

Honors Earned - Add, View, and Export

Step 1

Log into your YMMS account at NADYouth.com

In the left menu, click "Secretary," then select "C011 – Honors."

Step 2

To record earned honors, click the "New" button in the upper right corner.



One Honor - One Person

Select the Club Members' Name.

Select the Honor they earned.

Enter the instructor's Name.

Set the date the honor was earned by clicking on the "Conclusion in" box and selecting the date.

Click "Save".



One Honor - Many People

Select the "By Honor" button.



Select the honor that was earned.

Place a checkmark next to each person who earned the Honor.

Enter the instructor's Name.

Set the date the honor was earned by clicking on the "Conclusion in" box and selecting the date. Click "Save".



Several Honors - One Person

Select the "By Member" button.

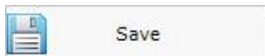


Select the person that you are updating.

Place a checkmark next to each Honor that was earned.

Enter in the Instructors Name.

Set the date the honor was earned by clicking on the "Conclusion in" box and selecting the date. Click on "Save".



Review Earned Honors

To review the Earned Honors, click the "Report" button in the upper right corner.



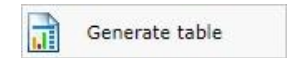
You can filter the Honors by the Date or Category (Departments).

Export an Earned Honors List

At the bottom of the page, click the "Export Data" button.



Use the checkboxes to select what data fields you want in your final report, then click the "Generate Table" button, again, at the bottom of the page.



Finally, click the "Export" button above the displayed information table and choose CSV, PDF, or Excel for your preferred file format to download.

