







# CREATE A CLASS/UNIT AND ADD MEMBERS



<p><b>Step 1</b></p> <p>Log into your YMMS account at <a href="http://NADYouth.com">NADYouth.com</a></p>	<p><b>Step 2</b></p> <p>We recommend adding all clubstaff and members before this step.</p> <p>In the Left hand-side Menu, go to Units of Club and click on Units.</p> 	<p><b>Step 3</b></p> <p>On the top right corner, click on the “+ New” Button.</p>  <p>Name each class, for example, Friends or Helping hands.</p> <p>Optional - add an identifier for multiple Counselors/Instructors per class level, for example, Friends Class 1 or Friends Mrs. Smith.</p>	<p><b>Step 4</b></p> <p>On the drop-down, select the counselor.</p>  <p><b>Note:</b> Only Counselors already registered in YMMS with the Role will appear as an option.</p> <p>Write down the Club Code and Password for your records and give them to _____ each counselor. Click Save.</p> 
<p><b>Step 5</b></p> <p>Once all classes are created with a counselor, click on Units of Club and then Members.</p>  <p><b>Note:</b> Members must be Registered for Classes and appear on the Class Level Roster.</p>	<p><b>Step 6</b></p> <p>Click on the “+New” button.</p> <p>Select the Unit from the dropdown.</p>  <p><b>Note:</b> Check the checkbox next to each child’s name whom you want to add to that class, and then click Save.</p>	<p><b>Step 7</b></p> <p>Email your counselor the following info:</p> <ul style="list-style-type: none"> <li>• Club Code</li> <li>• Unit Password</li> <li>• Tutorial - How to... Record Club Member’s Class Level Progress</li> </ul>	<p><b>Step 8 Corrections</b></p> <p>If any member were assigned to the wrong Unit</p> <ol style="list-style-type: none"> <li>1) click on Units of Club and then “C020 - Members”.</li> <li>2) Search for the child in the section called “Members In Unit”</li> <li>3) Then click on the Red X in the Delete column for the member</li> <li>4) Start again at Step 6</li> </ol>