

YMMS - How to...

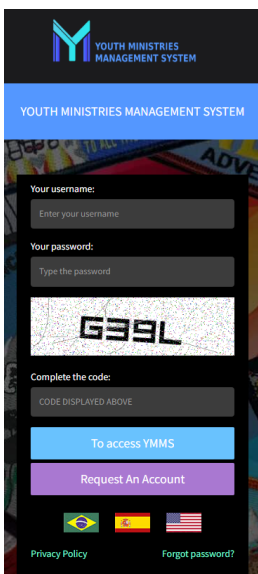
Transfer a Member to Another Club



Let's get started!

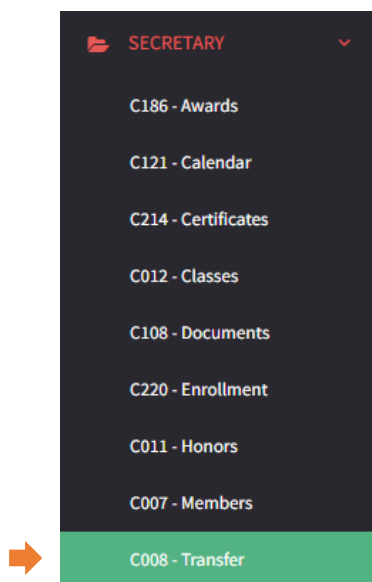
Step 1

Director/Secretary:
Log into your account at
www.nadyouth.com



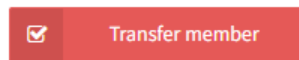
Step 2

On the left hand side menu,
click on Secretary and click on
C008 - Transfer



Step 3

Near the top right, click on
the red "Transfer member"
button.



Select the member, Conference,
and Club destination (club the
member is transferring to) by using
the drop-down menus. Write a
short description for motive of
transfer. Click save.

Member:

Conference:

Club destination:

Motive:

Step 4

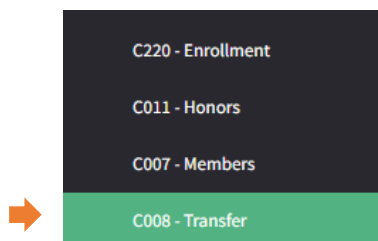
You will now see the member
shown as pending to be accepted
by the other club.

Status	Date	View	Cancel
PENDING	08/27/2025	<input type="button" value="i"/>	<input type="button" value="x"/>

**IF YOU NEED TO CANCEL THE
TRANSFER:** Click the red x under
cancel to cancel the transfer.

Step 5

Other Club will go to
Secretary and click on C008 -
Transfer to view the new
member.



Step 6

Other Club will see new pending
member. Click the green +
button.

Status	Date	Receive	Delete
PENDING	08/27/2025	<input type="button" value="+"/>	<input type="button" value="x"/>

Step 7

Other Club will review member's information. **Decision:**
accept or refuse transfer. **Role:** select role in club. **Unit:** what
class the member will be in. Write a short description in
motive of transfer, and complete the task by clicking save.

Decision:

Role:

Unit:

Transfer is complete!