




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. ✓ 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 different roles 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. ✓ 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. ✓ 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 6</p> <p>If you need to make any changes to the information you entered, click on the form icon.</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> 