



Remember to Click Save



### Step 7

Email your counselor the following info:

Club Code

Unit Password

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

#### If any children were assigned into the wrong Unit

- 1) Go back to Step 5
- 2) Search for the child
- 3) Click on the box on the left side of the child's name
- 4) Click "Delete selected" button
- 5) Start again at Step 6