

## Step 1

Log into your YMMS account at NADYouth.com.

## Step 2

In the Short Cut Menu, go to Members and click on Manage.

## Step 3A - Activate

**To activate**, search for the club member. Change the filter by status Disabled and click the filter data button to apply your filter changes.



Select the member to be activated and click on the blue checkmark.



Note: no users are completely deleted; their status is changed to "active" or "inactive." Active members are shown in black.

## Step 3B - Inactivate

**To inactivate/disable**, search for the club member. The default search is for only active members. Change the "Filter by status" to "ALL" and click the filter data button to view both active and inactive members.



Select the member to be inactivated and click the red X.

Note: no users are completely deleted; their status is changed to "active" or "inactive." Inactive members are shown in red.