

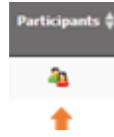
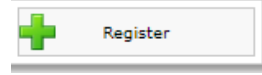




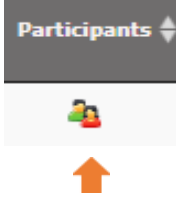
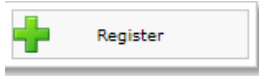
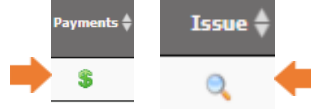
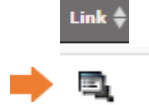


YMMS - How to Register for a General Registration

<p>Step 1</p> <p>Log into your account at www.nadyouth.com</p> 	<p>Step 2</p> <p>In the Left Hand-side Menu go to Events and Click on “C014 – Register” To find the event you wish to register for.</p> 	<p>Step 3</p> <p>To the far Right Click on the Participants Icon</p> 	<p>Step 4</p> <p>On the top right corner Click Register Button</p> 
<p>Step 5</p> <p>Put a Check Mark next to each individual you wish to register.</p> <p>Note: Some Members may show up under a different tab. Please review pages 3-5 of this document for common reason why someone may show under the Ineligible Members Tab.</p>	<p>Step 6</p> <p>Click on the Payment Button</p> <p>Then Click the Generate Button</p> <p>You will now see a Pop-up window regarding PayPal. However, a PayPal account is not required. You may choose to scroll down and Click on the “Pay with Debit or Credit Card” Button</p>	<p>Step 7</p> <p>If you would like to see your receipt: Go back to Step 2 but instead Click on the Green Dollar Symbol and then Click the Magnifying glass</p>  <p>If you need to go back and pay and your registration has not expired, in this same “Payments” section click on the Link Icon</p>  <p>it will re-direct you again to the payment window</p>	

<p align="center">Step 1</p> <p>Log into your account at www.nadyouth.com</p> 	<p align="center">Step 2</p> <p>In the Left Hand-side Menu, go to Events and Click on "C014 – Register" To find the event you wish to register for,</p> 	<p align="center">Step 3</p> <p>To the far right, click on the Participants Icon</p> 	<p align="center">Step 4</p> <p>In the top right corner, Click the "Register" button.</p> 
<p align="center">Step 5</p> <p>Use the drop-down menu to select a Club Member from your List.</p> <p>Then Click / have a check mark on the Option you are registering them for.</p> <p>Note: Some Members may not show in the drop-down list. Please review pages 3-5 of this document for common reason why someone may not show up.</p>	<p align="center">Step 6</p> <p>Click on the Register Button to continue to the next person.</p> <p>When you are done Click on the Finalize Button</p> <p>Then Click on the Generate Button to Confirm</p>	<p align="center">Step 7</p> <p>You will now see a Pop-up window regarding PayPal. However, a PayPal account is not required. You may choose to scroll down and Click on "Pay with Debit or Credit Card" Button</p> <p>If you would like to see your receipt: Go back to Step 2 but instead Click on the Green Dollar Symbol and then Click the Magnifying glass</p>  <p>If you need to go back and pay and your registration has not expired, in this same "Payments" section click on the Link Icon It will re-direct you again to the payment window</p> 	

SO

- 1) NOT SHOWING UP ON MY LIST FOR AN EVENT
- 2) SHOWING AS INELIGIBLE


FOR ADULTS: CHECK OUT PAGE 4

FOR CHILDREN: CHECK OUT PAGE 5

AN EVENT MIGHT NOT BE FOR THEM.

EXAMPLES:

- LEADERSHIP CONVENTION (ADULT / LEADER ROLES ONLY)
- A TLT EVENT (TEENS/LEADER ROLLS ONLY)




Instructions for Club Director or Secretary when you have an Adult that is showing as "Ineligible" or "Checking" in YMMS

1. Do you have access to your compliance report for your church? (If not, please contact the Level 2 administrator for your local church).
2. Once you can access your report, check the Adults still showing as "Checking" in YMMS.
 - a. Do the names in YMMS match both the First and Last Name columns from the Stirling report?
 - i. If not, this must be adjusted in YMMS so they match exactly.
 - b. Do the dates for the background check between YMMS and Stirling match?
 - i. If they do not have a Background check date but finished their training, they may not have picked the Pathfinder or Adventurer Ministry as a role within Stirling.

Please have them call Sterling (1-855-326-1860) to assign them the correct role and authorize the background check form to show up in their account. This can take 7-10 business days.
 - c. Do they have multiple accounts in your report?
 - i. If so, please ask them to contact Sterling (1-855-326-1860) to merge the accounts.
3. If all of this has been done, then there are two remaining things to check
 - a. The date of birth (DOB) must be the same as the one on their license or state ID. Double check.
 - b. They may have multiple accounts in Sterling beyond your church.
 - i. You will need to contact the Conference Office Level 1 administrator and ask them to help you resolve the issue.

If you still need additional help, please contact the Conference Office Youth Department and let us know that you are at this last stage in the process, as we want to be able to help in the most efficient way possible.



Instructions for Club Director or Secretary when you have a Child showing as Ineligible in YMMS

- 1) Please double-check that they are in the correct Role for their age.
- 2) Also check that the event or activity you are trying to register them for is for the Role that are in.

YMMS Roles by Age		
Ministry	Role	Age group
ADVENTURERS	ADVENTURER - LITTLE LAMB PRE-K	3 - 5
ADVENTURERS	ADVENTURER - EAGER BEAVER K	4 - 6
ADVENTURERS	ADVENTURER - BUSY BEE	5 - 7
ADVENTURERS	ADVENTURER - SUNBEAM	6 - 8
ADVENTURERS	ADVENTURER - BUILDER	7 - 9
ADVENTURERS	ADVENTURER - HELPING HAND	8 - 10
PATHFINDERS	PATHFINDER - FRIEND	9 - 11
PATHFINDERS	PATHFINDER - COMPANION	10 - 12
PATHFINDERS	PATHFINDER - EXPLORER	11 - 13
PATHFINDERS	PATHFINDER - RANGER	12 - 14
PATHFINDERS	PATHFINDER - VOYAGER	13 - 15
PATHFINDERS	PATHFINDER - GUIDE	14 - 16
PATHFINDERS	PATHFINDER - NAVIGATOR	15 - 18
PATHFINDERS	PATHFINDER - PIONEER	15 - 18
PATHFINDERS	JUNIOR COUNSELOR	15 - 18

Note: Any Pathfinders that are 18 must completed a background check

Note: If you have an Adventurer or Pathfinder needing special accommodations (skipped a grade, back a grade, special needs, etc.); please contact the Conference. The Conference Secretary can then take your request and work on getting it approved for that child to be placed in the Role of Adventurer or Pathfinder - Special Needs, which has a wider age range of 0-100. However, note that 18+ still requires background checks regardless of this role.

Instructions for Club Director or Secretary when you have an Adult that is showing as “Ineligible” or “Checking” in YMMS

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 - a. Do the names in YMMS match the First and Last Name columns from the Stirling report?
 - i. If not, you must adjust the names in YMMS to match precisely.
 - b. Do the dates for the background check between YMMS and Stirling match?
 - i. If they have finished their training but do not have a background check date, they may not have picked the Pathfinder or Adventurer Ministry as a role within Sterling. Please have them call Sterling (1-855-326-1860) to assign them the correct role and authorize the background check form to appear in their account. The background check can take 7-10 business days to complete.
 - c. Do they have multiple accounts in your report?
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