

UPDATE EX-DIRECTOR/SECRETARY'S STATUS/ROLE



Step 1

Log into your YMIMS account at NADYouth.com

Step 2

In the shortcut Menu, or under Secretary go to Members. Search for the Director or Secretary name.

Step 3A

Ex-Director/Secretary leaving the club

If the Past Director or Secretary is not staying with the club as staff or parent, inactivate the user by clicking the X icon.



Step 3B

Ex-Director/Secretary staying with the club

If the Past Director/Secretary is staying with the club as staff/parent: On the column called Change click on the Edit Icon.



Update the new role and accept the terms.



Note: If you need them to have Club Staff access, please follow the How to...Give access to Parents and Club Staff Tutorial.