






# RECORD A MEMBER PROGRESS



<p><b>Step 1</b></p> <p>Using the Club Code and Password your Director/Secretary has emailed you, please visit the public "Find a Club" side of YMMS: (English) <a href="https://nadyouth.com/club">https://nadyouth.com/club</a> Then select "Unit Corner". (Español) <a href="https://nadyouth.com/club/es/">https://nadyouth.com/club/es/</a> Luego seleccione "Rincón de la unidad".</p>	<p><b>Step 2</b></p> <p>You will see the list of members assigned to your class.</p> <p>Note: If the list is incorrect, contact your Club Director or Secretary to get them assigned correctly.</p> 	<p><b>Step 3</b></p> <p>On the right-hand side, click the Cards Icon to access that member's Class Level Cards.</p>  <p>Click on the "Fill in" Button for the class level you are responsible for teaching.</p> 
<p><b>Step 4</b></p> <p>For each requirement, fill in the Date of Completion and any Comments.</p>  <p>You can always return to edit the Card within the club year.</p> <p>Note: Directors and Secretaries can access to verify % of completion for each member directly.</p>	<p><b>Step 5</b></p> <p>Save the updates regularly by clicking the "Update Card" Green Button.</p> 	<p><b>Step 6</b></p> <p>To update someone else's card, click on the "Previous Page" Blue Button to return to the list of class members and follow step 3.</p> 